

# Saville House School

11 Church Street, Mansfield Woodhouse, Mansfield, NG19 8AH

## Inspection dates

1 July 2014

## Reason for inspection

Concerns have been raised by the Department for Education. These were as a result of complaints received by the local authority designated officer in relation to the safeguarding of children, the security of the school's site, the quality of the school's risk assessments, and whether school leaders have followed the school's own safeguarding and complaints policy. The Department for Education requested that this emergency inspection examined these issues and their impact on compliance with the independent school regulations relating to welfare, health and safety. An announced standard inspection of the school's work took place at the same time as this emergency inspection, and the report for this inspection is published separately.

## Conclusions

### Context

At the time of the last inspection in July 2009 all aspects of the school's work were found to be good and some aspects such as pupils' behaviour and their spiritual, moral, social and cultural development were found to be outstanding. All regulations were found to be met, including for welfare, health and safety. Since then, there have been changes in the leadership team and in teaching staff. The inspector had discussions with school staff the proprietor, and with parents and pupils to explore the concerns raised by the Department for Education. The inspector investigated the security of the site. She also examined the school's documentation and record keeping regarding accidents, behaviour and other incidents, as well as parental and other concerns. The school's safeguarding policies, risk assessments and their implementation, and complaints procedures were also scrutinised.

### Safeguarding pupils' welfare, health and safety

The school has all the required policies in place to safeguard pupils' welfare, health and safety. School staff are highly committed to the welfare of pupils, who are carefully supervised at all times. Staff meticulously record any accidents and incidents and share these with parents. Pupils move safely around the school, and suitable numbers of staff are deployed at playtimes and lunchtimes; they are vigilant. There are good numbers of staff with up-to-date first aid training, including paediatric first aid training. At least two first aiders are present on all outings. The school policy regarding outings requires staff to complete a written initial risk assessment at the time of proposing a visit, with more detailed risk assessments submitted closer to the event. This guidance is not always followed. For example, the risk assessment regarding an event due to take place immediately after the inspection was still being completed, and no initial written assessment was made. In discussions with staff, it became clear that much careful thought had gone into planning the event, but that this rigour was not yet reflected in the paperwork. An appropriate risk assessment was completed before the event took place,

including additional works carried out to secure the safety of the school site for the event.

The school's safeguarding policy as posted on the school website was out-of-date and incomplete when the inspector arrived. The hard copy available for parents did have all the appropriate information within it, including what should happen in the case of allegations made against staff. However, the inspector found that leaders were not following this guidance. Leaders have not ensured that all staff including the designated child protection officer have up-to-date training at the appropriate level. Staff do not automatically receive such training on joining the school nor do they have regular training to keep their skills and understanding up to date. Nor, is the designated child protection officer on the school leadership team, which is a regulatory requirement. Consequently, whilst there is a genuine sense of care and concern for each individual within the school, when incidents do occur, staff are unsure about what to do. They are particularly unclear about who they should report to should an adult or child make a disclosure, or raise a concern. For example, cases have been referred to the headteacher and/or Principal when they should have been immediately referred to the designated child protection officer. The school's child protection and safeguarding policies and guidance are clear as to what should happen, but these are not rigorously followed. The school has not always taken advice from the Local Authority Designated Officer, or multi-agency safeguarding hub, as swiftly as it should.

The school's complaints policy makes it clear that, where complaints or concerns fall under the scope of child protection, the school's child protection and safeguarding policies should be followed, rather than the complaints procedure. This does not always happen because school leaders and staff do not fully recognise the child protection implications of some concerns. Leaders recognise that the way in which some concerns have been dealt with have not been in line with published guidance nor with their own policies. However, they have acted quickly to ensure that two members of the leadership team receive further training, they have put whole staff training into place, and have amended their child protection policy to try to ensure that this does not happen again.

### **Other aspects of welfare health and safety**

The school has a high proportion of staff who have first aid at work and paediatric first aid training, and staff carefully document any issues relating to this aspect, for example in relation to incidents or the administration of medicine.

Leaders follow safer recruitment guidance; related functions such as carrying out the required checks on staff, the proprietors and volunteers are fully in place. Almost all of the required safety checks on the premises and linked risk assessments are also in place. However, some, such as the regular checks on emergency lighting and on fire equipment, are not rigorously recorded each time that they happen. This lack of rigour in documentation does not do justice to the careful attention paid to the maintenance of such equipment.

### **The complaints policy**

The complaints policy fully complies with the regulations. However, where complaints have been made about the school, there is evidence that the school's complaints policy is not always adhered to. This is especially applies to the time by which the school responds at each stage of any complaint, and whether a formal complaints panel meeting takes place.

## Premises and accommodation

It became clear whilst exploring issues related to welfare, health and safety that the school's medical room did not meet the requirements in the independent school regulations. Its location is close to toilet facilities, but it is effectively in a corridor. It does not have the privacy or the washing facilities that are required to meet the two regulations concerned.

School staff show a high level of care and concern for individual pupils. Relationships with pupils and with almost all families are very good. Daily log books testify to this concern for pupils' welfare, and record the discussions of staff with families about this issue. However, where a concern is raised by a family or by a child, the school's policies regarding safeguarding and child protection have not been followed. When a complaint is made the complaints policy has not always been implemented.

All this means that although the school does have strengths in the care and concern that it shows for pupils, and in the ways in which it supports their good behaviour, the school does not meet all the regulations in relation to welfare, health and safety.

## Compliance with regulatory requirements

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

Ensure arrangements made to safeguard and promote the welfare of pupils at the school have regard to guidance issued by the Secretary of State. paragraph 7

Ensure that there is appropriate risk assessment of school events, trips and visits in line with its policy. paragraph 11

Ensure all checks made on emergency lighting and on fire equipment are carried out and recorded in compliance with the Regulatory Reform (Fire Safety) Order 2005. paragraph 13

Ensure suitable accommodation is provided in order to cater for the medical and therapy needs of pupils which includes accommodation for the medical examination and treatment of pupils. paragraph 23B(1)9a)

Provide accommodation for the short-term care of sick and injured pupils, which includes a washing facility and is near to a toilet facility. paragraph 23B(1)(b))

Ensure that the school deals properly with an issue when it should be treated as a complaint and that it follows its complaints procedure including the use of a panel hearing where parents are dissatisfied. paragraph 25(f)

## Inspection team

Susan Lewis, Lead inspector

Additional Inspector

## Information about this school

- This is a small, non-selective, non-denominational preparatory school, owned by two proprietors; Mrs S Mills and Mr R Everist, and located in the village of Mansfield Woodhouse.
- There are 69 pupils on roll, twenty four of whom are in the Early Years Foundation Stage, including two who are part-time. The school receives government funding for the 16 children of nursery age.
- The school opened in 1951 and was last inspected by Ofsted in July 2009, when all aspects were judged to be good or better.
- The large majority of pupils are from White British backgrounds, although an increasing proportion is from other ethnic backgrounds. A few do not have English as their first language on entering the school.
- Four pupils are identified as having disabilities or special educational needs at school action plus level. No pupil has a statement of special educational need.
- School numbers have dropped since the last inspection and some pupils are taught in mixed year group classes.
- The school aims, 'to give your children a sound start in life, with traditional values, together with a good standard of education'.
- The proprietors also own a number of nursery provisions and an after-school club at other locations within Mansfield, and throughout the East Midlands.

## School details

<b>Unique reference number</b>	122926
<b>Inspection number</b>	451196
<b>DfE registration number</b>	891/6008
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.	
<b>Type of school</b>	Primary
<b>School status</b>	Independent day school
<b>Age range of pupils</b>	3–11
<b>Gender of pupils</b>	Mixed
<b>Number of pupils on the school roll</b>	69
<b>Number of part time pupils</b>	2
<b>Proprietor</b>	Susan Mills abd Robert Everist
<b>Chair</b>	Susan Mills
<b>Headteacher</b>	Susan Hagues
<b>Date of previous school inspection</b>	1 July 2009
<b>Annual fees (day pupils)</b>	£4,995
<b>Telephone number</b>	01623 625068
<b>Email address</b>	savillehouseschool@hotmail.com

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