

The School of the Islamic Republic of Iran

Independent school progress monitoring inspection report

DfE registration number	304/6079
Unique Reference Number (URN)	133385
Inspection number	366102
Inspection dates	29 November 2010
Reporting inspector	Fatiha Maitland

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Purpose and scope of the inspection

This inspection was carried out by Ofsted under Section 162A of the Education Act 2002, as amended by schedule 8 of the Education Act 2005.

The inspection was conducted at the request of the Registration Authority for independent schools in order to monitor the progress the school has made in implementing its action plan following the previous inspection.

Information about the school

The School of the Islamic Republic of Iran was opened in 2001 and is situated in Maida Vale in the London Borough of Brent. The school is owned by the Iranian Embassy. There are currently 31 pupils on roll aged 6 to 11 years, though the school is registered for pupils aged 6 to 17 years. Most pupils are Iranian nationals and some have dual British-Iranian nationality. The Iranian National Curriculum is taught in Farsi. English is taught as a second language and used alongside Farsi in science and mathematics for the older pupils. Many of the pupils will return to Iran to complete their education, which is one of the school's aims.

The school was last inspected in January 2010.

Context of the inspection

When the school was last inspected in January 2010, provision for ensuring pupils' welfare, health and safety was unsatisfactory. This was principally because the school did not keep up-to-date with the required procedures on child protection, vetting of staff and completing risk assessments. This is the first progress monitoring visit to the school to assess the amount of progress made since the previous inspection.

Summary of the progress made in implementing the action plan

The progress the school has made towards meeting the regulations identified in its action plan is unsatisfactory.

The previous inspection of January 2010 found that the school did not update its child protection policy to take account of recent requirements and guidelines. No member of staff was designated as the person responsible for child protection. Staff did not undertake the required child protection training. Weaknesses have remained. Neither the designated person nor the staff have received child protection training as is required. The present inspection visit found that the school has yet to update its

child protection policy to reflect the individual circumstances of the school and to have regard to the Department's guidance. The current policy does not:

- state that it is in line with locally agreed inter-agency procedures agreed through the local safeguarding board
- make clear it is available to parents and carers on the school website or, where there is no website, in hard copy on request
- confirm that the school operates safe recruitment procedures including Criminal Records Bureau checks on all persons in regular contact with pupils including volunteers and staff employed by another organisation
- provide the address and telephone number of the local safeguarding board, together with named officers for contact
- provide a summary within the policy of what constitutes abuse
- set out clearly the arrangements for dealing with allegations of abuse against members of staff, including the proprietor, headteacher and all others with regular contact with pupils within the context of the school
- provide guidance for staff on how to avoid harming pupils or putting themselves at risk of allegations
- set out clearly procedures for dealing with abuse by pupils against another pupil
- make clear in interviewing that confidentiality cannot be promised to a pupil giving evidence
- make clear when interviewing, the interviewer must not ask leading questions
- make clear that evidence must be carefully documented
- name all the 'designated persons' responsible for child protection in the school
- require training in child protection and inter-agency working for the designated persons to be updated every two years
- require training in child protection for the headteacher and all staff and all others involved regularly with pupils to be updated every three years
- state that any deficiencies or weaknesses in child protection arrangements will be remedied immediately
- provide for the proprietor to undertake an annual review of the child protection policies and their application.

The current policy does not incorporate the reporting requirements that came into force on 1 October 2009, namely by:

- making clear that the school will inform Ofsted as soon as is reasonably practicable, but no later than within 14 days, of any actual abuse or allegations of abuse on the premises
- stating explicitly the reporting arrangements, making clear that the local safeguarding board must be informed and provided with the evidence within 24 hours of a disclosure or suspicion of abuse, and that the school will take no further action until the advice of the local safeguarding board has been obtained
- acknowledging the requirement to report to the Independent Safeguarding Authority within one month of leaving the school any person whose services are no longer used because they are considered unsuitable to work with pupils.

The last inspection found the school had a health and safety policy and a policy for pupils on outside visits but, in practice, there had been no regular or updated risk assessments completed for the premises or the activities undertaken. Neither the workshop nor the science laboratory had suitable arrangements for locking away hazardous materials and equipment. The school has since updated its health and safety policy and now provides parents and carers with a consent form to sign in for permission prior to visits, but there is no evidence to indicate that the school has assessed risks on off-site visits. The school has taken action to improve the storage of its science resources. Flammable and other chemicals are stored and locked in a secure metal cupboard. Safe storage has been provided, but the school has yet to undertake robust checks on the premises to minimise risks.

The last inspection found that the school's records for fire safety were not kept up-to-date. There was no record to show that the recommendations of the last fire safety check had been carried out. Fire appliances had not been checked and there was no record that fire drills had taken place. Staff had not received training in using fire appliances. Portable electrical equipment had not been checked annually. The school has failed to address these weaknesses. The school has recently tested some of the fire extinguishers, but has yet to carry out the fire risk assessment on the premises and ensure that all the fire equipment and electrical appliances are regularly checked. There is no evidence to indicate that fire drills are undertaken. The school has yet to provide fire awareness training for the staff and ensure that there are fire marshals in school.

The last inspection also reported that the first aid policy did not have sufficient detail and first aid boxes were not appropriately stocked to meet recommended guidelines. There was no record of staff training for first aid. The first aid policy remains insufficiently detailed and does not include guidance about the level of injury that would trigger an emergency ambulance call, or explain procedures on how to deal with spillages of bodily fluids. The first aid kits are now regularly replenished and have materials that meet national guidelines, but there are no certificated first aiders in school as required.

The last inspection found that pupils were not supervised adequately at break times when they could play outside and in the school hall. The school did not keep records of serious disciplinary offences. The school kept records of the daily absence of pupils but did not meet the regulations for maintaining an admission register or attendance registers. The school now ensures that pupils are supervised at all times. The school also maintains a record of sanctions imposed on students as is required. The headteacher uses this information positively to identify patterns and trends and

to develop improvements in the school's behaviour management procedures. The attendance registers show the daily absences, but do not use the recommended codes. The school has yet to establish an admission register which meets the requirements.

The last inspection found that the school did not have an outline plan to meet the requirements of the Disability Discrimination Act 1995, amended by the Special Education Needs and Disability Act 2001. Weaknesses have remained. The school has yet to give wider consideration to access as required by the Disability Discrimination Act 1995, amended by the Special Educational Needs and Disability Act 2001, and draw up an appropriate three-year accessibility plan.

The last inspection also found that all the staff were appointed by the Iranian Embassy and had undergone checks in Iran of appropriateness to teach, but there was no evidence of staff having undergone enhanced Criminal Record Bureau checks in this country. There was no single central register to show that staff had undergone the required checks to teach in the United Kingdom. There was no evidence that Criminal Records Bureau checks had been completed for all staff, volunteers and the proprietorial body. Weaknesses have remained. Staff are all checked by the Iranian Embassy and there is evidence of checks made on identity, qualifications, employment history, right to work in the United Kingdom and medical fitness. However, the school has yet to carry out the required Criminal Records Bureau checks on all members of staff, volunteers and the proprietorial body. The school does not have a single central register to show all the required information on its staff.

The inspection found that there was insufficient ventilation in the workshop to remove wood dust and it was not large enough for the number of pupils, as in one observed lesson, for them to work safely. The school did not have a designated room for pupils who were unwell. The school has now restricted the number of pupils who have access to the workshop, but has yet to improve the ventilation system in order to minimise health and safety risks. The school does not have a designated area for pupils to go to when they are ill.

The last inspection also found that the school had a number of key policies but at the time of the inspection no brochure or prospectus was available which outlined all the required information that should be available to parents and carers. This visit found that the school carries out open evenings and provides oral information to parents and carers, but the school does not provide sufficient information for parents, carers and others to meet all the regulations. The school does not provide to parents and carers the school's address and telephone number and the name of the headteacher; where the proprietor is an individual, his full name, address for correspondence during both term time and holidays and a telephone number or numbers on which he may be contacted at all times; the name and address for correspondence of the board of governors, and a statement of the school's ethos (including any religious ethos) and aims.

The school has yet to make available to parents, carers and others and prospective parents and carers information about: admissions, discipline and exclusions; educational and welfare provision for students with statements of special educational needs and for students for whom English is an additional language; particulars of the curriculum policy of the school; particulars of policies relating to bullying, health and safety, and the promotion of good behaviour; particulars of the academic performance during the preceding school year; and details of the complaints procedure, number of staff and the safeguarding children policy.

The inspection also reported that the school's complaints procedure met most of the regulations but the written policy did not state that one member of any panel must be independent of the running of the school, that the stage at which the complaint was resolved must be recorded and that outcomes are confidential. The complaints procedure was not made available to parents and carers of pupils and prospective pupils.

The complaints procedure now states that one member of the panel is independent of the running of the school and that the correspondence, statements and records are kept confidential. The school has yet to indicate that the stage at which the complaint is resolved must be recorded and that the policy is also available to parents and carers.

Compliance with regulatory requirements

As a result of this inspection, the school must take action to meet The Education (Independent School Standards) (England) Regulations 2010¹ ('the Regulations'), as follows:

- make arrangements to safeguard and promote the welfare of pupils at the school and ensure that these arrangements have regard to guidance issued by the Secretary of State (paragraph 7)
- ensure that there are effective health and safety measures which have regard to the DfES guidance *Health and safety: responsibilities and powers* (DfES 0803/2001) (paragraph 11)
- ensure that there are effective procedures for pupils' health and safety on educational visits which have regard to DfES guidance *Health and safety of pupils on educational visits* (DfES ref:HSPV2) (paragraph 12)

¹ www.legislation.gov.uk/uksi/2010/1997/contents/made

- ensure that there is compliance with the Regulatory Reform (Fire Safety) Order 2005 (paragraph 13)
- ensure that there is a written policy on first aid and this is implemented by the school (paragraph 14)
- maintain an admission register and attendance registers in accordance with the Education (Pupil Registration) (England) Regulations 2006² (paragraph 17)
- ensure that for all appointments since 1 September 2003 an enhanced Criminal Records Bureau check has been made by the proprietor in respect of any member of staff appointed to a position at the school (paragraph 19(2)(c))
- ensure where applicable, the chairperson has made the following checks on other members of the proprietorial body: an enhanced Criminal Records Bureau check and where requested by the Secretary of State is countersigned by the Secretary of State, the individual's identity and their right to work in the United Kingdom and in the case of any person for whom, by reason of living or having lived outside the United Kingdom, further checks are made in regard to any guidance issued by the Secretary of State (paragraph 21(6)(b) and (c))
- establish a single central register and ensure that the information is recorded so that it is capable of being reproduced in a legible form (paragraph 22(2))
- ensure that the register shows that all the required checks are made, including the date on which each check was completed or the certificate was obtained (paragraph 22(3))
- ensure that the single central register shows all the checks on the proprietor and other members of the proprietorial body appointed on or after 1 May 2007, including the date they were made and the date on which the resulting certificate was obtained (paragraph 22(6))
- ensure that the single central register shows all the checks on the proprietor and other members of the proprietorial body appointed at any time before 1 May 2007, including the date they were made and the date on which the resulting certificate was obtained (paragraph 22(7))
- have regard to the number, age and needs (including any special needs and disability) of pupils and ensure that all classrooms are appropriate in size to

² www.opsi.gov.uk/si/si2006/20061751.htm

allow effective teaching, and no areas of the school compromise health or safety (paragraph 23(i))

- provide appropriate facilities for pupils who are ill, in accordance with regulation 5 of the Education (School Premises) Regulations 1999 (paragraph 23(k)).
- improve ventilation in the workshop (paragraph (23)(o))
- ensure that the proprietor provides the following information to parents and carers, parents and carers of prospective pupils and, on request, to the Chief Inspector, the Secretary of State or an independent inspectorate:
 - the school's address and telephone number and the name of the headteacher
 - where the proprietor is a body of persons, the address and telephone number of its registered or principal office
 - where there is a board of governors, the name and address for correspondence of its chairperson
 - a statement of the school's ethos (including any religious ethos) and aims (paragraph 24(1)(a)).
- ensure that that the following information is made available to parents and carers:
 - particulars of the school's policy on and arrangements for admissions, discipline and exclusions
 - particulars of educational and welfare provision for pupils with statements of special educational needs and for pupils for whom English is an additional language
 - particulars of the curriculum policy of the school as required under part 1, paragraph 2
 - particulars of policies relating to bullying, health and safety, the promotion of good behaviour, and sanctions adopted in the event of pupils misbehaving as required under part 3, paragraph 9
 - particulars of the arrangements for tackling bullying, and for promoting pupils' health and safety on the school premises and on educational visits as required under part 3 paragraphs 10, 11 and 12
 - particulars of academic performance during the preceding school year, including the results of any public examinations
 - details of the complaints procedure adopted by the school, together with details of the number of complaints registered under the formal procedure during the preceding school year
 - the number of staff employed at the school, including temporary staff, and a summary of their qualifications (paragraph 24(1)(b)).

- publish on its website or, where no such website exists, send to parents and carers of pupils (and of prospective pupils on request) a copy of their safeguarding children policy as required under part 3, paragraph 7 (paragraph 24(1)(c))
- ensure the complaints procedure is made available to parents and carers of pupils and prospective pupils (paragraph 25(b))
- indicate in written procedures that written records must show at what stage the complaint was resolved (paragraph 25(j)).

In order to comply with the requirements of the Disability Discrimination Act 1995, as amended, the school should devise a three-year accessibility plan.

School details

School status	Independent
Type of school	Islamic day school
Date school opened	2001
Age range of pupils	6–17
Gender of pupils	Mixed
Number on roll (full-time pupils)	Boys: 16 Girls: 15 Total: 31
Annual fees (day pupils)	N/A (free to parents)
Address of school	100 Carlton Vale London NW6 5HE
Telephone number	0207 372 8051
Email address	irischool@gmail.com
Headteacher	Mr S Hosseini
Proprietor	The Iranian Embassy