

## Advice Note for a Progress Monitoring Visit

<b>School name</b>	The Dharma Primary School
<b>DfE number</b>	846/6005
<b>Registered charity number</b>	1015691
<b>Address</b>	The Dharma Primary School The White House Ladies Mile Road Patcham Brighton East Sussex BN1 8TB
<b>Headteacher</b>	Ms Clare Eddison
<b>Chair of trustees</b>	Ms Jeannette Adair
<b>Date of visit</b>	26 September 2018

## 1. Introduction

### Characteristics of the school

- 1.1 The Dharma Primary School is a day school for boys and girls between the ages of three and eleven years. Located a few miles inland from Brighton, it was founded in 1994 as the first Buddhist school in the UK. It is a charitable trust, governed by a board of trustees. At the time of the visit there were 69 pupils on roll (27 girls and 42 boys), of whom 26 were in the Early Years Foundation Stage. The school has 12 pupils who require support for special educational needs and/or disabilities, of whom 3 have an education, health and care plan. No pupils require support in learning English an additional language. The school's previous inspection was a regulatory compliance inspection in March 2018.

### Purpose of the visit

- 1.2 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 Regulatory Compliance Inspection on 7-8 March 2018.

Regulations which were the focus of the visit	Team judgements
Part 3, paragraph 7(a) and (b) [safeguarding]	Met
Part 3, paragraph 11 [health and safety]	Met
Part 3, paragraph 12 [fire]	Met
Part 4, paragraph 18(2)(c)(ii) and 18(3) [staff recruitment]	Met
Part 5, paragraph 28(1)(a) and (b) [water supply]	Met
Part 8, paragraph 34(1)(a), (b) and (c) [the quality of leadership and management]	Met

## 2. Inspection findings

### **Welfare, health and safety of pupils – safeguarding [ISSR Part 3, paragraph 7; EYFS 3.4, 3.5, 3.14]**

#### **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 Safeguarding arrangements are implemented effectively to ensure the welfare of pupils. Staff, including those with designated responsibility for safeguarding, are trained at the level required for their responsibilities, including in the most recent statutory guidance. They demonstrate a confident alertness to signs and types of abuse, and knowledge of how to refer these promptly and through the correct channels. Staff new to the school receive suitable induction training in addition to the training undertaken by all staff. They display a good understanding of supporting policies and procedures that support the implementation of safeguarding, such as the staff code of conduct, internet safety and whistleblowing.
- 2.5 The school's records confirm timely liaison with local safeguarding agencies, and that advice is followed. Staff provide appropriate support to children and their families who do not meet the threshold for external support. The governing body exercise careful oversight of safeguarding, particularly through their nominated trustee who has sufficient experience and training to carry out a monitoring role effectively. The school keeps efficient records of staff and trustee training, safeguarding concerns, and monitoring by the trustees. Since the previous inspection, the school has rectified omissions in obtaining references and checking disqualification from childcare for some staff.

### **Welfare, health and safety of pupils – health and safety [ISSR Part 3, paragraph 11]**

- 2.6 The school meets the standards.
- 2.7 The school has improved its systems, most particularly in the management of asbestos and arrangements around minibus driving, since the previous inspection. A recent asbestos review found no remedial action is required unless refurbishment works take place and the asbestos register is readily available for any visiting service providers.
- 2.8 Driving the school minibus is now restricted to those staff who have the required driving licence. A nominated trustee for health and safety, who has undertaken specific health and safety governance training, conducts monitoring visits to ensure that the comprehensive health and safety policy is being implemented correctly.

**Welfare, health and safety of pupils – fire safety [ISSR Part 3, paragraph 12]**

- 2.9 The school meets the standards.
- 2.10 The school now meets the requirements of the Regulatory Reform (Fire Safety) Order (2005). It has a suitable fire safety policy that guides practice and has undertaken most of the actions in its most recent fire risk assessment, the remainder still being within the specified timescale. Most of the staff, including the fire safety manager, have undertaken recent fire safety training. Regular fire drills are held and correctly recorded. Firefighting and detection equipment are checked and serviced at the prescribed intervals by external specialists and records are kept of checks carried out internally, such as of emergency lighting and fire alarms.
- 2.11 The school now has clear signage to emergency exits and fire notices. Escape routes are clear of obstructions. Oversight of arrangements is carried out by the health and safety committee which includes the nominated trustee.

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

- 2.12 The school meets the standards.
- 2.13 The school now implements correct procedures for the recruitment of staff, supply staff, volunteers and trustees, before they start work. As well as having a suitable policy, a new recruitment checklist is now used to track the progress of the required checks prior to confirmation of appointment and is included in each personnel file.
- 2.14 Both the single central register of appointments and staff files confirm that all the required checks are carried out in a timely manner, prior to the commencement of employment, particularly in relation to obtaining references, medical fitness and disqualification from childcare. Strengthened procedures are evident in the correct checks having been made on all staff who have started work since the previous inspection. The nominated trustee for safeguarding conducts regular checks of the single central register to ensure governors maintain correct oversight.

**Premises and accommodation – water supply [ISSR Part 5, paragraph 28]**

- 2.15 The school meets the standards.
- 2.16 There are suitable clearly labelled facilities to provide drinking water for pupils and an adequate supply of hot and cold water in washrooms. Since the previous inspection the school has implemented a rigorous regime to maintain the water system. An external company has carried out a legionella risk assessment and confirmed compliance with requirements. The school maintains a logbook to show regular checks and maintenance. Several members of the leadership and staff have undertaken training in legionella awareness.

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

- 2.17 The school meets the standards.
- 2.18 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]**

2.19 The school meets the standards.

2.20 The school's leadership and management now demonstrate good skills and knowledge so that the Independent School Standards are met consistently. Since the previous inspection the leadership and trustees have deepened and extended their understanding through undertaking a range of courses to ensure they have sufficient knowledge to fulfil their responsibilities effectively. All the shortcomings from the previous inspection have been rectified and procedures established to ensure continued compliance, which includes the regular monitoring by trustees of compliance with the standards.

### **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
- Code of conduct for staff
- Whistleblowing policy
- Online safety and social media guidelines and acceptable use policy
- Record of safeguarding training for head and all staff
- Records and correspondence relating to safeguarding and bullying
- Evidence of any referrals/consultations with Children's Services, the LADO, DBS and TRA
- Trustees' minutes with regard to the annual review of the safeguarding/child protection policy and procedures
- Health and safety policy and maintenance/training records, particularly for asbestos, the minibus and legionella/water testing and control
- Plan to manage asbestos
- The fire safety policy
- The most recent fire risk assessment and other fire records
- Minutes of monitoring meeting with trustee with responsibility for health and safety
- The written recruitment procedure and recruitment checklist
- Records of any training carried out by leadership or trustees as indicated in the school's action plan
- The single central register of appointments and a sample of staff files requested by the inspectors

### Meetings with school personnel

- Introductory meeting with head – to discuss arrangements for the day and to provide initial thoughts on areas specified as focus for the visit
- Meeting with the DSL – to discuss implementation of safeguarding policy, training and induction of new staff
- Meeting with bursar – to discuss health and safety, fire and water control arrangements
- Meeting with head as person responsible for carrying out staff recruitment checks – to review school's recruitment procedures, to scrutinise single central register of appointments and to check staff recruitment files
- Meeting with a group of teaching and non-teaching staff, selected by inspectors, to discuss:
  - safeguarding pupils and promoting e-safety including their training
  - implementation of policies and procedures to promote pupils' welfare, health and safety
- Meeting with the chair of trustees

### **Activities on site**

- Further scrutiny and evaluation of implementation of policies and documentation (as detailed above)
- Tour of the school
- Meeting of inspectors