

Hazrat Khadijatul Kubra Girls School

18 Dixon Road, Small Heath, Birmingham, B10 0BP

Inspection dates

11 March 2013

Context of the inspection

The school received an unannounced emergency inspection in November 2012. The inspection indicated non-compliance with a number of the regulations, particularly those related to the students' welfare and safety and the management of behaviour and bullying. The school drew up an action plan for improvement in response to the report. This was evaluated in January 2013 and was approved with modifications.

This is the report of the first progress monitoring visit undertaken in order to evaluate the progress made by the school in implementing its action plan. After the unannounced emergency inspection, concerns were raised with the Department for Education about problems in school with behaviour and bullying. Accordingly, this inspection also set out to establish whether students felt safe and secure in school. In addition, the inspection checked whether the school's complaints policy and procedures were effectively implemented.

Summary of the progress made in implementing the action plan

Regulations not met

The unannounced emergency visit in November 2012 reported that the many new staff appointed did not receive training in child protection and that the leaders of the school were largely unaware of the procedures for dealing with an incident or disclosure. The designated person for child protection was not trained at a high enough level. The safeguarding policy lacked sufficient detail and had not been reviewed or updated since 2010. It did not contain information about the types of abuse that could occur, the training that staff needed to undergo and the specific procedures to follow. The single central register, a summary of the employment checks made on staff, was not readily available and took some time to obtain during the visit. Not all staff appeared on this register. In addition, some staff did not have a Criminal Records Bureau check at an enhanced level. There was a lack of knowledge of the role of the Independent Safeguarding Authority (ISA).

The school has since implemented its action plan and reviewed the safeguarding policy and procedures to safeguard and promote the welfare of children at the school; these now contain all of the required information. The designated child protection person has received the advanced child protection training which is required. All other members of staff have undertaken the relevant child protection training and know what to do should a concern

arise. The school has completed an audit of the central records to ascertain missing information on its staff and make arrangements to carry out any missing checks. All the required employment checks have now been undertaken, including criminal record checks. The school has recorded correctly all of the required checks on all members of staff and the proprietorial body on the single central register of checks, including the dates on which such checks were made and the initials of the persons making such entries. There are now clear policies and procedures for the recruitment and appointment of staff and the school is aware of all the safeguarding requirements and when referrals to the ISA may need to be made.

The earlier inspection found that the school did not have an adequate policy in place to keep students safe during educational visits. There was no guidance on how the school would assess the risks associated with such visits. The students had not been on any educational visits, but would have liked to undertake some. The school did not regularly carry out the required fire safety checks, such as alarm tests and fire drills. Although a fire risk assessment had been updated each year since the school opened, staff training in fire related matters had been assessed as poor each time. No action had been taken to improve this. The behaviour reports were not systematically organised, were generally of poor quality and did not always fully describe the incident or identify the sanctions adopted. Some improvement had been made, but the quality of the reports was inconsistent.

In response, the school has updated its policy on visits to keep its students safe. There are now clear procedures for staff to follow when they assess and manage safety risks related to educational visits. There are firm plans for students to go on trips in the future. Fire fighting equipment, fire alarms, detection systems and electrical appliances are now regularly tested to ensure that they are safely operational. Fire evacuation procedures are in place. Fire drills are undertaken regularly. The school now ensures that there are trained fire marshals in school to provide support on fire-related matters. A standardised proforma has been produced to ensure consistency of reporting of any behavioural incidents, including a full description of the incident and the sanctions used. The management of the school checks the records of behavioural incidents regularly so that their frequency and type can be monitored and trends explored. The school's records show that behavioural incidents have been reduced. This inspection checked whether students felt safe in school. Students behave well in classrooms and around the school. They feel safe and secure in school. They say that there is no bullying in school and are confident to ask members of staff for support whenever needed.

This inspection found that the school does not implement its complaints procedures effectively. While the policy meets requirements, the school has not, in practice, provided for a formal complaint to be made in writing when parents were not satisfied with the response to an informal complaint. It has not made provision for the establishment of a hearing before a panel appointed by the proprietor of at least three people who have not been directly involved in the matters detailed in the complaint when parents were not satisfied with the response to a written complaint. The school has not ensured that where there is a panel hearing of a written complaint, there is provision that one person on the panel is independent of the management and running of the school. It has not made parents aware that they may attend the panel hearing and, if they wish, be accompanied.

The school requires improvement and must take action to meet The Education (Independent School Standards) (England) Regulations 2010 ('the Regulations'), and associated requirements.

- Ensure that the complaints procedure provides for a formal complaint to be made in writing if parents are not satisfied with the response to an informal complaint. Paragraph 25(e)
- Ensure that if the parents are not satisfied with the response to a written complaint, that there is provision for the establishment of a hearing before a panel appointed by the proprietor of at least three people who have not been directly involved in the matters detailed in the complaint. Paragraph 25(f)
- Ensure that where there is a panel hearing of a complaint, there is provision that one person on the panel is independent of the management and running of the school. Paragraph 25 (g)
- Ensure that the procedure allows for parents to attend the panel hearing and, if they wish, to be accompanied. Paragraph 25 (h)

Inspection team

Fatiha Maitland, Lead inspector

Additional Inspector

Information about this school

- The Hazrat Khadijatul Kubra is a Muslim secondary day school in Small Heath, near to Birmingham city centre. It admits girls from 11 to 16 years of age. There are currently 87 students on roll in Years 7 to 10. Most students are of Pakistani heritage. No students currently have a statement of special educational needs or are at the early stages of speaking English as an additional language.
- The school opened in September 2010 and is located in a refurbished Victorian primary school. The school has a board of trustees and provides a mix of Islamic and secular teaching. It aims to 'provide a high quality centre for learning, where students can receive a good quality and balanced education within an Islamic environment and become valuable members of our society'.
- The school was first inspected by Ofsted in April 2011. The quality of education and students' welfare, health and safety were judged to be satisfactory, and all regulations were met.

School details

Unique reference number	136123
Inspection number	420329
DfE registration number	330/6170
<p>This inspection was conducted at the request of the registration authority for independent schools. It was carried out under section 162A of the Education Act 2002, as amended by schedule 8 of the Education Act 2005.</p>	
Type of school	Muslim girls' day school
School status	Independent School
Age range of pupils	11-16 years
Gender of pupils	Girls
Number of pupils on the school roll	87
Number of part time pupils	0
Proprietor	Hazrat Khadijatul Kubra School
Chair	Mr Mohammad Abdur Rob
Headteacher	Mr Muhammad Abdur Rob
Date of previous school inspection	November 2012
Annual fees (day pupils)	£1,550
Telephone number	0121 773 7496
Email address	info@hkkgschool.com

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