



Making Social Care
Better for People

inspection report

Children's Services

Colchester Royal Grammar School

Lexden Road

Colchester

Essex

CO3 3ND

27th February 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.

TYPE OF ADDITIONAL INSPECTION VISIT
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Statutory Unannounced Inspection	
Follow up of Previous Inspection	
Follow up of Enforcement Action	
Complaints Investigation	
Monitoring Visit	
Advisory Visit	
Other	YES
Specify: Annual Visit	

TYPE OF SERVICE INSPECTED

Children's Home	
Boarding School (not registered as a children's home)	YES
Residential Special School (not registered as a children's home)	
Further Education College	
Residential Family Centre	
Independent Fostering Agency	
Local Authority Fostering Service	
Voluntary Adoption Agency	
Local Authority Adoption Service	
ID Code	
Lead Inspector	1 David Downes 079647
Name of Further Inspector (if applicable)	2
Name of Further Inspector (if applicable)	3
Name of Further Inspector (if applicable)	4
Name of Lay Assessors (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.	N/A
Name of Specialist (e.g. Interpreter/Signer) (if applicable)	N/A
Name of Establishment Representative at the time of inspection	Mr Kenneth Jenkinson

Number of Inspector Days spent on site:	1
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SPECIFIC OBJECTIVE(S) OF THE VISIT

To review the school's progress with the Recommended Actions from the full welfare inspection carried out on 16th and 17th October 2002.

To ascertain and assess any reported significant changes in boarding arrangements.

To comment on any other relevant issues raised by the school.

INSPECTION METHODS USED AT THE VISIT

Inspection of relevant part(s) of premises

NO

Interview with senior staff member in charge

YES

Interview with other staff

YES

Discussion with children

NO

Individual interview with a child

NO

Visit foster/adoptive home

NA

Visit lodgings

NA

Interview foster/adoptive parent

NA

Inspection of relevant records

NO

Inspection of relevant policy/practice documents

YES

Children's survey

NA

Parent survey

NA

Placing authority survey

NA

Foster / adoptive parent survey

NA

Staff survey

NA

Date of Inspection

27/02/04

Time of Inspection

10:00

Duration Of Inspection

1.25

**FINDINGS ON KEY ISSUES TO BE ADDRESSED AT ALL UNANNOUNCED,
MONITORING AND FOLLOW UP VISITS**

The following 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 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.

(I). Inspector's assessment of the extent to which the requirements for consultation with children are being met.		
Key findings/Evidence	Standard met?	3
The school continues to consult with pupils in the ways identified in the report of the last inspection.		

(II). Inspector's assessment of the extent to which the requirements for complaints procedures for children are being met.		
Key findings/Evidence	Standard met?	3
As reported at the previous inspection, the school had appropriate arrangements in place for recording and responding to complaints.		

(III). Inspector's assessment of the extent of staff knowledge of the required response to allegations or suspicions of abuse of children (child protection and staff/carer reporting procedures).		
Key findings/Evidence	Standard met?	3
<p>The school's child protection policy had been updated to address the areas specified in the relevant National Minimum Standard and child protection training had been provided for all staff in January 2004. The school had also obtained a copy of the Department of Health publication "Working Together to Safeguard Children".</p> <p>Since the last inspection, the designated member of staff dealing with child protection matters in the school had attended advanced-level child protection training.</p> <p>The Head Boarders now receive a copy of the school's child protection policy and the pupil representatives on the Boarding Council are also made aware of the content of this document.</p> <p>The school had developed a written procedure to be followed in the event that a pupil is missing from school.</p>		

(IV). Inspector's assessment of the adequacy of staffing at the time of the visit.		
Key findings/Evidence	Standard met?	3
<p>One member of the boarding staff had retired since the last inspection. A teacher and their partner, both of whom have previous boarding experience, have been appointed to replace this member of staff. The Inspector was also informed that arrangements had been made for the single male house tutor to have access to support from a female member of the catering staff in carrying out boarding duties. Based on this information and the findings of the last inspection, the level of staffing was appropriate for the needs and ages of boarders.</p>		

(V). Inspector's assessment of the extent to which any children and staff/carers seen are aware of individual children's plans (where applicable).		
Key findings/Evidence	Standard met?	9
<p>This Standard is not applicable.</p>		

FINDINGS ON SPECIFIC OBJECTIVES OF THIS VISIT

The school provided evidence that it had met all of the Recommended Actions from the last inspection. In addition to the findings reported below, a number of developments are noted in Sections I – IV of this report.

The Inspector was informed that the school's written policy on behaviour and discipline was being revised and that the completed policy would include a statement on the use of physical restraint. A statement on the use of physical restraint had already been developed and included in the school's child protection policy.

To help ensure that the parents of boarders provide the school with comprehensive current and historical health and welfare information, the school has revised the forms that parents are asked to complete. The Inspector was informed that the school continues to make every effort to ensure that appropriate information is obtained at the time of admission and that this is regularly updated.

The school had reviewed the written parental permission for medical treatment and medicines administration held for boarders to ensure that the records meet the requirements of the National Minimum Standard.

A written policy had been developed to clarify the circumstances in which boarders are allowed to converse in languages other than English and when it is expected that they will only speak English. This policy had been included in the written boarding information that is provided to boarders and their parents. The Inspector was advised that staff had commented very positively on the integration of the current group of overseas boarders within the boarding houses and in the wider school community.

The Inspector was informed that the school's system for monitoring records and areas of practice had been developed to include all of the issues specified in the relevant National Minimum Standards.

It was reported that a written record was available of the risk assessment carried out for any identifiably 'high risk' activities that are arranged for boarders by the school and that the written consent of parents had been obtained in advance for any such activity.

Records were being maintained of checks on driving licences and, where applicable, MOT certificates, for any members of staff who transport children in their cars.

The school's performance review system had been extended to cover all boarding staff. Since the inspection, the school had reviewed and updated the written guidance for staff on boarding policies and practice to ensure that it is in line with the relevant National Minimum Standards.

The school's staff recruitment procedures had been updated to meet the requirements of National Minimum Standards. Recruitment records were not inspected during this visit.

A written agreement had been completed for an adult living on the school premises who was not a member of staff.

The Inspector was informed that all independent people identified to boarders as being available to discuss any personal problems have been appropriately checked with the Criminal Records Bureau and that a record of these checks was maintained.

A written risk assessment had been developed in relation to the supervision of external contractors working in boarding accommodation.

The Inspector was informed that the all of the Good Practice Recommendations from the inspection had also been addressed. In addition to the developments noted Sections I – IV of this report, the school had introduced a formalised induction process for new boarders and all boarders' bedrooms in Gilbert House had been provided with additional electrical sockets.

The Inspector was informed of several recent improvements in boarding accommodation. The new laundry facilities, located in Gilbert House, are now in use. A new Common Room area has been developed for boarders in School House. Bathroom and shower facilities have been extended and upgraded. With the exception of the Library, School House now consists exclusively of boarding accommodation. The Careers Room in School House (which day pupils used to access through boarding accommodation) has been converted into three new bedrooms for boarders.

**FOLLOW UP OF PREVIOUS REQUIRED ACTIONS
FOR UNANNOUNCED, MONITORING AND FOLLOW UP VISITS**

Requirements from last Inspection visit fully actioned?

YES

If No, the findings of this inspection on any Required Actions not implemented are listed below:

REQUIRED ACTIONS

Identified below are areas not yet addressed from the last inspection report which indicate a non-compliance with applicable Regulations or Standards under the Care Standards Act 2000.

No.	Regulation if applicable	Standard	Required actions	

Action is being taken by the National Care Standards Commission to monitor compliance with the above requirements.

Compliance with Conditions of Registration (if applicable)

for Unannounced, Monitoring and Follow up Visits

(Establishments Registered as Children's Homes or Residential Family Centres, Independent Fostering Agencies or Voluntary Adoption Agencies only)

Providers and managers of registered services must comply with statutory conditions of their registration. The conditions applying to this registration are listed below, with the inspector's assessment of compliance from the evidence at the time of this Additional Inspection Visit.

Condition	Compliance	
Comments		

Condition	Compliance	
Comments		

Condition	Compliance	
Comments		

FURTHER ISSUES RAISED OR DISCUSSED AT THIS VISIT

The following further issues, not already identified in this report, were raised with the inspector, identified by the inspector, or discussed at this visit, with the conclusions identified below.

Issues raised by children:

No further issues were raised or discussed at this visit.

Issues raised by staff or carers:

The school was inspected by Ofsted in October 2003. The report of the inspection states that the leadership and management of boarding are “very good” and pastoral care management is “very strong”. The report also identifies the following areas relating to boarding welfare, as particular strengths of the school: the child protection arrangements; the health and safety procedures; consultation with students; and the support, advice and guidance provided by staff.

The Inspector was informed that, from September 2004 onwards, the school intends to provide boarding only for Sixth Form students. The school was aware that if all boarders are over the age of sixteen the National Minimum Standards (NMS) for Further Education Colleges would become applicable to the school in place of the NMS for Boarding Schools.

Issues raised by inspector:

No further issues were raised or discussed at this visit.

REQUIRED ACTIONS FOLLOWING THIS INSPECTION

REQUIRED ACTIONS

Identified below are the actions required following this Additional Inspection Visit, either outstanding from the previous inspection or identified subsequently or at this visit. Action is required on these areas within the given timescales in order to meet the statutory requirements under the Care Standards Act 2000, Children Act 1989, or applicable Regulations and National Minimum Standards.

No.	Regulation if applicable	Standard *	Requirement	

GOOD PRACTICE RECOMMENDATIONS FROM THIS INSPECTION

Identified below are any additional areas arising from this visit which relate to the National Minimum Standards and are seen as good practice issues to be considered for implementation.

No.	Refer to Standard *	Recommendation Action

Note: Standard code is in respect of the relevant service; e.g.
BS = Boarding School, CH = Children's Home, etc

INSPECTOR'S DECLARATION

(where applicable)

Lead Inspector David Downes **Signature** _____

Date 11 August 2004

Public reports

It should be noted that all inspection reports are public documents.

PROVIDER'S RESPONSE

Registered Person'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 27th February 2004 and any factual inaccuracies:

Please limit your comments to one side of A4 if possible

Action taken by the NCSC in response to provider comments:

Amendments to the report were necessary

Comments were received from the provider

Provider comments/factual amendments were incorporated into the final inspection report

Provider 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

Note:

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

Please provide the Commission with a written Action Plan which indicates how required or recommended actions and good practice 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 Provider's Action Plan at time of publication of the final inspection report:

Action plan was required

Action plan was received at the point of publication

Action plan covers all the statutory requirements in a timely fashion

Action plan did not cover all the statutory requirements and required further discussion

Provider has declined to provide an action plan

Other: <enter details here>

Public reports

It should be noted that all NCSC inspection reports are public documents. Reports on children's homes are only obtainable on personal application to NCSC offices.

PROVIDER'S AGREEMENT

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

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 required/recommended actions made and will seek to comply with these.

Print Name _____

Signature _____

Designation _____

Date _____

Or

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 Registered Provider both views will be reported. Please attach any extra pages, as applicable.

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