

## Report for a Progress Monitoring Visit

<b>School name</b>	Heritage School
<b>DfE number</b>	873/6045
<b>Registered charity number</b>	1039099
<b>Address</b>	17-19 Brookside Cambridge CB2 1JE
<b>Headmaster</b>	Mr Jason Fletcher
<b>Chair of trustees</b>	Mr Tom Amies
<b>Date of visit</b>	27 November 2018

## 1. Introduction

### Characteristics of the school

- 1.1 Heritage School is a co-educational day school in the centre of Cambridge. Founded in 2007 as a school for pupils aged from four to seven years, it increased in size year by year and, by 2015, it educated pupils from the age of four through to sixteen years. The school is a charitable trust whose trustees act as the school's governing body. The school's previous routine inspection was a regulatory compliance inspection in May 2017. The school also had a progress monitoring visit in March 2018.
- 1.2 The pupils are drawn from academic, business and professional families in the Cambridge area. At the time of the visit, there were 201 pupils in the school; 103 boys and 98 girls. Of these, 16 were in the Early Years Foundation Stage (EYFS). The school provides support for 45 pupils with special educational needs and/or disabilities including dyslexia. No pupils have an education, health and care plan. The school has identified ten pupils for whom English is an additional language and whose needs are provided for by class and subject teachers.

### Purpose of the visit

- 1.3 This was an unannounced progress monitoring visit at the request of the Department for Education (DfE) to check that the school has fully implemented the action plan submitted following the progress monitoring visit on 14 March 2018.

Regulations which were the focus of the visit	Team judgements
Part 3, paragraph 7 (safeguarding)	<b>Met</b>
Part 4, paragraph 18 (suitability of staff)	<b>Met</b>
Part 4, paragraph 21 (single central register of appointments)	<b>Met</b>
Part 6, paragraph 32 (provision of information)	<b>Met</b>
Part 8, paragraph 34 (quality of leadership and management)	<b>Met</b>

## 2. Inspection findings

### Welfare, health and safety of pupils – safeguarding [ISSR Part 3, paragraph 7]

#### Safeguarding policy

- 2.1 The school meets the requirements.
- 2.2 The school has an appropriate policy for safeguarding which provides suitable arrangements to safeguard and promote the welfare of pupils at the school.

#### Safeguarding implementation

- 2.3 The school meets the standards.
- 2.4 The school's safeguarding policy is implemented effectively. The designated safeguarding lead (DSL) and the deputy DSLs have received suitable training, and this training is up-to-date. There is a named DSL for the EYFS. The DSL, who is the headmaster of the school, understands the need for prompt action and appropriate contact with the Cambridgeshire safeguarding children board, without prior investigation, in reporting concerns about pupils and allegations against staff. A new trustee has been nominated to liaise with the school on safeguarding matters. Since the previous visit, the school has ensured that pre-appointment checks are made as required by statutory guidance, thereby meeting the action point of the previous inspection.
- 2.5 Members of staff, including those new to the school, receive suitable safeguarding training. They demonstrate a clear awareness of their own safeguarding responsibilities, of how to refer any concerns about children which they may have, of the further guidance in *Keeping Children Safe in Education* and of the school's own safeguarding policy. The pupils said they feel happy and safe in the school and believe that staff would listen to them if they had any concerns. They are aware of what they should do to keep safe when online.

### Suitability of staff, supply staff and proprietors [ISSR Part 4, paragraphs 18–21]

- 2.6 The school meets the standards.
- 2.7 The school has ensured that, prior to their starting dates, at least two references are obtained for every member of staff and that barred list checks are carried out on staff in regulated activity. All other required staff recruitment checks are made prior to their starting dates.
- 2.8 The details of appointments of staff, volunteers and trustees are recorded in a suitable manner.

### Provision of information [ISSR Part 6, paragraph 32]

- 2.9 The school meets the standards.
- 2.10 The school meets the requirements for providing information relating to safeguarding to parents. Particulars of the arrangements for safeguarding are published on the school's website.

**Quality of leadership and management [ISSR Part 8, paragraph 34]**

2.11 The school meets the standards.

2.12 Since the previous inspection, the trustees have appointed a compliance support officer in order to more effectively ensure that the school consistently meets the Independent School Standards. A more rigorous recruitment procedure has been implemented to ensure that all required checks are made before the starting dates for members of staff. Members of the senior staff have undergone appropriate training to develop their skills and understanding of regulatory matters. The trustees understand the need to carry out an annual review of safeguarding policy and practice, and this is done effectively. Safeguarding is a standing item on the agenda of all formal meetings of trustees, and safeguarding matters are given due consideration. A new trustee has been appointed to strengthen the school's approach to safeguarding matters. Hence the action points of the previous inspection have been met.

### **3. Regulatory action points**

- 3.1 For the regulations which were the focus of this visit, the school meets all of the requirements of the Education (Independent School Standards) Regulations 2014 and requirements of the Early Years Statutory Framework, and no further action is required as a result of this visit.

## 4. Summary of evidence

### Written materials

- Safeguarding policy
- Records of staff training with particular reference to safeguarding
- Code of conduct for staff
- Minutes of meetings of trustees with regard to their consideration of safeguarding matters and to the annual review of the safeguarding policy and procedures
- Staff recruitment policy and recruitment checklist
- Single central register of appointments

### Meetings with school personnel

- Introductory meeting with the headmaster – to discuss arrangements for the day and to provide initial thoughts on areas specified as focus for the visit
- Meeting with the headmaster in his role as DSL – to discuss implementation of safeguarding policy, training and induction of new staff
- Meeting with a trustee – to discuss the trustees' approach to safeguarding and to recruitment checks
- Meeting with the compliance support officer – to discuss the scope of this new role in the school
- Meeting with those responsible for carrying out staff recruitment checks – to review the school's recruitment procedures, to scrutinise the single central register of appointments and to check staff recruitment files
- Oral feedback to the headmaster at the end of the visit

### Activities on site

- Further scrutiny and evaluation of implementation of policies and documentation (as detailed above)
- Two interviews with pupils in Years 5 and 9 chosen by inspectors
- Meeting with a group of teaching and non-teaching staff chosen by inspectors
- Meeting of inspectors to discuss findings