

Birmingham Muslim School

Bisley Works, Golden Hillock Road, Birmingham, B11 2PZ

Inspection dates

23 October 2014

Overall outcome

Independent school standards not met

Context of the inspection

- This unannounced progress monitoring visit was conducted at the request of the Department for Education, the registration authority for independent schools, to check the progress the school has made in implementing its action plan following the emergency inspection visit in May 2014.
- The school's last full inspection was in July 2013. An emergency inspection took place in May 2014 when a number of regulations were not met. The school's action plan to address these failings was evaluated in July 2014 and found to require improvement.

Main findings

Make arrangements to safeguard and promote the welfare of pupils at the school and ensure these arrangements have regard to guidance issued by the Secretary of State (paragraph 7).

- The emergency inspection in May 2014 found that the child protection policy did not make clear who the designated child protection officer for the school was. Insufficient numbers of staff were trained to appropriate levels and staff lacked understanding of the current safeguarding guidance issued by the Secretary of State. Maintenance of child protection records fell short of the required standards and procedures for reporting concerns were contrary to current guidance and to the school's policy. In addition, there were some inadequate security arrangements at the school.
- In its action plan, the school proposed to review and update its safeguarding policy to provide clear guidance for staff in the case of dealing with disclosures and allegations. The plan also proposed that a second member of staff would be trained at the higher level in September 2014 and for all staff to receive the required awareness training.
- This inspection found that the school has updated its child protection policy, using the local children safeguarding board's model policy for this purpose. The deputy headteacher has been trained in child protection procedures at the higher level and both she and the headteacher, the designated lead, are named in the policy. Procedures are clearly outlined and information is included in the policy about various signs of abuse, reflecting the latest guidance from the Secretary of State. The school has provided training and guidance for staff in implementing the updated policy.
- The school has implemented appropriate systems for reporting and recording concerns. These are logged in a bound book and supporting documents are kept securely.
- The security arrangements observed on this visit were satisfactory.
- The school has implemented the proposals in its action plan and the requirements for this standard are now met.

Effectively implement the written policy to promote good behaviour amongst pupils and ensure that sanctions adopted in the event of pupils misbehaving are appropriate, target the perpetrators and are applied consistently (paragraph 9).

- The emergency inspection in May 2014 found that the school's behaviour policy was not implemented effectively.
- The school's action plan proposed that the policy would be reviewed and updated, and teachers trained in implementing the policy consistently.
- This inspection found that the school has reviewed and updated its behaviour policy. This sets out the system of rewards and sanctions that will be used in the school. The school's leaders have worked with the staff to ensure that the policy is being consistently implemented. Evidence seen in classrooms indicates a common approach is being developed and incidents are being recorded. The school has arranged for an outside provider to further train staff. The school has implemented the proposals in its action plan and the requirements for this standard are now met.

Ensure there is an effective anti-bullying strategy in place and implement it effectively, including the recording of any bullying incidents and raising pupils' awareness of the types of bullying (paragraph 10).

- The emergency inspection in May 2014 found that the anti-bullying policy was not specific to this school. No bullying log was maintained as stipulated in the policy.
- In its action plan, the school proposed that its policy would be reviewed and updated; personal, social and health education experiences would be regularly provided for all pupils and the headteacher would keep a termly record of these. The school also proposed to plan assembly topics to address issues of racism, bullying, vandalism, theft and arson.
- This inspection found that the school has reviewed and updated its policy in line with national guidance. A record of instances of bullying is now maintained, outlining the outcomes of any action taken in response.
- The school is raising pupils' awareness of different types of bullying through assemblies this term, as planned. In addition, it has arranged for an external provider to stage a theatre-based presentation for pupils in November 2014. The school has implemented the proposals in its action plan and the requirements for this standard are now met.

Ensure that the written health and safety policy complies with relevant health and safety laws and that it is being implemented rigorously by all members of staff, particularly in respect of managing risk associated with off-site visits and in respect of security on the premises (paragraph 11).

- The school's health and safety policy did not meet the needs of the school. Risk assessments were infrequent and of poor quality. They were sometimes not completed at all for educational visits. Leaders lacked knowledge of relevant health and safety laws.
- In its action plan, the school proposed that it would update its policy, arrange staff training and carry out risk assessments by September 2014. A specialist consultant would be commissioned to provide support and independent monitoring of health and safety.
- This inspection found that the school has engaged a specialist consultant to draw up a health and safety policy and undertake a full health and safety audit. Staff have been involved in drawing up risk assessments of their teaching rooms and a list of priorities, identifying high, medium and low risks, has been provided to the school's leaders for action. Scrutiny of this list indicates that all the high priority risks have been addressed and that the other risks are being attended to within the given timescales.
- The school has drawn up and implemented a risk assessment procedure for off-site visits. Scrutiny of the risk assessment for a recent visit indicates that procedures are being followed. The action plan proposals have been implemented and the requirements for this standard are now met.

Ensure there is compliance with the Regulatory Reform (Fire Safety) Order 2005 and review this regularly by ensuring that there is a current fire risk policy in place, that

risk associated with storing large amounts of clothing underneath the school has been considered and that all fire safety logs are maintained, including sufficient detail in the fire evacuation logs (paragraph 13).

- The emergency inspection in May 2014 found that fire policy did not give staff enough detail to follow in the event of a fire. Fire risk assessments and fire drills were not carried out regularly.
- The school's action plan proposed that an independent company be commissioned to carry out regular fire risk assessments for school, and for the premises underneath the school which store clothing, and to advise on the policy and fire safety records.
- This inspection found that the school commissioned an external specialist company to undertake a fire risk assessment in the summer term. No high priority risks were identified but a number of medium-term risks were highlighted for attention within three months of the risk assessment being made. This deadline has not been met but the work has been scheduled for the forthcoming half-term holiday (week commencing Monday 27 October 2014).
- Checks on equipment and regular fire drills are being implemented and recorded but additional fire points and emergency lighting units are required for the premises to be compliant.
- A separate fire risk assessment has been undertaken on the ground floor premises.
- Certificates confirming the required checks on the fixed electrical installation, portable appliances and the gas equipment were seen during this visit; all were current within their respective recommended testing periods.
- While the school has implemented most of the proposals in its action plan, the works arising to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005 have not been carried out within the required timescale. Although this work is planned to take place imminently, the school is not yet compliant with this requirement.

Follow the school's written policy on first aid by logging in detail any accidents or injuries (paragraph 14).

- The emergency inspection visit in May 2014 found that systems for recording accidents or injuries were inadequate. Documentation and records lacked necessary detail.
- The school's action plan proposed updating the policy and training staff. New procedures for recording and reporting incidents were to be implemented in September 2014.
- This inspection found that the school has drawn up and implemented procedures for logging any accident or injury. A pro-forma has been developed, prompting the detailed recording of all the required information, including the treatment given. These records are maintained in the school office. The school has ensured that sufficient staff are trained in first aid. The school has implemented its action plan proposals and the requirements for this standard are now met.

Keep a record of the sanctions imposed upon pupils for serious misbehaviour (paragraph 16).

- The emergency inspection visit in May 2014 found that there were no records of sanctions for misbehaviour recorded.
- In its action plan, the school proposed that records of sanctions would be kept in the headteacher's office.
- This inspection found that the school has drawn up and implemented a system for recording incidents of serious misbehaviour and the sanctions imposed. Scrutiny of the records show that this is being systematically maintained. The school has implemented its action plan proposals and the requirements for this standard are now met.

Ensure that the admission register contains all of the relevant information on pupils, giving particular attention to their proof of identity, previous school, and destination upon leaving. Ensure that attendance registers are completed in line with regulations. Follow up absences more rigorously, ensuring reasons for absence are completed and

fixed-term exclusions are recorded (paragraph 17).

- The emergency inspection visit in May 2014 found that the admission register did not contain all of the required details and missing information had not been followed up adequately. Pupils' non-attendance was not recorded accurately in the attendance register and the school could not account for all pupils who do not attend.
- In its action plan, the school proposed that it would: liaise with the local authority's missing children's services; complete registers in detail, with all absences followed up; and that the headteacher and deputy headteacher would check registers on a daily basis.
- This inspection found that the school has devised an electronic system for its admission register which is able to show all the required information. That recorded about recent leavers includes their destination, where known, or the date of a referral to the local authority's missing children's service; information about new entrants includes a check on their identity.
- The school has implemented an absence record book in which information about all pupil absences is recorded, including details of follow-up action. The attendance registers are marked regularly although there are some occasions when it is not possible to determine whether a pupil arrived late or was absent for a specific reason. This is because the original entry has been over-written and no explanation included on the register. Some registers are partly completed in pencil and most do not have the required information about pupils in the preface. The requirements for this regulation are not met. The school has not fully implemented its action plan because the attendance registers are not compliant.

Ensure that suitable and hygienic toilet and washing facilities are provided for pupils (paragraph 23A(1)(a)).

- The emergency inspection visit in May 2014 found that there was no toilet paper in the toilets and pupils said they were given too little paper for their hygiene requirements. They were not given paper towels to dry their hands; no other form of hand dryer was available.
- The school did not include proposals to address this standard in its action plan.
- This inspection found that the school has fitted electric warm-air hand dryers and toilet paper dispensers in both the boys' and girls' toilets. On the day of this visit, the hand driers were correctly functioning and there were ample supplies of toilet tissue in the locked dispensers in each water closet cubicle. The action taken meets requirements.

Ensure that the school's accommodation and facilities are maintained to a sufficient standard to ensure the health, safety and welfare of pupils, as far as is reasonably practical and to include replacing any broken fittings and improving the state of cleanliness and hygiene everywhere in school (paragraph 23C).

- The emergency inspection visit in May 2014 found that the standard of cleanliness at the school fell below what was expected. Routine maintenance was poor.
- In its action plan, the school proposed commissioning a health and safety company to conduct a health and safety audit, make recommendations and conduct annual inspections.
- This inspection found that the school has addressed the issues identified in the health and safety audit, carried out by a specialist company, within the timescales set. The overall state of cleanliness and hygiene in the school is acceptable. Classrooms were tidy and clean at the time of this visit; no broken furniture or fittings were observed and equipment was stored tidily. The washrooms were in an acceptable condition and well ventilated. No concerns were noted in respect of the floor coverings or the first floor window opening restraints, and the internal lighting was operational. The corridors were clear and the fire exit routes unimpeded.
- While the school has addressed most of the issues to meet the requirements for this standard, the works required to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005 (standard 13) have not been carried out within the required timescale. Although this work is planned to take place imminently, at the time of this visit the school was not compliant.

Provide up-to-date particulars on pupils' academic performance and the number of complaints the school has received in the previous academic year for parents, carers and others (paragraph 24(1)(b) particularly paragraphs 24(3)(f) and 24(3)(g)).

- The emergency inspection visit in May 2014 found that some of the information for parents, carers and others was out of date.
- In its action plan, the school proposed updating the website with the required information.
- On this inspection visit it was not possible to have access to the information provided for parents, carers and others. The headteacher advised that school is still in the process of updating its website. Accordingly, this and further regulations relating to information about the school and the proprietor, the availability of policies and the provision of the school's safeguarding policy are not met.

Ensure that the school follows the required complaints procedure and keeps a written record of complaints (paragraph 25(j)).

- The emergency inspection visit in May 2014 found that there was no written record of complaints.
- The school's action plan proposed maintaining a written record of complaints.
- This inspection found that the school has put in place a bound book in which to record complaints. The school has implemented its action plan proposals and the requirements for this standard are now met.

Compliance with regulatory requirements

The school must take action to meet The Education (Independent School Standards) (England) Regulations 2010, as amended, and associated requirements

- Ensure that the Regulatory Reform (Fire Safety) Order 2005 is complied with (paragraph 13).
- Ensure that the attendance registers are maintained in accordance with the Education (Pupil Registration) (England) Regulations 2006 (paragraph 17).
- Ensure that the school premises and the accommodation and facilities provided therein are maintained to a standard such that, so far as is reasonably practicable, the health, safety and welfare of pupils are ensured (paragraph 23C).
- Ensure that the information specified in sub-paragraph 24(2) is provided to parents of pupils and parents of prospective pupils and, on request, to the Chief Inspector, the Secretary of State or an independent inspectorate (paragraph 24(1)(a)).
- Ensure that the information specified in sub-paragraph 24(3) is provided to parents of pupils and parents of prospective pupils and, on request, to the Chief Inspector, the Secretary of State or an independent inspectorate (paragraph 24(3)(f)).
- Ensure that the information specified in sub-paragraph 24(3) is made available to parents of pupils and parents of prospective pupils and, on request, to the Chief Inspector, the Secretary of State or an independent inspectorate (paragraph 24(3)(g)).
- Ensure that the particulars of the arrangements for meeting the standard contained in paragraph 7 are published on the school's internet website or, where no such website exists, are provided to parents on request (paragraph 24(1)(c)).

Inspection team

Michael Best, Lead inspector

Additional Inspector

Information about this school

- Birmingham Muslim School is an independent day school that provides full-time education for up to 120 boys and girls aged from four to 11 years from families within and beyond the Muslim community in the Small Heath area of Birmingham.
- The school was established in 2001 in a former industrial unit. Until recently it has been privately owned by the proprietor who is the husband of the headteacher. The school is now run by the Albayan Education Foundation Ltd which is a registered charity. The headteacher and the proprietor are trustees of the charity along with a parent and a member of the local community.
- Pupils and staff come from a wide range of ethnic backgrounds. Many pupils are at the early stages of learning to speak English. There are no pupils attending the school who have a disability or special educational needs.
- There are currently 75 pupils on roll. There are currently three children in the Early Years, none of whom are in receipt of government funding for nursery education.
- The school aims to provide its pupils with an excellent standard of education and to strive for moral excellence through the teaching of Islam.
- The school's last full inspection was in July 2013. An emergency inspection took place in May 2014 when a number of regulations were not met. The school's action plan to address these failings was evaluated in July 2014 and found to require improvement.

School details

Unique reference number	133521
Inspection number	452198
DfE registration number	330/6102
Type of school	Muslim
School status	Independent school
Age range of pupils	4–11
Gender of pupils	Mixed
Number of pupils on the school roll	75
Number of part time pupils	0
Proprietor	The Albayan Educational Foundation Ltd
Chair	Janet Laws
Headteacher	Aisha Abdrabba
Date of previous school inspection	21 May 2014
Annual fees (day pupils)	£1,980
Telephone number	0121 766 8129
Email address	um.hamza.bms@gmail.com

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