

# Edgeborough School

Inspection report for boarding school

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<b>Inspection date</b>	29 September 2009
<b>Inspector</b>	John Chivers
<b>Type of Inspection</b>	Key

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<b>Registered person</b>	Edgeborough Education Trust Limited
<b>Head / Principal</b>	Richard A. Jackson
<b>Nominated person</b>	Maureen Angela Jackson
<b>Date of last inspection</b>	30 January 2007

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## About this inspection

The purpose of this inspection is to assure children and young people, parents, the public, local authorities and government of the quality and standard of the service provided. The inspection was carried out under the Care Standards Act 2000.

This report details the main strengths and any areas for improvement identified during the inspection. The judgements included in the report are made in relation to the outcome for children set out in the Children Act 2004 and relevant National Minimum Standards for the establishment.

## The inspection judgements and what they mean

Outstanding:	this aspect of the provision is of exceptionally high quality
Good:	this aspect of the provision is strong
Satisfactory:	this aspect of the provision is sound
Inadequate:	this aspect of the provision is not good enough

## **Service information**

### **Brief description of the service**

Edgeborough is a co educational day and boarding prep school for approximately 335 children, 51 whom are boarders at the time of the inspection. The school is situated between Frensham and Farnham with good road and rail links to London and the South Coast. The school provides boarding on a weekly basis, Monday to Thursday or flexible boarding facilities where children can stay according to their families needs and circumstances.

Boarding accommodation is located in the main school building over two floors, with boarders sleeping in dormitories according to their age and gender. The school has a range of leisure facilities that include an Astroturf pitch and outdoor swimming pool. Arts also play an important part in the curriculum. Car parking facilities and driveway barrier gates are on the school site.

The boarding section provides a high standard of pastoral care to the children.

### **Summary**

This inspection was an announced full inspection and aligned with the Independent School's Inspectorate's inspection of the school. All of the key national minimum standards in the sections being healthy, staying safe, enjoying and achieving, positive contribution, economic wellbeing and organisation were assessed. There were no recommendations made at the last inspection and three recommendations are made as a result of this inspection. The school is managed in a sound and professional way and affords an excellent standard of pastoral care to the children, having regard for equal opportunities and equality and diversity issues throughout of its operation.

The overall quality rating is good.

This is an overview of what the inspector found during the inspection.

### **Improvements since the last inspection**

There were no recommendations or areas set for improvement as a result of the last inspection.

### **Helping children to be healthy**

The provision is good.

The school has full regard for health and medical matters concerning the children and ensures these areas are monitored and reviewed as appropriate. The school promotes healthy eating and life styles and the catering arrangements at the school are of an excellent standard.

The school has a health policy and healthily living is promoted as part of the school's curriculum and reinforced by care staff in pastoral time. Children are encouraged to keep occupied, fit and healthy and participate in a wide range of physical activities which helps their physical development, co-ordination, skill development and is enjoyed by them. The boarding matron is responsible for medical matters and a local general practice is available to the school. Signed parental consent forms for medical and emergency treatment are available. Children's health and medical histories are held on registration and application forms and any medical issues are closely monitored, treated and recorded. Children's health and medical information is kept secure in the matron's surgery. There is a detailed medication administration policy and procedure. Medication is securely held in locked cabinets with the contents being well organised

and checked for expiry dates. Medication administration is clearly recorded and children receive their medication and treatment in a caring, sensitive and reassuring way and enjoy the attention afforded them from staff during such procedures. Children confirm in discussion that the school takes an active interest in their health and advises on aspects of healthy living. Old or discarded medication is returned to the pharmacy for disposal. All care staff are trained in first aid, epipen use and diabetes; however the matron has not received any formal medication administration training. Accidents are clearly recorded, though the recording format is not currently consistent with the requirements of the Data Protection Act.

The boarding house has a 'sick bay' where children may recover from illness or ailments and are appropriately supervised during such periods.

The school's menu provides for a balanced and healthy diet and any special medical, cultural, religious and preferential diets are catered for. The meals provided are of excellent quality, ample portions and well presented. Children and staff confirm the high standard of catering provided. Meal times are a well ordered social occasion with children possessing good table manners and high standards of behaviour during dining. The school's kitchen is clean and well equipped and provisions are correctly and safely stored. Refrigerator and freezer temperatures are taken and recorded and a probe thermometer is used prior to food being served. All catering staff are trained in food hygiene and an inspection report from the local Environmental Health Department is available which shows that no requirements or recommendations were made as a result of the inspection.

### **Protecting children from harm or neglect and helping them stay safe**

The provision is good.

The school has an anti bullying policy and procedure which details areas such as prevention, processes and outcomes and also lists children's help and advice lines should children wish to discuss or report incidents externally. Children confirm in discussion and via questionnaires that bullying is not an issue and that staff are quick to intervene in such circumstances. Some staff have recently attended training in the prevention of 'cyber' bullying and this aspect will be detailed in the school's anti bullying policy. The warm, caring and homely atmosphere established and maintained coupled with the children's sound supervision arrangements help reduce the likelihood of bullying occurring. Children show consideration and respect for each other and no bullying or intimidating behaviour among them is evident.

The school has a designated Child Protection Liaison Officer who is responsible for safeguarding arrangements in the school. There is a detailed child protection policy and procedure and staff also have access to the Surrey County Council Multi Agency Safeguarding procedures. In addition there is a range of child protection and safeguarding guidance held. Boarding staff in interview confirm their awareness of the child protection procedures and where they can be accessed. All boarding staff are trained in child protection and school governors have access to on line safeguarding training. Children learn about aspects of their personal safety via the school's curriculum and this area is reinforced by boarding staff in pastoral time. There is a leavers programme for older children which covers areas such as drugs awareness and substance misuse, and bullying. The supervision of children is close without being intrusive and children in discussion said they feel safe and protected in the school and that staff have full regard for their safety and wellbeing. The headteacher said there are no current child protection or safeguarding issues in the school.

The school has a complaints procedure which details the informal, formal and panel resolutions of the procedure. In addition there is a staff whistle blowing policy. Children have access to a school councillor and other relevant individuals and organisations should they wish to refer a complaint externally. The schools complaints file shows that no complaints have been received and children in discussion and via questionnaires are clear that they have no complaints or concerns about the school, the standard of care they receive or the way staff treat them. Parents also raise no issues in this area via their questionnaires received.

The school has a policy and procedure which explains behavioural expectations and the disciplinary system including sanctions for unacceptable behaviour and the reward system for positive conduct and effort. There is a behaviour book which is passed on to different staff as duty shifts change. Sanctions are very sparingly used and appropriately recorded in the event showing that only permissible sanctions are used. The school does not use physical interventions or restraint regarding behaviour management. There is an exclusions policy and records show that no exclusions have occurred. Staff have excellent working relationships with children and children's behaviour is exceptionally well managed. Children are polite, courteous and respond to staff instructions and requests with cheerful obedience. Staff interact and engage children appropriately are consistent in their approach and are humorous and sensitive in their dealings with them. Children in discussion are clear that the standard of discipline established and maintained is fair and appropriate to them and that behavioural expectations and standards are made clear from the outset. The school's arrangements and achievement in this area are excellent.

The school has a current fire risk assessment and fire instruction notices are displayed. Fire evacuation drills occur on a regular basis. Fire alarm tests occur on a weekly basis; however these are not always recorded. The school's fire protection system has recently been upgraded and fire fighting equipment is serviced annually. A number of staff are trained as fire wardens and others are trained in fire awareness. Children confirm that fire evacuation drills and alarm tests take place on a regular basis. The school takes active steps to keep children, staff and visitors safe from the inherent risks of fire.

Staff treat children with dignity and respect their privacy and do not intrude on them unnecessarily.

Staff recruitment procedures are robust the school carries out checks as rigorously as possible. Visitors to the school report to reception and visitor badges are available. Visitors are supervised whilst on the premises and taxi drivers hold blue badges to confirm they hold Criminal Records Bureau checks.

The school has a health and safety policy and the health and safety poster is prominently displayed. There is a health and safety committee which meets each term and reports of committee meetings are held. Staff are trained in manual handling. Hazardous substances are stored securely in locked facilities. The school has an emergency procedures policy which covers a number of areas and this is available to staff. There are a range of generic risk assessments which are reviewed and updated as appropriate and utility safety test certificates are held. Standards of cleanliness and hygiene are high throughout the boarding areas and no safety hazards are evident in the areas of the premises accessed. The school takes its health and safety duties seriously and keeps children, staff and visitors safe from potential hazards.

## **Helping children achieve well and enjoy what they do**

The provision is outstanding.

The boarding staff and teaching staff provide excellent care and support to children and children know who to contact if they have any personal problems or issues. There are a range of children's help and advice lines displayed and telephones are available for children's use without reference to staff. There is a school councillor independent of the school, though the head teacher said the services of this person have not to date been used. Children in discussion said they are very well cared for and that staff take an active interest in their wellbeing.

There is an emphasis on enabling children to enjoy and achieve in education, learning and leisure activities and this is continually demonstrated throughout the day time and evening programmes. Evening prep is well attended with children working diligently under the close supervision of staff. School work and achievements are displayed and children appear to enjoy their prep time. Sport is a feature at the school and a high standard of coaching in activities is employed. Children are observed to enjoy and thrive in their pursuits. Children in discussion praise the school regarding activity provision and the inputs by staff into their learning and skill development in both sedentary and active pastimes, recognising the importance of team work, comradeship and application. The school displays its seven behaviour goals which include, courtesy, etiquette, good time management, good manners, appropriate and constructive use of free time and friendship, care and consideration for others. The school achieves in these areas.

The school has an equal opportunities policy and a disability policy. The school also has contact groups with college for young people with disabilities and the 'help autistic children society'. The school also has fund raising links with children's homes overseas. Children said in discussion that no one is picked on because of their race, colour religion or other differences and both children and staff are clear that no discriminatory attitudes or practices exist within the school.

Whilst the school does not place any onerous activities on children they have a long and active day engaging in academic work and leisure pursuits. Children confirm their enjoyment of the school's programmes; however some said they would like a little more unstructured free time. There are a range of facilities for private study including prep areas and a wide range of facilities for sedentary and active pursuits.

## **Helping children make a positive contribution**

The provision is outstanding.

There are a range of forums where children can communicate their views, opinions and exercise choice. This includes one to one consultation with staff, via the boarder's suggestion box or by the recently formed boarders group meetings. Children said in discussion that their views are listened to and acted upon by staff. Children have contact with their parents either by visits, email or telephone. There are a number of telephones available for children's use and children's help and advice lines are displayed.

There is a handbook for parents and boarders which fully explains life at the school and boarding routines by day and night. There is also information regarding the housemasters routines, staff duty rosters, the locking up roster and the chapel duty roster. New boarders are befriended by their more established peers who shadow them until they become more familiar with their surroundings and routines. The school has a prefect system and prefects take their positions

seriously and undertake their duties in a fair and proportionate way. Children said in discussion that they are supported by their peers when they first commence boarding.

### **Achieving economic wellbeing**

The provision is good.

Children do not have a lockable facility in which to keep any valued or treasured possessions, however the school looks after valuables in a secure manor for children .

The boarding areas provide adequate communal and private space for the children. Communal areas are decorated and furnished to a very good standard are homely and comfortable and have a range of domestic fixtures, fittings and items. Children's dormitories are shared and of an equal standard and are personalised to varying degrees by their occupants. The boarding areas are well maintained, clean and hygienic and are respected by children. The boarding staff have created and maintained a warm, friendly and nurturing ambience throughout the boarding areas. Toilets afford privacy; however the shower facilities offer only limited privacy. Children confirm their satisfaction of the boarding areas; however they raise the limited privacy in the shower facilities as an issue.

### **Organisation**

The organisation is good.

The promotion of equality and diversity is good with staff being aware and sensitive to such issues. The recently appointed housemaster manages the boarding section in a sound and professional way and ensures an excellent standard of pastoral care is afforded to the children.

The school has a clear mission statement and a detailed and informative prospectus which includes a section on boarding and accurately describes the service provided. The boys and girls boarding areas are of an equal standard and no major discrepancies in standards of accommodation or service provision is evident. There is a boarding action plan for the period 2009-10 in which the recently appointed housemaster clearly intends to raise the profile of boarding, improve guidance and procedures and generally improve and enhance children's boarding experience. Senior staff monitor the conduct of the boarding provision including risk assessments and a range of policies, procedures and records.

The boarding staff duty roster is available and gives a clear account of staff on duty. There is a balance in terms of gender and children know where they can contact staff during the day and evening. The boarding section is appropriately staffed and staff and gap students carry out their duties in a caring, supportive and competent way communicating with and engaging children in a proactive and positive manner. Staff have written job descriptions and receive informal supervision on a daily basis. Staff are formally appraised annually and current appraisal meetings are scheduled between October 2009 and December 2009. Staff training is active and a range of training courses are attended. Staff in discussion confirm an high standard of supervision and guidance from senior management and are supportive of the boarding management and ethos. Staff also confirm the school's commitment to equal opportunities and equality and diversity issues and that no discriminatory attitudes or practices exist within the service.

The school has a current insurance liability certificate.



## What must be done to secure future improvement?

### Statutory requirements

This section sets out the actions, which must be taken so that the registered person meets the Care Standards Act 2000, and the National Minimum Standards. The Registered Provider must comply with the given timescales.

Standard	Action	Due date
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### Recommendations

To improve the quality and standards of care further the registered person should take account of the following recommendation(s):

- ensure the matron and appropriate care staff are trained in medication administration. (NMS 15)
- ensure that accidents are recorded consistent with the requirements of the Data Protection Act. (NMS 15)
- ensure fire alarm tests are recorded on all occasions. (NMS 26)
- ensure boarders are provided with lockable facilities in which to store valued or treasured possessions. (NMS 20)
- ensure there is more privacy in the boarding house shower areas. (NMS 44)