



Champions for
Social Care
Improvement

inspection report

Boarding School

Royal Alexandra & Albert School (The)

Gatton Park

Reigate

Surrey

RH2 0TD

26th –29th January 2004

Commission for Social Care Inspection

Launched in April 2004, the Commission for Social Care Inspection (CSCI) is the single inspectorate for social care in England.

The Commission combines the work formerly done by the Social Services Inspectorate (SSI), the SSI/Audit Commission Joint Review Team and the National Care Standards Commission.

The role of CSCI is to:

- Promote improvement in social care
- Inspect all social care - for adults and children - in the public, private and voluntary sectors
- Publish annual reports to Parliament on the performance of social care and on the state of the social care market
- Inspect and assess 'Value for Money' of council social services
- Hold performance statistics on social care
- Publish the 'star ratings' for council social services
- Register and inspect services against national standards
- Host the Children's Rights Director role.

Inspection Methods & Findings

SECTION B of this report summarises key findings and evidence from this inspection. The following 4-point scale is used to indicate the extent to which standards have been met or not met by placing the assessed level alongside the phrase "Standard met?"

The 4-point scale ranges from:

- 4 - Standard Exceeded (Commendable)
- 3 - Standard Met (No Shortfalls)
- 2 - Standard Almost Met (Minor Shortfalls)
- 1 - Standard Not Met (Major Shortfalls)

'O' or blank in the 'Standard met?' box denotes standard not assessed on this occasion.

'9' in the 'Standard met?' box denotes standard not applicable.

'X' is used where a percentage value or numerical value is not applicable.

SCHOOL INFORMATION**Name of School**

Royal Alexandra & Albert School (The)

Address

Gatton Park, Reigate, Surrey, RH2 0TD

Tel No:

01737 643052

Fax No:

01737 642294

Email Address**Name of Governing body, Person or Authority responsible for the school**

Royal Alexandra & Albert School Foundation (The)

Name of Head

Mr Paul Spencer Ellis

NCSC Classification

Boarding School

Type of school**Date of last boarding welfare inspection**

1996

Date of Inspection Visit		26th January 2004	ID Code
Time of Inspection Visit		09:00 am	
Name of NCSC Inspector	1	Ms R Coler	
Name of NCSC Inspector	2	Mr J Chivers	
Name of NCSC Inspector	3	Mr J Croft	
Name of NCSC Inspector	4	Mr S Sullivan	
Name of NCSC Inspector	5	Mrs V Bulbeck	
Name of Boarding Sector Specialist Inspector (if applicable):		Mr M Robinson	
Name of Lay Assessor (if applicable) Lay assessors are members of the public independent of the NCSC. They accompany inspectors on some inspections and bring a different perspective to the inspection process.			
Was this inspection conducted alongside an ISI or OfSTED inspection as part of a Joint Whole School Inspection?			NO
Name of Establishment Representative at the time of inspection		MR P SPENCER ELLIS	

CONTENTS

Introduction to Report and Inspection

Inspection visits

Brief Description of the school and Boarding Provision

Part A: Summary of Inspection Findings

What the school does well in Boarding Welfare

What the school should do better in Boarding Welfare

Conclusions and overview of findings on Boarding Welfare

Notifications to Local Education Authority or Secretary of State

Implementation of Recommended Actions from last inspection

Recommended Actions from this inspection

Advisory Recommendations from this inspection

Part B: Inspection Methods Used & Findings

Inspection Methods Used

- 1. Welfare Policies and Procedures**
- 2. Organisation and Management**
- 3. Welfare Support to Boarders**
- 4. Staffing**
- 5. Premises**

Part C: Lay Assessor's Summary (where applicable)

Part D: Head's Response

D.1. Comments

D.2. Action Plan Status

D.3. Agreement

INTRODUCTION TO REPORT AND INSPECTION

Boarding schools are subject to inspection by the National Care Standards Commission (NCSC) to determine whether the welfare of children (i.e. those aged under 18) is adequately safeguarded and promoted while they are accommodated by the school.

Inspections assess the extent to which the school is meeting the National Minimum Standards for Boarding Schools, published by the Secretary of State under Section 87C of the Children Act 1989, and other relevant requirements of the Children Act 1989 as amended.

Inspections are carried out by the NCSC, and in most cases the inspection team includes a specialist in boarding provision working, or with experience of working, in the boarding sector. Boarding welfare inspections by NCSC may also be carried out in conjunction with a full inspection of the school by the Independent Schools Inspectorate or OfSTED, so that the two inspections together constitute a Joint Whole School Inspection of the school. In such cases, a joint summary of main findings and recommendations from both inspections will also be available.

This document summarises the inspection findings of the NCSC in respect of Royal Alexandra & Albert School (The).

The report follows the format of the National Minimum Standards and the numbering shown in the report corresponds to that of the standards.

The report will show the following:

- Inspection methods used
- Key findings and evidence
- Overall ratings in relation to the standards
- Recommended Action by the school
- Advisory recommendations on boarding welfare
- Summary of the findings
- Report of the lay assessor (where relevant)
- The Head's response and proposed action plan to address findings

INSPECTION VISITS

Inspections are undertaken in line with the agreed regulatory framework under the Care Standards Act 2000 and the Children Act 1989 as amended, with additional visits as required.

The report represents the inspector's findings from the evidence found at the specified inspection dates.

BRIEF DESCRIPTION OF THE SERVICES PROVIDED.

The Royal Alexandra and Albert School is set in a rural area of Redhill within a large estate. The school provides residential care for pupils from seven to eighteen years in a range of boarding accommodation. Education for the most senior boarding pupils is provided in conjunction with a local college.

There are a range of facilities provided including for example a gym, riding school and swimming pool.

PART A SUMMARY OF INSPECTION FINDINGS

WHAT THE SCHOOL DOES WELL IN BOARDING WELFARE

Catering arrangements- The school had made great efforts to improve the catering service and dining room facilities, which had been developed to a high standard.

Senior boarding accommodation- The school had refurbished these areas to a good standard and had plans to develop the rest of the boarding accommodation to a similar level. The introduction of the Mental Health Committee - this committee had focused on the welfare needs of pupils and whilst in its inception was considered to be a positive development in supporting pupils.

Health and Safety and Risk Assessment - the school premises manager had a variety of well-developed risk assessments for the premises and demonstrated a detailed understanding of the principles of risk assessment.

WHAT THE SCHOOL SHOULD DO BETTER IN BOARDING WELFARE

The school must ensure that their child protection procedures are implemented as written, and that they are actioned in accordance with the Surrey County Council Multi agency procedures, at all times. The school need to ensure that the National Care Standards Commission is notified of any child protection concern which arises without delay.

Consistency between boarding houses - the school should ensure that the boarding practices and staffs' adherence to the school's policies and procedures is adhered to consistently.

Staff training in behaviour management - the school would benefit from using a published behaviour management programme to train staff in managing pupil's behaviour.

Recruitment records of staff - the school must undertake a full review of all staff recruitment and personnel records and ensure that the school's recruitment policy is fully implemented when undertaking any recruitment.

Organisation of night-time security - there are no night security guards on duty within the school. The inspectors considered that the school site and operation of the school created a number of issues relating to night security, which the school should address without delay.

CONCLUSIONS AND OVERVIEW OF FINDINGS ON BOARDING WELFARE

It was difficult to gain an overall conclusion of the school due to the unresolved issues generated from the inspection. However, the school was providing for a wide and varied range of young people and their needs and this, in the view of the inspectors, hampered their ability to maintain consistency and; therefore meet the needs of the young people holistically. A more stringent and consistent approach would enhance the care provided and enable the greater protection of children.

RECOMMENDED ACTIONS IDENTIFIED FROM THIS INSPECTION
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Action Plan: The Head is requested to provide the Commission with an Action Plan, which indicates how Recommended Action and any advisory recommendations are to be addressed. This action plan will be made available on request to the Area Office.

RECOMMENDED ACTION			
Identified below are the actions recommended on issues addressed in the main body of the report in order to safeguard and promote the welfare of boarders adequately in accordance with the National Minimum Standards for Boarding Schools. The references below are to the relevant Standards. Non-implementation of recommended action can lead to future statutory notification of failure to safeguard and promote welfare.			
No	Standard*	Recommended Action	
1	BS2	The school should implement a more visual approach to bullying, for example by putting anti bullying information in the 'Gatton Guide', directly linked to the implementation of the behaviour management policy. Staff training should be utilised as a major strategy for the effective deployment of the policy.	By the 01/05/04
2	BS3	All ancillary staff and governors should undertake child protection training.	By the 01/05/04
3	BS3	Surrey Child Protection Procedures must be followed verbatim on all occasions that a child protection concern arises.	Immediately 29/01/04
4	BS3	Any child protection concern referred to child protection teams must be notified to the National Care Standards Commission the same day.	Immediately 29/01/04

5	BS3	<p>The following child protection concerns should be addressed by the school:</p> <ul style="list-style-type: none"> • Night security and supervision e.g. children reported that they left buildings during the night; The inspectors considered that outside lighting was poor in some areas of the school grounds frequently used by staff and boarders; staff did not feel comfortable on patrols at night; there were no waking night or security staff. • Inspectors walked the path used by pupils to access the local services via Monson Road and found it to be accessible to the public with no monitoring systems such as cameras or security patrols, and had many secluded areas. • The Pilgrims Way public right of way runs very close to the boarding house. • Boarders reported the use of collective punishments, in particular early morning waking by use of fire alarms to investigate theft or damage to property. • Some children reported, lack of confidentiality, inconsistency with boundaries and staff attitudes towards them, including shouting and name calling by staff. Inconsistency of boarding care practice was verified during the inspection. 	By the 01/05/04
6	BS4	The school's management team should review the consistency of care and adherence to school policies and procedures by individual houses. Action should be taken to ensure that the houses operate consistently.	By the 01/05.04
7	BS4	Inspectors strongly recommend that the school consider implementing a published behaviour management programme backed up by staff training.	By the 01/05/04
8	BS6	The school should ensure that staff consistently implement the school's policy on smoking at all times.	By the 01/05/04
9	BS7	The school's management team should review how their policy on confidentiality of information is being implemented to ensure that all staff are treating information they receive about pupils in an acceptably confidential manner.	By the 01/05/04
10	BS8	The school should develop a detailed quality assurance programme.	By the 01/05/04
11	BS11	The school should undertake a review with pupils about whether the activities they provide meet pupils' needs.	By the 01/05/04

12	BS11	The school is strongly advised to follow suggestions made by staff and develop a youth centre within the school grounds.	By the 01/05/04
13	BS15	Any recommendation made in the Specialist Pharmacy Inspection Report of the 28 th January 2004 should be fully incorporated within the school's medication practices.	By the 01/05/04
14	BS21	New boarders should always receive written guidance as to the schools complaints procedure and bullying policy within the first few days that they attend the school. A member of staff should always go through this with a pupil.	By the 01/05/04
15	BS24	The school should review the arrangements for doors to the dining area to ensure that this does not result in dining areas near these doors being cold.	By the 01/05/04
16	BS24	It is recommended that the school discuss with the environmental health department whether it is necessary for staff to wear protective clothing such as hats and gloves when handling food. Lights in the kitchen should be fitted with diffusers.	By the 01/05/04
17	BS24	All cutlery provided should be checked to ensure that it is dry and clean.	Immediately 29/01/04
18	BS29	The school is recommended to ensure staff are aware and comply with the content of any risk assessment.	By the 01/05/04
19	BS32	Guidance about pupils leaving the premises unsupervised must be reviewed to ensure that these are being implemented satisfactorily.	By the 01/05/04
20	BS38	The school must ensure that their recruitment procedure is fully completed for all staff before the person commences employment at the school.	Immediately 29/01/04
21	BS38	The school must ensure that the recruitment and personnel records on file for each person are adequate and satisfactory.	Immediately 29/01/04

22	BS40	<p>An action plan should be developed to address the following premises issues:</p> <p><i>Gym</i> Diffusers were not fitted to the lights in gym The decoration was poor in both the gym and the changing rooms.</p> <p><i>Sports Hall</i> Showers should be provided in the Sports Hall Changing Rooms.</p> <p><i>Alexandra</i> Entrance – the plaster needs replacing.</p> <p><i>Elizabeth</i> The exposed telephone wires in the common room should be covered. The fire blanket & extinguisher should be fitted to the wall in the kitchen.</p> <p><i>Cornwall</i> The cupboard which contains the cleaning materials should be reorganised to ensure that this complies with the Control of Substances Hazardous to Health Regulations (COSHH) 1999. A review of how privacy is maintained for the telephone should be undertaken.</p> <p><i>Weston</i> Dormitories - the lack of privacy provided by having viewing window to dormitories - needs to be changed. The Radiators - in some cases the beds were considered to be very close to the radiators. Laundry room – there was a cracked socket.</p> <p><i>Gatton Hall</i> There was a broken light in room 14 which should be repaired. The Shower room frosted glass - is not frosted enough and leads to a lack of privacy. Girls Toilets and Showers - there were no locks and these should be fitted. Room 21 - there was a cracked window, which should be replaced and a broken light, which should be mended. The showers were found to be cold. Radiator - room 18 - this was reported to work inconsistently. Kitchen – there was no lid on swing bin, and the fridge was broken.</p> <p><i>Edinburgh</i> Shower room - the flooring was lifting and needs replacing. Bedroom 214 - there was no handle on the windows. There were trailing wires over the floor. Bedroom 214 - there was a missing handle on windows.</p>	By the 01/05/04
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		<p><i>Sunley</i> The bedroom windows should be replaced. The school should reconsider refitting the kitchen where the equipment provided was extremely worn. The shower rooms were old, worn and unappealing. Pupils reported that the water supply and temperature varied and that the height of the showerheads was not always suitable.</p> <p><i>Gloucester</i> The front door was cracked. The downpipe by the front door was loose. The gutters were blocked. The fire alarm had sellotape over it. This must be removed. Telephone wires –these were in need of fixing to the wall. Kitchen - there was no door to the freezer part of the fridge. There was uncovered food left out in the kitchen. There were handles missing off cupboard doors. Shower room – the window needs repairing. The fitted ashtrays to toilet dispensers should be removed.</p> <p><i>General Actions which should be taken in respect of the premises are as follows</i> The school should ensure that all fridges and freezers used in pupil areas have their temperatures checked on a regular basis, as per guidance from environmental health officers. Covers should be provided to electric hobs. The school should undertake risk assessments of all boarding units in respect of the use of window restrictors, especially where this relates to privacy within toilets and bathrooms, and night security. There were many instances where adapters were used potentially as there were insufficient numbers of plug sockets in the room. The provision of adequate numbers of electric sockets should be reviewed throughout the boarding premises.</p>	
23	BS41	The school must review the security measures in place to protect access to boarding areas and ensure they are effectively implemented at all times. The school should review how the public right of way affects security to the boarding premises and make plans to minimise any risks.	By the 01/05/04
24	BS44	Toilets and bathrooms in junior boarding areas should be refurbished.	By the 01/09/04
25	BS45	The standard of changing facilities within the school for use by pupils during the day should be improved.	By the 01/09/04
26	BS49	The school is advised to review that staff are following the protocol on hygiene control when dealing with soiled laundry and that this includes laundry soiled by bodily fluid.	Immediately 29/01/04
28	BS49	The school should discuss the staff accommodation arrangements provided within the laundry with the Environmental Health Department.	By the 01/05/04

29	BS34	The school should implement comprehensive staff induction, supervision and appraisal systems for all staff.	By the 01/05/04
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ADVISORY RECOMMENDATIONS

Identified below are advisory recommendations on welfare matters addressed in the main body of the report and based on the National Minimum Standards, made for consideration by the school.

No	Refer to Standard*	Recommendation
1	BS5	It would be helpful and prudent to have a separate complaint log in each house which senior management of the school could more easily review on a regular basis.
2	BS8	Management must review the appropriateness of the Head of Boarding also having responsibility for running a boarding house.
3	BS10	First year senior school pupils should remain in junior boarding for the first year before moving into senior boarding.
4	BS10	The school should continue upgrading the standard of accommodation to ensure these all meet a satisfactory standard.
5	BS12	It would be beneficial to increase the number of school forum meetings per term to at least two per term.
6	BS13	There should be a review of prefect duties within each house to ensure these are comparable. This review should form part of the information provided to inform the school's overall review of the consistency of care and adherence to school policies and procedures of each house.
7	BS18	The inspectors were of the opinion that the school boarding premises would benefit from wider cultural awareness in wall displays.
8	BS25	The school is strongly advised to ensure that one pricing system within tuck shops is used throughout all boarding houses.
9	BS31	Inspectors recommend the school reviews staff deployment at lunchtimes.
10	BS33	The school is strongly advised to recruit night security guards.
11	BS49	The laundry facilities should be re-decorated. The school is also recommended to provide staff with disposable aprons, which they should wear when dealing with soiled laundry.
12	BS52	The inspectors strongly advise the school to ensure that all staff sign to say they have read relevant procedures when undertaking a risk-assessed activity.

13		Discrepancy in duties between prefects/houses should be reviewed and prefects feel listened to when they report issues of bullying.
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*Note: You may refer to the relevant standard in the remainder of the report by omitting the 2-letter prefix. E.g. BS10 refers to Standard 10.

PART B**INSPECTION METHODS & FINDINGS**

The following Inspection Methods have been used in the production of this report.

Direct Observation	YES
Pupil guided tour of accommodation	YES
Pupil guided tour of Recreational Areas	YES
Checks with other Organisations and Individuals	
• Social Services	YES
• Fire Service	YES
• Environmental Health	YES
• DfES	YES
• School Doctor	YES
• Independent Person or Counsellor	YES
• Chair of Governors	YES
'Tracking' individual welfare arrangements	YES
Group discussion with boarders	YES
Group interviews with House staff teams	YES
Group discussion with ancillary staff	YES
Group discussion with Gap students	YES
Individual interviews with key staff	YES
Boarders' survey	YES
Meals taken with pupils	YES
Early morning and late evening visits	YES
Invitation to parents to comment	YES
Inspection of policy / practice documents	YES
Inspection of Records	YES
Visit to Sanatorium	YES
Visits to lodgings	YES
Individual interviews with pupil(s)	YES
Date of Inspection	26/01/04
Time of Inspection	9.00
Duration of Inspection (hrs.)	142
Number of Inspector Days spent on site	4

Pre-inspection information and the Head's evaluative statement, provided by the school, have also been taken into account in preparing this report.

SCHOOL INFORMATION:

AGE RANGE OF BOARDING PUPILS FROM

7

 TO

18

NUMBER OF BOARDERS (FULL TIME + WEEKLY) AT TIME OF INSPECTION:

Boys	201
Girls	179
Total	380
Number of separate Boarding Houses	11

The following pages summarise the key findings and evidence from this inspection, together with the NCSC assessment of the extent to which standards have been met. The following 4-point scale is used to indicate the extent to which standards have been met or not met by placing the assessed level alongside the phrase "Standard met?"

The 4-point scale ranges from:

- 4 - Standard Exceeded (Commendable)
- 3 - Standard Met (No Shortfalls)
- 2 - Standard Almost Met (Minor Shortfalls)
- 1 - Standard Not Met (Major Shortfalls)

"0" in the "Standard met" box denotes standard not assessed on this occasion.

"9" in the "Standard met" box denotes standard not applicable.

"X" is used where a percentage value or numerical value is not applicable.

WELFARE POLICIES AND PROCEDURES

The intended outcomes for the following set of standards are:

- A suitable statement of the school's boarding principles and practice should be available to parents, boarders and staff.
- Boarders are protected from bullying.
- Boarders are protected from abuse.
- Use of discipline with boarders is fair and appropriate.
- Boarders' complaints are appropriately responded to.
- Boarders' health is promoted.
- Safeguarding and promoting boarders' health and welfare are supported by appropriate records.

Standard 1 (1.1 – 1.4)

A suitable statement of the school's boarding principles and practice should be available to parents, boarders and staff.

Key Findings and Evidence	Standard met?	3
The Statement covered the aims of the organisation and related to the efforts being made within the school. The Statement is included with the introductory information supplied to parents and boarders, and would benefit from a summarised version being included in the pupil's 'Gatton Guide'.		

Standard 2 (2.1 – 2.6)

The school should have an effective policy on countering bullying, which is known to parents, boarders and staff and which is implemented successfully in practice.

Key Findings and Evidence	Standard met?	1
49% of boarders identified bullying as a problem in their questionnaires, and a significant number of boarders discussed bullying in-group interviews. The school had a bullying policy in place but it was not clear from the inspectors observations that the policy was being consistently or effectively implemented, although there was evidence that some incidents of bullying were being addressed. The inspectors strongly recommend that the school implement a more visual approach to bullying, for example anti bullying information in the 'Gatton Guide', and by having more information about bullying in boarding houses. Staff training should be utilised as a major strategy for the effective deployment of the policy.		
PERCENTAGE OF PUPILS REPORTING NEVER OR HARDLY EVER BEING BULLIED	76	%

Standard 3 (3.1 – 3.9)

The school should have, and follow, an appropriate policy on child protection and response to allegations or suspicions of abuse, which is consistent with local Area Child Protection Committee procedures, and is known to staff and, as appropriate, to older boarders in positions of responsibility.

Key Findings and Evidence**Standard met?**

1

The majority of boarding staff interviewed were aware of child protection procedures, although ancillary staff and governors were not included in the training schedule.

Surrey County Council's Multi-Agency Child Protection procedures were not found to be followed verbatim by the school. This was reported to be due to an agreement held with the local child support team. This practice is not acceptable and the school must follow the multi-agency procedures as written on all occasions when child protection issues arise.

When dealing with child protection issues raised during the inspection, the school were seen to understand the issues and work towards satisfactory conclusion. However, it became apparent following the inspection that there were serious child protection concerns that the school was dealing with during this inspection. These matters were not disclosed to the Inspectors present in the school and the National Care Standards Commission was not notified as required. Any child protection concern must be notified to the National Care Standards Commission as part of the school's child protection procedures.

There were several areas of concern observed during the inspection:

- Night security and supervision e.g. children reported that they left buildings during the night; The inspectors considered that outside lighting was poor in some areas of the school grounds frequently used by staff and boarders; Staff did not feel comfortable on patrols at night; There were no waking night or security staff.
- Inspectors walked the path used by pupils to access the local services via Monson Road and found it to be accessible to the public with no monitoring systems such as cameras or security patrols, and had many secluded areas.
- The Pilgrims Way public right of way runs very close to the boarding house.
- Boarders reported the use of collective punishments, in particular early morning waking by use of fire alarms to investigate theft or damage to property.
- Some children reported, lack of confidentiality, inconsistency with boundaries and staff attitudes towards them, including shouting and name calling by staff.
- Inconsistency of boarding care practice was verified during the inspection

Standard 4 (4.1 - 4.7)		
The school should have, and follow, a fair and appropriate policy on behaviour, discipline and use of punishments, known to boarders, staff and parents.		
Key Findings and Evidence	Standard met?	2
<p>Inspectors found there was a comprehensive behaviour management policy in place that was being followed in the school environment with evidence of good record keeping and cross referencing of information.</p> <p>The prefects' role was seen to be appropriate. However there was a lack of consistency within and between boarding houses with regards to sanctions, record keeping and implementing of the school policy, e.g. there was some comment by staff that if pupils were found smoking in the town the school rules were not always followed, guidance on entering house parents accommodation was not always adhered to; some houses would publicly display boarders report cards; the use and implementation of internal exclusion including the wearing of school uniforms at weekends varied between houses. The headteacher confirmed that the school did keep boarders in uniform after school. No records were seen by inspectors describing excessive or extreme sanctions. Inspectors strongly recommend that the school consider implementing a published behaviour management programme backed up by staff training.</p>		

Standard 5 (5.1 - 5.7)		
The school should have, and follow, an appropriate policy on responding to complaints from boarders and parents.		
Key Findings and Evidence	Standard met?	2
<p>Inspectors found a complaints policy in place. The headteacher confirmed that he would be updating this policy when an updated copy of Surrey County Council's complaint procedure was received. The school had records of major complaints on pupils' files. It would be beneficial to organise the file so that all records pertaining to complaints are located together. It would also be beneficial to provide a form, which provides information of how the complaint has been investigated and the outcome.</p> <p>Minor complaints were said to be recorded in daily diaries by staff however, the inspectors considered that it would be helpful and pertinent to have a separate complaint log in each house on which both major and minor complaints were recorded and which senior management of the school could more easily review on a regular basis.</p>		
Number of complaints, if any, received by NCSC about the school during last 12 months:		0

Standard 6 (6.1 - 6.3)		
The school should have, and follow, an appropriate policy on countering major risks to health, including substance abuse.		
Key Findings and Evidence	Standard met?	2
<p>There was a comprehensive PHSE programme in place at the school, which was noted to cover all the relevant areas. A number of school policies such as the one on substance abuse were printed in The Gatton Guide. Staff and pupils reported to inspectors that there was inconsistency in the implementation of the school policy on smoking. Therefore whilst the school's policy was considered satisfactory the implementation of this by staff was considered to provide boarders with mixed messages that did not support their health and welfare needs.</p>		

Standard 7 (7.1 - 7.5)

Adequate records should be kept in relation to individual boarders' health and welfare needs and issues.

Key Findings and Evidence**Standard met?****2**

The inspectors found that the school were making some positive developments in the welfare support systems within the school. For example the Manager of Health Care had initiated a child mental health group.

Records about health were well written and clear ensuring that any medical information required in order to care for a boarder was available to the school. The inspectors welcomed this action and considered that it was a very positive addition to the school's operation.

The inspectors were informed by pupils that staff did not always treat information about them in a confidential manner. The inspectors considered that the management should review how confidentiality is implemented within the school and ensure that all staff are treating information they receive about pupils in an acceptably confidential manner.

ORGANISATION AND MANAGEMENT

The intended outcomes for the following set of standards are:

- There is clear leadership of boarding in the school.
- Crises affecting boarders' welfare are effectively managed.
- The school's organisation of boarding contributes to boarders' welfare.
- Boarders have access to a range and choice of activities.
- Boarders are enabled to contribute to the operation of boarding in the school.
- The operation of any prefect system safeguards and promotes boarders' welfare.
- Boarders receive personal support from staff.

Standard 8 (8.1 - 8.3)

There should be clear management and leadership of the practice and development of boarding in the school.

Key Findings and Evidence

Standard met?

2

The school had redeveloped the management structures within the boarding houses to include deputy house master/mistress within all but one of the houses. The Head of Boarding has also had their teaching role within the school reduced to encompass more duties in managing boarding. However, this person was also the head of a boarding house. The inspectors considered that the management should review how this balance of work affected the management of the boarding houses and whether the role of Head of Boarding was compatible with being a head of a boarding house.

The school had a variety of management structures and systems in place in order to review the school's welfare provision. It would be helpful to develop this into an overall quality assurance policy, which would provide a robust framework for this.

Standard 9 (9.1 - 9.3)

The school should be capable of satisfactorily managing crises affecting boarders' welfare

Key Findings and Evidence

Standard met?

3

There were planned responses to a number of foreseeable major incidents or crisis, such as an outbreak of illness. The school is advised to discuss with Surrey Crisis management team whether it could ever be considered likely that the school would have to be evacuated at any point. The school discussed with inspectors a number of events, which they had dealt with over the past year. The inspectors considered that these were managed effectively.

Standard 10 (10.1 - 10.5)

The organisation of boarding houses or units should operate satisfactorily and provide appropriate protection and separation of boarders by age and gender.

Key Findings and Evidence**Standard met?**

2

There was no evidence of any difference in provision, facility or standard amongst the senior boarding houses. The junior houses and college student accommodation were awaiting refurbishment as part of an ongoing refurbishment plan and were considered to be in a poor state of repair.

The inspectors are of the opinion that the first year senior school pupils would benefit from remaining in junior boarding for the first year before moving into senior boarding. The inspectors consider that there were further improvements that the school could make. This was suggested independently by some members of the junior boarding staff and was being considered by the school.

Standard 11 (11.1 - 11.6)

There should be an appropriate range and choice of activities for boarders outside teaching time.

Key Findings and Evidence**Standard met?**

2

There were a wide range of activities in place at the school, including sport, drama and the Duke of Edinburgh Award. 59% of pupils reported in questionnaires that there were 'plenty' or 'enough' good activities provided by the school. However, the inspectors were concerned by how young people wandered around the site during the evenings, and considered that the school should review the activities programme to make provision for this to diminish. For example it would be beneficial to undertake a review of what pupils think about activities. Some staff interviewed felt that a 'youth club' on site would be a useful distraction for teenage boarders. The inspectors would concur with this view. Please also refer to standard 3 regarding child protection matters.

Standard 12 (12.1 - 12.2)

Boarders have opportunity to contribute views to the operation of boarding provision.

Key Findings and Evidence**Standard met?**

3

Termly school forums were in place and attended by staff and elected boarders. There was also a food forum that had met on several occasions during the last two terms. Inspectors considered that the increased pupil satisfaction in respect of food could be directly attributed to the increase in consultation with them. It would be therefore be beneficial to increase the number of school forum meetings per term so that progress could be seen and reported back as in the case of meals.

Standard 13 (13.1 - 13.7)

Any prefect system (or equivalent) should give prefects (or equivalent) appropriate specific duties and responsibilities, with adequate staff supervision and measures to counter possible abuses of the role.

Key Findings and Evidence**Standard met?**

2

Prefect selection and duties, as stated in the school policy, met the required standard. There was some discrepancy in duties between houses, reported by some prefects, which they found unfair. Some prefects stated that they were not listened to when they reported issues of bullying.

Standard 14 (14.1 - 14.6)

Each boarder should have one or more members of staff to whom he or she can turn for personal guidance or with a personal problem.

Key Findings and Evidence**Standard met?**

3

There was clear information in the boarding houses as to where to seek guidance and support, with numbers displayed on the notice board and by the telephone. The majority of boarders interviewed said they had someone they could talk to. A minority said that there was no one they could talk to. This area needs further exploration with pupils.

WELFARE SUPPORT TO BOARDERS

The intended outcomes for the following set of standards are:

- Boarders receive first aid and health care as necessary.
- Boarders are adequately supervised and looked after when ill.
- Boarders are supported in relation to any health or personal problems.
- Boarders do not experience inappropriate discrimination.
- Boarders can maintain private contact with their parents and families.
- Boarders' possessions and money are protected.
- New boarders are introduced to the school's procedures and operation, and are enabled to settle in.
- Boarders' welfare is protected in any appointment of educational guardians by the school.
- Risk assessment and school record keeping contribute to boarders' welfare.
- Boarders receive good quality catering provision.
- Boarders have access to food and drinking water in addition to main meals.
- Boarders are protected from the risk of fire.
- Boarders' welfare is not compromised by unusual or onerous demands.
- The welfare of any children other than the school's pupils is safeguarded and promoted while accommodated by the school.
- Boarders' safety and welfare are protected during high-risk activities.
- Boarders have appropriate access to information and facilities outside the school.

Standard 15 (15.1 - 15.14)

Appropriate first aid and minor illness treatment are available to boarders at all times, with access to medical, dental and optical services as required.

Key Findings and Evidence

Standard met?

2

A full inspection of the school's medication administration was undertaken by an NCSC pharmacy inspector during the four-day inspection. A separate report was provided about this inspection a summary of which is as follows:

"Policies and procedures relating to the administration of medication were available in the school. Procedures covering other aspects of medication handling such as supply, storage, self-administration and error incidents were either not present or lacked detail. The procedures related in the main to the handling of medication on the boarding units, with little reference to the majority of medication handled by the nursing staff in the medical centre."

Recommendations made in the pharmacy report must be implemented.

Standard 16 (16.1 - 16.3)

Boarders who are ill should be regularly checked and adequately looked after by a member of staff, and be able to summon staff assistance readily and rapidly when necessary.

Key Findings and Evidence

Standard met?

3

The school had a Health Centre which was staffed 24 hours a day. On call night staff were available in the boarding houses.

Standard 17 (17.1 - 17.8) Significant health and personal problems of individual boarders should be identified and managed appropriately.		
Key Findings and Evidence	Standard met?	3
The Health Centre staff arrange for information to be communicated to relevant staff. A record of important medical information is kept in all the boarding houses in a separate file with more detailed information in their welfare file. Plans of care were informally communicated and recorded.		

Standard 18 (18.1 - 18.6) Within the school, there is no inappropriate discrimination on grounds of gender, disability, race, religion, cultural background, linguistic background, sexual orientation, or academic or sporting ability. These factors are taken into account in the care of boarders, so that care is sensitive to different needs.		
Key Findings and Evidence	Standard met?	3
Inspectors did not observe any inappropriate discrimination. Some racism was reported in the boarders' questionnaires. The inspectors were of the opinion that the school boarding premises would benefit from wider cultural awareness in wall displays.		

Standard 19 (19.1 - 19.6) Boarders are enabled to contact their parents and families in private.		
Key Findings and Evidence	Standard met?	3
There were no problems observed with contacting parents, although some telephone areas were reported by boarders to have difficulty with privacy. These areas were observed by Inspectors to be domed areas rather than separate cubicles. As many pupils had their own mobile telephones this was considered satisfactory.		

Standard 20 (20.1 - 20.3) Reasonable protection is provided for boarders' personal possessions and for any boarders' money or valuables looked after by the school.		
Key Findings and Evidence	Standard met?	3
There are systems within each boarding house for the safe keeping and distribution of pocket money. All boarders have access to a lockable cupboard or wardrobe.		

Standard 21 (21.1 - 21.3) There is an appropriate process of induction and guidance for new boarders.		
Key Findings and Evidence	Standard met?	2
The school operates a buddy system and supply new boarders with the Gatton Guide, which contains rules and sanctions. New boarders should also receive written guidance as to the schools complaints procedure and bullying policy. Pupils reported that the Gatton Guide was not always gone through with them. The school should ensure that this occurs. However, it was positive to note that all pupils had a meeting with the Child Protection Liaison Officer who talked to them about their rights and what behaviour towards them is and is not acceptable.		

Standard 22 (22.1 - 22.4) Any guardians appointed by the school should be subject to the same recruitment checks as staff, and their care of pupils should be monitored.		
Key Findings and Evidence	Standard met?	9

Standard 23 (23.1 - 23.4) The Head, or a senior member of the school's staff, regularly monitors the school's records of risk assessments, punishments, complaints and accidents, to identify any issues requiring action.		
Key Findings and Evidence	Standard met?	2
<p>The school bursar/foundation secretary comprehensively and effectively monitored risk assessment relating to houses and grounds. The Director of Studies monitored risk assessment relating to activities on and off site. These were viewed to be of a high standard.</p> <p>The school should more formally monitor that sanctions across the boarding houses are more uniformly given. In addition it would be helpful for the school's management to more formally monitor pupils complaints. These monitoring systems should form a part of the school's quality assurance system.</p>		

Standard 24 (24.1 - 24.8) Meals should be provided to boarders, which are adequate in quantity, quality and choice, and provision is made for special dietary, medical or religious needs.		
Key Findings and Evidence	Standard met?	2
<p>Two choices of hot meal and a vegetarian option were available at lunch and dinner. The meals sampled by inspectors were of reasonable quality and quantity. Special dietary needs were seen to be met.</p> <p>The dining room had recently been refurbished and was light, comfortable and well furnished. The school should review the arrangements for doors to the dining area. When sitting by the main doors there was considerable draughts and a decrease in temperature. However, the changes to the premises had effectively benefited the atmosphere and environment. Meal times were well-organised, relaxed and pleasant occasions.</p> <p>A number of issues raised by the last Environmental Health report had been addressed and one further recommendation was to be resolved during the next school holiday. The inspectors recommend that the school discuss with the environmental health department whether it is necessary for staff to wear protective clothing such as hats and gloves when handling food. The inspectors noted that wet cutlery was being distributed for use. They were advised to ensure that all cutlery provided is dry and clean. Diffusers should be fitted to any lights which do not have these in place.</p>		

Standard 25 (25.1 - 25.5) Boarders have access to drinking water in both boarding and teaching areas, and to food or the means of preparing food at reasonable times in addition to main meals.		
Key Findings and Evidence	Standard met?	2
There was adequate provision for drinking water throughout the school. Snacks were available in boarding houses some of which were provided by the school, such as supper. Each boarding house had a small 'tuck shop' where pupils could buy snacks. It was concerning to note that different charges were levied by different houses for the same snack. The school is strongly advised to ensure that there is one pricing system used throughout boarding houses.		

Standard 26 (26.1 - 26.5) Boarders and boarding staff should be aware of emergency evacuation procedures from boarding accommodation. The school should comply with recommendations of the Fire Service, and should regularly carry out and record risk assessments in relation to fire, together with fire drills and any routine tests recommended by the Fire Service.		
Key Findings and Evidence	Standard met?	3
All staff and boarders questioned were aware of fire procedures and understood the importance of complying with these. Fire drill logs were kept in each boarding house and by the bursar. A sample of these fire records were viewed and found to be complete.		

Standard 27 (27.1 - 27.3) Schools where there are unusual or especially onerous demands on boarders ensure that these are appropriate to the boarders concerned and do not unacceptably affect boarders' welfare.		
Key Findings and Evidence	Standard met?	3
No onerous demands on pupils were evident.		

Standard 28 (28.1 - 28.2) The welfare of any children accommodated at the school, other than pupils, is protected.		
Key Findings and Evidence	Standard met?	9

Standard 29 (29.1 - 29.6)		
Identifiably high-risk activities provided for boarders should be competently supervised and accompanied by adequate and appropriate safety measures.		
Key Findings and Evidence	Standard met?	2
<p>The school had a variety of risk assessments in place that were up to date. The assessments reflected information about what was considered an adequate level of supervision.</p> <p>An inspector observed one staff member supervising the swimming pool when the risk assessment stated two staff should be present. The log recording staff supervising swimming was amended to rectify the problem of assessing whether two staff were present</p> <p>The school is recommended to ensure staff are aware and comply with the content of any risk assessment.</p>		

Standard 30 (30.1 - 30.5)		
Boarders have access to information about events in the world outside the school, and access to local facilities, which is appropriate to their age.		
Key Findings and Evidence	Standard met?	3
<p>Access to television, internet and newspapers were available to boarders at appropriate times, and supervised when appropriate, with relevant filters on the internet.</p>		

STAFFING

The intended outcomes for the following set of standards are:

- Boarders are adequately supervised by staff.
- Staff exercise appropriate supervision of boarders leaving the school site.
- Boarders are adequately supervised at night.
- Boarders are looked after by staff with specific boarding duties, with adequate induction and continued training.
- Boarders are looked after by staff following clear boarding policies and practice.
- There are sound relationships between staff and boarders.
- Boarders' personal privacy is respected.
- There is vigorous selection and vetting of all staff and volunteers working with boarders.
- Boarders are protected from unsupervised contact at school with adults who have not been subject to the school's complete recruitment checking procedures and there is supervision of all unchecked visitors to the boarding premises.

Standard 31 (31.1 - 31.7)

The staff supervising boarders outside teaching time should be sufficient in number and deployment for the age, number and needs of boarders, and the locations and activities involved.

Key Findings and Evidence	Standard met?	2
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Staff reported to inspectors that they considered staffing levels to be adequate. Inspectors observed that there were adequate staffing levels in the boarding houses in the evening however there was a lack of satisfactory supervision in the boarding houses at lunch times and in the grounds at night. The staff idea of an onsite 'youth club' would help towards the supervision at night. Inspectors recommend the school reviews staff deployment at lunchtimes.

Standard 32 (32.1 - 32.5)

Boarders temporarily away from the school site remain under the overall responsibility of a duty member of staff, and are able to contact a member of staff in an emergency.

Key Findings and Evidence	Standard met?	2
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Boarders have a signing out system in each house. There are rules for walking along the Monson Road access path, e.g. 3 boarders at all times with mobile telephone. Inspectors saw that this was not being followed with several sightings of two boarders making the walk, therefore their safety was compromised and there was evidence that the policy was not being followed.

Standard 33 (33.1 - 33.5) Staff should be present, and accessible to boarders as necessary, in each boarding house at night.		
Key Findings and Evidence	Standard met?	1
On call sleeping night staff were available to boarders at night. Due to the numbers of boarders reporting incidents of boarders leaving the houses surreptitiously at night inspectors would strongly recommend some monitoring at night or the introduction of night security patrols as soon as possible.		

Standard 34 (34.1 - 34.7) All staff with boarding duties have job descriptions reflecting those duties, receive induction training in boarding when newly appointed, and receive regular review of their boarding practice, with opportunities for continuing training in boarding.		
Key Findings and Evidence	Standard met?	2
The school did not employ a full formal comprehensive induction procedure. This needs to be addressed as soon as possible, to include a review of supervisory practice and the appraisal system.		

Standard 35 (35.1 - 35.4) All staff with boarding duties are provided with up to date written guidance on the school's boarding policies and practice.		
Key Findings and Evidence	Standard met?	3
All staff were given a staff handbook which included boarding policy and practice.		

Standard 36 (36.1 - 36.4) There are sound staff/boarder relationships.		
Key Findings and Evidence	Standard met?	1
Inspectors observed a good atmosphere within the various boarding houses however there were many incidents where boarders reported in questionnaires, and in group discussions, that there was inconsistency amongst staff and there were incidents of name calling, shouting, breaking confidentiality and a general lack of a consistent approach. Inspectors, therefore, do not feel confident in stating that relationships between boarders and some staff were sound. Inspectors consider this would be improved by a staff training programme addressing issues raised in this report.		

Standard 37 (37.1 - 37.2) Staff supervision of boarders should avoid intruding unnecessarily on boarders' privacy.		
Key Findings and Evidence	Standard met?	3
Inspectors did not observe any intrusion of privacy and there were no reports from boarders as to intrusion of privacy. However, please refer to Standards 7, 10, 19 and 20.		

Standard 38 (38.1 - 38.10)		
Recruitment of all staff (including ancillary staff and those on a contractual/sessional basis) and volunteers who work with boarders (as defined in the Criminal Justice and Court Services Act 2000) includes checks through the Criminal Records Bureau checking system (enhanced as appropriate), with a satisfactory outcome. There is a satisfactory recruitment process recorded in writing.		
Key Findings and Evidence	Standard met?	1
<p>Of files scrutinised many showed discrepancies in the information required to be maintained as minimum standards, including the omission of relevant CRB checks.</p> <p>More recent files, e.g. last two years, were observed to contain a greater number of appropriate records</p> <p>Where Gap students are recruited a good conduct report must be obtained before they commence work within the school.</p> <p>Whilst the inspectors acknowledge that the management team were aware of the extent of the discrepancies in recruitment files, as a matter of urgency, the school should ensure that full recruitment records are available for all personnel.</p>		

Standard 39 (39.1 - 39.4)		
The school does not allow any member of staff (including ancillary staff, sessional/contract staff and volunteers) to work unsupervised with boarders unless that member of staff has been satisfactorily checked with the Criminal Records Bureau.		
Key Findings and Evidence	Standard met?	3
There was evidence that the school successfully ensured that adults visiting boarding accommodation were not left unsupervised unless they were suitably checked.		

PREMISES

The intended outcomes for the following set of standards are:

- Boarders are provided with satisfactory accommodation.
- Boarders have their own accommodation, secure from public intrusion.
- Boarders have satisfactory sleeping accommodation.
- Boarders have satisfactory provision to study.
- Boarders have adequate private toilet and washing facilities.
- Boarders have satisfactory provision for changing by day.
- Boarders have access to a range of safe recreational areas.
- Boarders are protected from safety hazards.
- Boarders are suitably accommodated when ill.
- Boarders' clothing and bedding are adequately laundered.
- Boarders can obtain personal requisites while accommodated at school.
- The welfare of boarders placed in lodgings is safeguarded and promoted.
- The welfare of boarders is safeguarded and promoted while accommodated away from the school site on short-term visits.

Standard 40 (40.1 - 40.8)

Boarding Houses (including dormitories and living areas) and other accommodation provided for boarders should be appropriately lit, heated and ventilated, suitably furnished, accessible to any boarders with disabilities, and adequately maintained.

Key Findings and Evidence	Standard met?	2
<p>The school has an ongoing full premises refurbishment programme, which has developed many of the boarding areas to a good standard. The school was aware that the other boarding premises were in need of full refurbishment in order to fully meet this standard. The school had made great effort to ensure that all pupil areas were appealing and homely wherever possible. The inspectors commend the staff for the effort that they had made in this area.</p> <p>The premises were individually inspected and the issues found were as follows:</p> <p><i>Gym</i> Diffusers were not fitted to the lights in gym The decoration was poor in both the gym and the changing rooms.</p> <p><i>Sports Hall</i> There were no showers in the changing rooms in the Sports Hall</p> <p><i>Alexandra</i> Entrance –the plaster needs replacing.</p> <p><i>Elizabeth-</i> The exposed telephone wires in the common room should be covered. The fire blanket & extinguisher should be fitted to the wall in the kitchen.</p> <p><i>Cornwall</i> The cupboard which contains the cleaning materials should be reorganised to ensure that this complies with the Control of Substances Hazardous to Health Regulations (COSHH) 1999</p>		

A review of how privacy is maintained for the telephone should be undertaken.

Kent

no issues were found to be in need of consideration.

Weston

The Dormitories- The lack of privacy provided by having viewing window to dormitories- needs to be changed.

The Radiators- In some cases the beds were considered to be very close to the radiators.

Laundry Room – There was a cracked socket-

Gatton Hall

There was a broken light in room 14 which should be repaired.

The Shower room frosted glass- is not frosted enough and leads to a lack of privacy.

Girls Toilets and Showers- There were no locks and these should be fitted.

Room 21 There was a cracked window, which should be replaced and a broken light, which should be mended.

The showers were found to be cold.

Radiator room 18-This was reported to work inconsistently.

Tap tops leavers missing

Kitchen- There was no lid on swing bin, and the fridge was broken.

Edinburgh

Shower Room- The flooring was lifting and needs replacing.

Gloucester

The front door cracked.

The downpipe by front door was loose.

The gutters were blocked.

The Fire alarm had sellotape over it. This must be removed.

Telephone wires – These were in need of fixing to the wall.

Kitchen- There was no door to the freezer part of the fridge. There was uncovered food left out in the kitchen. There were handles missing off cupboard doors.

Shower room – The window needs repairing. The fitted ashtrays to toilet dispensers should be removed.

Bedroom 214 There was no handle on the windows. There were trailing wires over the floor.

Bedroom 214 There was a missing handle on windows.

Sunley

The bedroom windows should be replaced

The school should reconsider refitting the kitchen where the equipment provided was extremely worn.

The shower rooms were old worn and unappealing. Pupils reported that the water supply and temperature varied and that the height of the showerheads was not always suitable.

General Actions which should be taken in respect of the premises are as follows

The school should ensure that all fridges and freezers used in pupil areas have their temperatures checked on a regular basis, as per guidance from environmental health officers.

Covers should be provided to electric hobs.

The school should undertake risk assessments of all boarding units in respect of the use of window restrictors, especially where this relates to privacy within toilets and bathrooms, and night security.

There were many instances where adapters were used potentially as there were insufficient numbers of plug sockets in the room. The provision of adequate numbers of electric sockets should be reviewed throughout the boarding premises.

Standard 41 (41.1 - 41.8)

Boarding accommodation is reserved for the use of those boarders designated to use it, and protected by access by the public.

Key Findings and Evidence

Standard met?

1

There is a public right of way, running directly adjacent to the senior boarding houses. Inspectors were also concerned to note that whilst the school policy dictated that boarding houses should be kept locked during the day the inspectors found these to be open when no staff were present.

Standard 42 (42.1 - 42.14)

Sleeping accommodation is suitably furnished and of sufficient size for the number, needs and ages of boarders accommodated, with appropriate separation between genders, age groups and from accommodation for adults.

Key Findings and Evidence

Standard met?

2

Senior sleeping accommodation was well furnished and of sufficient size and decorated to a good standard. Some beds had thin mattresses that are being replaced as part of an on going programme.

Junior accommodation is set out in dormitories of eight beds. This will be reviewed during the refurbishment as part of the ongoing programme.

Standard 43 (43.1 - 43.2)

Suitable facilities for both organised and private study are available to boarders.

Key Findings and Evidence

Standard met?

3

There was good provision for study in boarders' rooms. Some rooms in the senior house had one desk between two boys. The boys did not see this as a problem.

Standard 44 (44.1 - 44.10) Adequate toilet and washing facilities are readily accessible to boarders, with appropriate privacy.		
Key Findings and Evidence	Standard met?	2
Toilets and bathrooms in the senior houses were seen to be very well refurbished. Junior house facilities were not adequate and require attention in order to meet the standards. Improvements are due to be made as part of the refurbishment programme.		

Standard 45 (45.1 - 45.3) Suitable changing provision is provided for use by day.		
Key Findings and Evidence	Standard met?	1
Changing rooms in the gym did not provide adequate washing facilities and were in need of general redecoration.		

Standard 46 (46.1 - 46.6) Boarders have access to a range and choice of safe recreational areas, both indoors and outdoors.		
Key Findings and Evidence	Standard met?	3
Inspectors observed well-resourced recreational areas in the boarding houses. There was access to facilities around the school such as IT and weights room. Boarders were individually signed out to these activities.		

Standard 47 (47.1 - 47.9) Indoor and outdoor areas used by, or accessible to, boarders should be free from reasonably avoidable safety hazards.		
Key Findings and Evidence	Standard met?	3
Risk assessments viewed were comprehensive and up to date. Please refer to standard 40		

Standard 48 (48.1 - 48.4) Suitable accommodation should be available for the separate care of boarders who are ill.		
Key Findings and Evidence	Standard met?	3
The Health Centre provided suitable accommodation for the care of sick boarders and is staffed 24 hours a day. The beds would benefit from thicker mattresses.		

Standard 49 (49.1 - 49.3) Adequate laundry provision is made for boarders' clothing and bedding.		
Key Findings and Evidence	Standard met?	2
The laundry facilities were in need of redecoration. The school is advised to make changes to the laundry ladies W.C. and snack facility area. These should not be located in the same room. The inspectors recommend that these arrangements be discussed with the Environmental Health Department. The school is also advised to review that staff are following the protocol on hygiene control when dealing with soiled laundry and that this includes laundry soiled by bodily fluid. The school is also recommended to provide staff with disposable aprons, which they should wear when dealing with soiled laundry.		

Standard 50 (50.1 - 50.2) Boarders are able to obtain minor necessary personal and stationery items while accommodated at school.		
Key Findings and Evidence	Standard met?	3
These items are available through the school and there is access to a local shop.		

Standard 51 (51.1 - 51.11) Any lodgings arranged by the school to accommodate pupils provide satisfactory accommodation and supervision, are checked by the school before use, and are monitored by the school during use.		
Key Findings and Evidence	Standard met?	9

Standard 52 (52.1 - 52.8) Any off-site short-stay accommodation arranged by the school for any of its boarders provides satisfactory accommodation and supervision, is checked by the school before use (although this may not be feasible when accommodation is in private households), and is monitored by the school during use.		
Key Findings and Evidence	Standard met?	3
The school's practice followed Surrey County Council guidelines in respect of managing risk. The documentation for the organisation and risk assessment of the forthcoming ski trip was thorough. The inspectors advise the school to ensure that all staff sign to say they have read relevant procedures when undertaking a risk-assessed activity.		

PART C

LAY ASSESSOR'S SUMMARY

(where applicable)

[Empty box for Lay Assessor's Summary]

Lay Assessor _____ **Signature** _____

Date _____

Lead Inspector _____ **Signature** _____

Date _____

PART D**HEAD'S RESPONSE****D.1 Head's comments/confirmation relating to the content and accuracy of the report for the above inspection.**

We would welcome comments on the content of this report relating to the Inspection conducted on 26th to the 29th January 2004 and any factual inaccuracies:

Please limit your comments to one side of A4 if possible

Action taken by the NCSC in response to Head's comments:

Amendments to the report were necessary	<input type="checkbox"/>
Comments were received from the Head	<input type="checkbox"/>
Head's comments/factual amendments were incorporated into the final inspection report	<input type="checkbox"/>
Head's comments are available on file at the Area Office but have not been incorporated into the final inspection report. The inspector believes the report to be factually accurate	<input type="checkbox"/>

Note:

In instances where there is a major difference of view between the Inspector and the Head both views will be made available on request to the Area Office.

D.2 Please provide the Commission with a written Action Plan by , which indicates how recommended actions and advisory recommendations are to be addressed and stating a clear timescale for completion. This will be kept on file and made available on request.

Status of the Head's Action Plan at time of publication of the final inspection report:

Action plan was required	<input type="checkbox"/>
Action plan was received at the point of publication	<input type="checkbox"/>
Action plan covers all the recommended actions in a timely fashion	<input type="checkbox"/>
Action plan did not cover all the recommended actions and required further discussion	<input type="checkbox"/>
Head has declined to provide an action plan	<input type="checkbox"/>
Other: <enter details here>	<input type="checkbox"/>

D.3 HEAD'S AGREEMENT

Head's statement of agreement/comments: Please complete the relevant section that applies.

D.3.1 I _____ of _____ confirm that the contents of this report are a fair and accurate representation of the facts relating to the inspection conducted on the above date(s) and that I agree with the recommended actions made and will seek to comply with these.

Print Name _____

Signature _____

Designation _____

Date _____

Or

D.3.2 I _____ of _____ am unable to confirm that the contents of this report are a fair and accurate representation of the facts relating to the inspection conducted on the above date(s) for the following reasons:

Print Name _____

Signature _____

Designation _____

Date _____

Note: In instance where there is a profound difference of view between the Inspector and the Head both views will be reported. Please attach any extra pages, as applicable.