

## Post Inspection Action Plan

Updated 30.06.20

This Action Plan shows where Heritage did not meet the relevant regulatory requirement and what the school is doing to address those issues.

Action Points from the Inspection Report	Specific reason(s) for the 'not met' judgement	Heritage School response	Status	Additional Leadership/Management Response
<p>Safeguarding (AP 1) <i>The school must ensure that all the required checks are carried out in a timely manner on all staff working in regulated activity, notably those prohibited from teaching, and that clear records of checks are accurately maintained.</i></p> <p>Suitability of Staff, Supply Staff and Proprietors (AP 5) <i>The school must ensure that all required recruitment checks for staff working in regulated activity are completed before the member of staff starts work, and that all such checks are recorded on the single central register of appointments, together with a record of when such checks were made.</i></p>	<p>A club leader was miscategorised as a volunteer rather than as a staff member meaning that although an Enhanced DBS was carried out, the full suite of background checks necessary for a staff member (including, for example, two references and seeing proof of qualifications) were not completed. These checks should have been carried out and recorded on the Single Central Register (SCR) of staff.</p>	<p>The full suite of background checks will be carried out and recorded on the SCR before the individual concerned resumes any work with pupils.</p>	<p>Completed</p>	<p>Audit of SCR to be carried out by newly appointed Compliance Officer (CO).</p> <p>Audit of categorisation of all those working at school (eg. employed, self-employed, volunteer) to be carried out by CO.</p> <p>Spot checks of SCR to be carried out by Trustees at each Quarterly Trustees Meeting (QTM).</p>
<p>Health and Safety (AP 2) <i>The school must ensure effective implementation of its health and safety policy to comply with HSE legislation by ensuring that formal, systematic health and safety checks are carried out and recorded by a competent person, and that legionella checks are carried out regularly and recommendations from legionella and asbestos risk assessments are followed up in a timely manner.</i></p> <p>Premises of and accommodation at schools (AP 6) <i>The school must ensure that its premises are maintained to a standard commensurate with health and safety requirements.</i></p>	<p>Hot water temperature checks had not been carried out and recorded in a systematic manner. It had been three years since asbestos and legionella site surveys were carried out.</p>	<p>Professional legionella management firm appointed to visit the site regularly and identify necessary actions.</p> <p>Professional asbestos survey to be carried out every two years.</p>	<p>Firm contracted. They will carry out work, starting in July.</p> <p>Survey done in March. Site visit planned for July.</p>	<p>Review of all H&amp;S processes planned for autumn term.</p> <p>Actions points from any professional report to be shared with Trustees in specific asbestos, legionella, etc. actions plans. Outstanding issues /recommendations to be kept on QTM agenda until recommendations implemented/Risk Assessment for not doing so in place.</p>

<p>Fire Safety (AP 3)  <i>The school must ensure that it meets the requirements of the Regulatory Reform (Fire Safety) Order 2005, in particular that it carries out drills in all of its premises and acts on the recommendations of an effective fire risk assessment.</i></p>	<p>Panton Hall: Regular fire drills should have been undertaken and recorded.</p> <p>Panton Hall: The reasons for not yet having undertaken all of the recommendations of the most recent Fire Risk Assessment had not been recorded or risk assessed.</p>	<p>Programme of termly fire drills at Panton Hall to be carried out</p> <p>All actions from Fire Risk Assessment for Panton Hall will be undertaken for the avoidance of doubt.</p>	<p>Planned, commencing once the building starts to be re-used.</p> <p>All outstanding actions have been completed.</p>	<p>Outstanding issues /recommendations on future fire risk assessments to be kept on QTM agenda until recommendations implemented/RA for not doing so in place.</p>
<p>Risk Assessment (AP4)  <i>The school must ensure that its risk assessment policy is implemented effectively, adequate detail is included in risk assessments and appropriate checks are carried out on external activity centres including checks of policies, risk assessments for specialist activities and control measures.</i></p>	<p>An improved process for writing risk assessments for enrichment outings was implemented in January, but staff should have had more training ensuring all risk assessments include sufficient detail.</p> <p>Better record keeping of checks on external activity providers for residential trips (camps or overseas trips) are necessary, so the school can prove checks have taken place.</p>	<p>Purchase Educare training package on Risk Assessments and ensure all relevant staff complete the training by September 2020.</p> <p>All standing risk assessments (e.g. for local walks, contractors on site, main site) will be reviewed. The process for signing off risk assessments will be reviewed.</p> <p>New sign-off process to be implemented for residential trips to ensure all checks are done and records kept.</p>	<p>To be completed prior to the start of the autumn term</p> <p>To be completed before the start of the autumn term.</p> <p>Review for each trip in 2020-21</p>	<p>Audit of risk assessment system to be carried out by the CO, with regular monitoring reports to Trustees.</p> <p>Senior Management Meeting (fortnightly) to sign off on residential trips in advance.</p> <p>Trustees to be given a summary report, showing that the RAs and other relevant compliance paperwork has been completed in advance of a residential trip.</p>
<p>Quality of leadership in and management of schools (AP8)  <i>The proprietor must ensure that the leadership and management demonstrate good skills and knowledge appropriate to their role so that they fulfil their responsibilities effectively and ensure that the independent school standards are consistently met and the well-being of pupils is actively promoted.</i></p>	<p>This action point follows automatically from the 'not met' judgements above.</p>	<p>A new dedicated Compliance Officer (CO) will be recruited to focus particularly upon Health and Safety, Safeguarding and GDPR and to report directly to Trustees.</p>	<p>Completed, CO started work in June 2020</p>	<p>In addition to the points in the column above, the CO will report to Trustees at every meeting.</p>