

# Education & Youth Services

8 Notre Dame Mews, Northampton NN1 2BG

**Inspection date** 13 October 2015

**Overall outcome** **Independent school standards not met**

## Context of the inspection

- The inspection was undertaken at the request of the registration authority for independent schools, in order to monitor the progress the school has made since its last inspection.
- The school was last inspected in December 2014. This was both a material change inspection and a progress monitoring inspection. The material change inspection took place as the school had applied to increase pupil numbers to a maximum of 50 at the site in Kettering. The progress monitoring visit took place to check on the school's progress in making the necessary improvement to meet the regulatory requirements. The inspections found that the school had failed to comply with 19 regulatory requirements. These related to the welfare, health and safety of pupils and the premises of and accommodation at the school, at its sites in Kettering and Corby.
- An action plan was prepared by the school to address the regulatory failures. The Department for Education deemed the action plan to require improvement. This was because there was insufficient detail to show how the school would address all of the regulatory failures.
- As the site at Corby closed in July 2015, this progress monitoring inspection considered whether the regulatory failures had been addressed at the site in Kettering. This was in relation to the welfare, health and safety of pupils and the premises and accommodation at the school.
- The main school site at Northampton was visited to check the previous regulatory failing that was found during the full inspection in May 2013. This related to the suitability of the premises and accommodation.
- The inspection was carried out without notice. The inspector met with the managers of the sites at Kettering and Northampton to discuss the actions that they had taken since the previous monitoring inspection. The inspector looked at a range of documentation and undertook a tour of the sites at Kettering and Northampton.

## Main findings

### Welfare, health and safety

- The inspection of December 2014 found that there was a shortcoming in relation to the school's policy and procedures for child protection. This was because the policy did not make it clear how the school intended to follow locally agreed procedures. This has been remedied and the policy now makes clear reference to ensuring that both referrals and reporting arrangements are made with Northamptonshire Local Children's Safeguarding Board. Nevertheless, due to changes in staffing arrangements, the school's policy for child protection and the safeguarding of pupils includes errors. This is because the designated leader for child protection at both the Kettering and Northampton sites are incorrectly named in the policies that are stored on the school's website. As a result, this requirement is not met.

- The inspection of December 2014 found that the senior leaders were not ensuring that all pre-employment checks were being undertaken of newly appointed members of staff. This was because checks were not being submitted to the National College for Teaching and Leadership in relation to prohibition from teaching. This has now been remedied. All existing members of staff have been checked and the outcomes have been recorded on the single central record. This is for all members of staff and proprietors who work within the organisation. Consequently, this requirement is now met.
- The inspection of December 2014 found that the school's written policy for health and safety was not being implemented. Most of the failures related to the site at Corby, which is now closed. However, at the site in Kettering, trip hazards were posed by loose electric cables and refuse from bins spilling on the floor. These issues have now been remedied; electric cables are safely secured and larger refuse bins have been purchased to ensure that trip hazards have been eliminated. Consequently, this requirement is now met.
- The inspection of December 2014 found that the fire safety regulations were not met at the site in Kettering. Although the leader of the centre at the time conducted a fire risk assessment, the resulting report was inaccurate in its conclusions. This was because: one of three fire exits had a coded lock on the inside which was not known by students, thus restricting their route in case of a fire; a second fire exit had combustible materials stored underneath the stairwell which acted as an evacuation route; additional fire extinguishers, that the leader of the centre confirmed had come from the former Wellingborough site, were stored in cupboards and either had not been checked, were out of date or required disposing of; the signage and location of fire extinguishers and fire exits was not made clear; there were some fire extinguishers that were stored upright on the floor while others did not sit on the hooks that were provided. Hence, in the event of a fire, these shortcomings presented barriers to ensuring the safety of students and staff. All but one of these issues have been resolved; the fire exit which had a coded lock has been replaced with a breakable lock, so that the escape route is now accessible; combustible materials that were stored underneath the fire exit stairwell have been removed; and clear signage has been introduced of the location of fire extinguishers and exits. Nevertheless, the issue relating to fire extinguishers has not been wholly resolved. While new fire extinguishers have been purchased, stored correctly and checked by the fire brigade, two fire extinguishers at the bottom of the stairs to a fire exit were being used as door stops. These were not placed on hooks or storage bases. Consequently, this is an aspect that requires further attention. As a result, this requirement is not met.
- The inspection of December 2014 found that, at the site in Kettering, arrangements for first aid did not meet requirements. This was because the first-aid policy had many shortcomings. These included: signage relating to health and safety not referencing the names of the first aiders on site; a lack of guidance on securing effective hygiene procedures in the case of spillage of blood or bodily fluid; a lack of clarity about what levels of injury are to be treated on site and what injuries would necessitate support from the emergency or medical services; first-aid kits included out-of-date contents and opened dressings and sterilised materials; and the procedures for recording and following up accidents were not robust. These issues have now all been remedied. Clear signage is in place to show students and adults the names of the designated first aiders who are on site. There is clear reference to policy and procedures in relation to dealing with spillages of blood and bodily waste. In addition, procedures for dealing with emergencies have been made clear, including the involvement, where necessary, of the emergency services. The procedures for the recording of accidents and how these are reported and followed up have been made more robust. First-aid kits now include suitable contents. Consequently, this requirement is now met.
- The inspection of December 2014 found that arrangements for maintaining attendance registers in accordance with regulations did not meet requirements at the sites in Corby and Kettering. Despite having a clear system for the correct coding for students' attendance in the frontispiece of each register, the system was not being followed correctly. At both sites, a minority of students had long sequences of unauthorised absence which were not followed up. As a result, the local authority was not being informed when students had periods of continuous absence. These issues have now been remedied. The procedure for recording attendance and absence in

written registers is now being followed. In addition, the information is transferred daily onto an electronic system. This enables leaders to check on the attendance of individuals more closely and to be able to analyse trends and patterns. The electronic record includes a logbook where all correspondence, either with parents or with the local authority, in relation to a student's absence is recorded. Consequently, this requirement is now met.

## Premises and the school accommodation

- The inspection of December 2014 found weaknesses in the arrangements for ensuring that suitable toilet and washing facilities were provided for the sole use of students. The site at Kettering had a sufficient number of toilets for students' use; however, these were not maintained in a hygienic state. The disabled toilet at the Kettering site had a durable lock; however, this was not at an appropriate height for ease of use. Most of these issues have been remedied. The toilets for male and female students are kept in a hygienic state. Students no longer use fabric towels to dry their hands, but paper towels. However, while the lock on the door of the disabled toilet has been changed so that it is set at an appropriate height, these toilets were not maintained to a reasonable level. The disabled toilets had not been cleaned and remained unhygienic in relation to their general cleanliness. As this facility can be used by other pupils, staff, supply staff, volunteers and visitors, the toilet and washing facilities are not suitable. As a result, this requirement is not met.
- During the inspection of December 2014, it was found that students at the Kettering site accessed outdoor physical education at both the Kettering Leisure Village and at a local park. At the park, students were involved in team game activities, such as football. While students could access changing accommodation and shower facilities when they were at the Leisure Village, no such arrangements were in place when they undertook physical education in the nearby park. Similarly, this was identified as a regulatory failure at the Northampton site during the full inspection in April 2013. Leaders have amended their curriculum so that physical education activities are undertaken at Kettering Leisure Village. Consequently, all students are able to have a shower at these premises. These sessions occur on Friday each week. This is for students at both the Kettering and Northampton sites. Consequently, this requirement is now met.
- During the inspection of December 2014, it was found that at the site in Kettering the accommodation for treating sick or injured students did not meet requirements. Despite students who were sick or injured being able to receive a medical examination or treatment in a separate room, which was in close proximity to a toilet, there was no washing facility within the room. The medical room has now been relocated. While it remains in close proximity to toilet facilities, it now contains a portable sink, which acts as a washing facility. Consequently, this requirement is now met.
- The inspection of December 2014 found weaknesses in the extent to which the school's accommodation and facilities were being maintained to a standard to ensure the health, safety and welfare of students. At the Kettering site, the kitchen areas were not kept in a hygienic state; the sinks were not kept in a clean state and were used for a variety of purposes. There was no rolling programme for checking that the premises remained in a hygienic state. In addition, it was found that electrical equipment had not been tested in line with requirements and, furthermore, that signage for evacuation routes in the event of a fire were not clear. These issues have now been remedied. There is a new cleaning rota and supervision arrangements to ensure that the kitchen area is maintained in a hygienic state. There is clear signage in place to convey that the sink must only be used for washing crockery, as there are now separate facilities for the washing of hands. The kitchen area was observed as being in a good state of cleanliness during this inspection. Since the previous inspection, all electrical equipment has been tested in accordance with regulations. New signage is in place to help students and adults to be aware of evacuation routes in the event of a fire. Consequently, this requirement is now met.
- During the inspection of December 2014, it was found that there was not an adequate supply of hot and cold water for students. At the site in Kettering, there was no facility for students to

access drinking water. A new water dispenser has been fitted in the kitchen area, so that students have a constant supply of drinking water. In addition, students receive a fresh bottle of water daily, which is stored in the refrigerator. Hence, the requirement is now met.

- The inspection of December 2014 found that the temperature of the water at the Kettering site posed a scalding risk in both the kitchen and toilet areas. The proprietor has ensured that the boiler has been repaired by a heating engineer and this has remedied the problem. In addition, signs have been placed above all hot water taps and dispensers to alert students to the temperature of the water. As a result, the requirement is now met.
- The inspection of December 2014 found that there was a lack of suitable space for students to undertake recreational activity. This was particularly the case at the site in Corby, which has now been closed. At the Kettering site, although there is no assigned outdoor space, appropriate use is made of a nearby specialist facility for physical education. Consequently, this requirement is now met.

### **The school must take action to meet The Education (Independent School Standards) Regulations 2014 and associated requirements**

- Ensure that arrangements are made to safeguard and promote the welfare of pupils at the school and that such arrangements have regard to any guidance issued by the Secretary of State (paragraphs 7(a) 7(b)).
- Ensure compliance with the Regulatory Reform (Fire Safety) Order 2005 (paragraph 12).
- Ensure that suitable toilet and washing facilities are provided for the sole use of students (paragraph 23(1)(a)).

## Inspection team

David Carter

Her Majesty's Inspector

## Information about this school

- Education & Youth Services is based in Northampton and is located in former office premises in the centre of the city. It was registered in May 2008 as alternative education for students aged 14 to 16 years of age who are disengaged from education or who are at risk of being excluded from education as a result of behavioural difficulties or non-attendance. The provision is currently registered to provide full-time or part-time education for up to 20 boys and girls.
- The school shares its premises with Foundation Learning provision for 16 to 19 year olds, operated by the same proprietor. The same staff group operates both provisions and some of the school's lessons include students from both provisions. The proprietor maintains admission and attendance registers, recording information about all of the students on the premises.
- The school aims to offer accredited qualifications and to support young people with the necessary tools to succeed in life by building self-esteem, raising aspirations, promoting the development of personal and social skills and preparing young people for further education, training or employment beyond Year 11.
- Education & Youth Services, Northampton makes use of alternative provision provided by Moulton College to extend the range of vocational practical skills courses it offers.
- The school, comprising the Northampton centre only, was last inspected in April 2013 where its overall effectiveness was judged to be good.
- Three additional centres in Corby, Kettering and Wellingborough were approved for use by the Department for Education on 16 October 2013, although no increase in the number of students was given.
- The Wellingborough site was closed in September 2014.
- The Corby site was closed in July 2015.

## School details

<b>Unique reference number</b>	135754
<b>Inspection number</b>	10007403
<b>DfE registration number</b>	6070

This inspection was conducted at the request of the registration authority for independent schools. It was carried out under section 109(1) and (2) of the Education and Skills Act 2008.

<b>Type of school</b>	Secondary
<b>School status</b>	Independent school
<b>Age range of pupils</b>	14–16
<b>Gender of pupils</b>	Mixed
<b>Number of pupils on the school roll</b>	30
<b>Number of part-time pupils</b>	11
<b>Proprietor</b>	Education & Youth Services
<b>Chair</b>	Amin Amiri
<b>Headteacher</b>	Rachel Croft
<b>Date of previous school inspection</b>	10 December 2014
<b>Annual fees (day pupils)</b>	£45 per day (£75 for students with a statement of special educational needs)
<b>Telephone number</b>	01604 639555
<b>Email address</b>	<a href="mailto:r.croft@eys.org.uk">r.croft@eys.org.uk</a>

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