

Felixstowe International School

Garrison Lane, Felixstowe, Suffolk IP11 7RE

Inspection dates

12 May 2016

Overall outcome

Independent school standards not met

Context of the inspection

- This inspection was undertaken at the request of the registration authority for independent schools in order to monitor the progress the school has made in implementing its action plan. The Department for Education asked inspectors to look at the independent school standards for welfare, health and safety of pupils; the suitability of staff, supply staff, and proprietors; the premises of and accommodation at schools; and the quality of leadership in and management of schools.
- The Department for Education also asked inspectors to consider the proprietor's request for a material change to the school's registration:
 - to use a second boarding house, located a short distance from the school
 - to extend the number of boarders from 48 to 70
 - to extend the number of pupils in the school from 32 to 86.
- This is the second progress monitoring inspection for education and was conducted as an integrated inspection for education, and welfare for boarders.
- In May 2014, Ofsted conducted a welfare-only inspection of the boarding provision, when the overall effectiveness was judged to be adequate.
- In March 2015, Ofsted conducted an education-only inspection, when the school's overall effectiveness was judged to be inadequate. Eight of the independent school standards inspected at that time were not met.
- In October 2015, Ofsted conducted an education-only progress monitoring inspection, when seven of the independent school standards remained unmet. A welfare inspection was conducted at the same time to consider the proprietor's request for a material change to the school's registration to extend the number of boarders from 32 to 48. Eight of the national minimum standards inspected at that time were breached.
- In November 2015, the Department for Education issued the school with a notice.
- Shortly before this present progress monitoring inspection, the Department for Education rejected the school's action plan.
- This progress monitoring inspection was conducted at no notice.
- Inspectors met with the two deputy principals and the school's registrar. Inspectors did not meet the principal as he was abroad. A meeting via an internet connection was held with the proprietor. Formal meetings were held with groups of pupils and informally at breaktimes.
- Inspectors toured the premises for education and boarding.
- Policies, procedures and records were scrutinised for the school's arrangements for safeguarding pupils and boarders, including the single central record of staff's suitability to work with children.

Main findings

Part 3. Welfare, health and safety of pupils

- In the October 2015 inspection, not all of the required employment checks had been carried out or recorded on the single central register. This was also the case at the March 2015 inspection. In addition, not all of the appropriate checks for fire safety had been carried out.
- In the boarding house, the October 2015 inspection identified breaches of the requirements regarding the administration and storage of medicines, and risk assessments for boarders sharing rooms.
- The school's action plan stated that the health and safety policy was now fully implemented; regular monitoring of the emergency lighting was scheduled; policies and procedures for the boarding provision had been updated; and weekly meetings were to be held with boarders in lodgings and boarders sharing rooms.
- This inspection found that serious concerns remain about the school's procedures to protect children and to promote their welfare, health and safety at the school premises and within the boarding house.
- Not all of the employment checks on staff have been carried out or recorded as required.
- A recent incident of inappropriate behaviour shows that the school's behaviour policy was not followed. As a result, the appropriate procedures for restraint and exclusion were not followed. Staff are unclear about the procedure to follow if pupils are missing. In addition, the behaviour policy has not been revised for some time and does not reflect current guidance or the particular vulnerabilities of the pupils at the school.
- The health and safety policy is not implemented effectively and there is no written risk assessment policy. Not all risks are identified, and known risks are not identified or acted on quickly enough. This places staff, pupils and boarders at risk of harm.
- For pupils:
 - not all of the areas of the school that are out-of-bounds to pupils are locked, such as areas on the top floor and the kitchen
 - the kitchen has electrical sockets and pipes protruding from the floor, which are a trip hazard
 - the quality of the risk assessments that are carried out is not of an adequate standard.
- For boarders:
 - the risk assessments for those who share rooms are not sufficient because they do not take adequate consideration of the information available about each boarder
 - not all of the risks for the new boarding house have been identified and not all of the known risks are in the risk assessment for the building
 - when damage has occurred within the boarding provision, for example water damage near electrical sockets, the action taken to address this has not been sufficient to protect boarders from predictable risks.
- Arrangements to supervise pupils and boarders are insufficient to ensure their welfare, health and safety:
 - the school premises are vast and pupils work in all areas and on all floors of the building, but the supervision of pupils is not sufficiently well thought through to make sure that the risks are addressed adequately
 - the number of staff on duty in the boarding house is too low to monitor boarders' well-being or to improve the quality of the accommodation.
- The appointment of prefects is a recent initiative in the boarding house but the prefects have had no training or supervision for their roles and responsibilities.
- The vice principal recently attended safeguarding training from the local authority and has already identified some of the improvements needed. Some improvements have taken place since the October 2015 inspection, including 'Prevent' training for all staff, and reorganising the monitoring and recording of pupils' behaviour and well-being. For example, sanctions and

concerns are now recorded for individual pupils, but there is no strategic overview or analysis to make the best use of the information to improve behaviour.

- The safeguarding policy on the school's website is out of date and incomplete. However, the written policy in operation in school is up to date and provides staff with useful information about their responsibilities and duties. The policy is contained within different documents, which are not systematically linked together for ease of reference.
- The checks for fire safety have been carried out regularly. A fire risk assessment was carried out by a professional company and the school undertook its own annual risk assessment. Areas identified for action have been remedied.
- The policies for boarders who are unwell meet the required standard but would benefit from greater clarity to avoid misinterpretation, particularly about self-medication.
- There is a complaints policy for boarders but it is written in complex language that is not easily understood.
- Boarders can ask for their possessions to be locked away for safety but this does not promote boarders' independence or contribute fully to their preparation for adulthood.

Part 4. Suitability of staff, supply staff and proprietors

- In the October 2015 inspection, one of the governors did not appear on the single central register and there was no evidence that the required checks had been carried out. There were no written agreements with adults providing lodgings for boarders.
- The school's action plan stated that all checks for staff's suitability to work with children had been carried out by the middle of November 2015, and that written agreements were in place for the roles and responsibilities for adults providing lodgings.
- This inspection found that the required checks for the governor are complete. However, not all of the employment checks for other staff have been carried out or recorded as required:
 - no checks have taken place for one member of staff
 - not all teaching staff have the required checks to determine whether they are prohibited from teaching
 - one member of staff has had their appointment confirmed before all of the required checks have been made
 - the single central register of checks does not include the additional overseas checks or the checks for barring from working with children.
- This is the third inspection that has identified that the employment checks have not been carried out or recorded as required. Senior staff are not clear about the checks needed or methodical enough to keep the record of checks up to date and compliant with the requirements of statutory guidance and regulations.
- Although there are no boarders in lodgings with host families, suitable written guidance is now in place for any future arrangements.

Part 5. Premises and accommodation at schools

- In October 2015, the condition and maintenance of the accommodation did not meet the required standard, particularly the sick room, and the bathrooms, showers and toilets in the boarding house.
- The school's action plan stated that the sickness policy has been updated, repairs have been made to bathrooms, showers and toilets, and the ventilation improved.
- This inspection found that the premises for boarding and education remain in a poor state of repair and maintenance.
- For pupils:
 - the hot water in the sixth-form kitchen is too hot
 - the washing facilities in the toilets have hot water that is not hot enough or water that is discoloured
 - the hot water in the showers is not hot enough

- there is no toilet close enough to one of the medical rooms
- the accommodation is generally clean but is shabby, with marks on walls and carpets, and flaking paint.

For boarders:

- there are cracked and loose windows in toilets and bedrooms
 - throughout the accommodation, there are some large cracks in plaster work and paint peeling from the walls
 - some doors are damaged
 - some carpets are damaged and not secured to the floor sufficiently; these present trip hazards
 - black mould remains around windows in bedrooms and shower rooms
 - there is water damage on ceilings and walls.
- Some rooms in the boarding house have been repainted and there is new flooring in the showers. There is a new carpet in the sick room and the windows have been repaired.
 - The new boarding house is not yet used for boarders and is not ready for use because some of the risks have not been identified and other risks have not been addressed sufficiently.

Part 6. Provision of information

- In October 2015, this aspect of the school's work was not inspected.
- This inspection found that not all of the information required on the school's website is available for parents and others. This means that parents and others are not provided with accurate or sufficient information:
 - the safeguarding policy is available but does not provide accurate or sufficient information about the school's arrangements to safeguard pupils
 - the previous inspection reports for education and boarding are not on the website as required.

Part 8. Quality of leadership in and management of schools

- Fourteen of the independent school standards inspected during this inspection are not met.
- Eight of the national minimum standards inspected during this inspection are breached.
- There are more independent school standards and national minimum standards not met or breached at this inspection than previously. This is because:
 - leaders and managers do not have sufficient knowledge of the requirements
 - the capacity to maintain and improve the premises and accommodation is limited.
- The weaknesses identified during this inspection are consistent between the education and boarding provision.
- One of the deputy principals has made useful links with Suffolk local authority and takes advice from the authority's advisers.

Compliance with regulatory requirements and national minimum standards for boarding schools

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

- The proprietor must ensure that arrangements to safeguard and promote the welfare of pupils at the school and such arrangements have regard to any guidance issued by the Secretary of State (paragraph 7, 7(a), 7(b)).
- The proprietor must ensure that arrangements are made to safeguard and promote the welfare of boarders while they are accommodated at the school and such arrangements have regard to the national minimum standards for boarding schools (paragraph 8, 8(a), 8(b)).
- The proprietor must promote good behaviour among pupils by ensuring that a written policy is

drawn up that, among other matters, sets out the sanctions to be adopted in the event of misbehaviour and the policy is implemented effectively (paragraph 9, 9(a), 9(b)).

- The proprietor must ensure that relevant health and safety laws are complied with by the drawing up and effective implementation of a written health and safety policy (paragraph 11).
- The proprietor must ensure that pupils are properly supervised through appropriate deployment of school staff (paragraph 14).
- The proprietor must ensure that the welfare of pupils at the school is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy and appropriate action is taken to reduce risks that are identified (paragraph 16, 16(a), 16(b)).
- The proprietor must ensure that:
 - no member of staff is barred from regulated activity relating to children, in accordance with section 3(2) of the 2006 Act, where that person is or will be engaging in activity that is regulated activity within the meaning of Part 1 of Schedule 4 of that Act
 - no member of staff carries out work, or intends to carry out work, at the school in contravention of a prohibition order, an interim prohibition order, or any direction made under section 128 of the 2008 Act or section 142 of the 2002 Act, or any disqualification, prohibition or restriction which takes effect as if contained in either such direction
 - appropriate checks are carried out to confirm each member of staff's identity, medical fitness, right to work in the United Kingdom, and, where appropriate, the person's qualifications
 - where relevant, an enhanced criminal record check is made and an enhanced criminal record certificate is obtained before or as soon as practical after that person's appointment
 - in the case of any person for whom, by reason of that person living or having lived outside the United Kingdom, obtaining such a certificate is not sufficient to establish the person's suitability to work in a school, such further checks are made as the proprietor considers appropriate, having regard to any guidance issued by the Secretary of State
 - in the case of staff who care for, train, supervise or are in charge of boarders, in addition to the matters specified above, the proprietor checks that Standard 14 of the national minimum standards for boarding schools is complied with
 - and in the light of the information from the checks referred to above, the proprietor ensures that each person is suitable for the position to which the person is appointed
 - the checks referred to above must be completed before a person's appointment (paragraph 18(2), 18(2)(a), 18(2)(b), 18(2)(c), 18(2)(c)(i), 18(2)(c)(ii), 18(2)(c)(iii), 18(2)(c)(iv), 18(2)(d), 18(2)(e), 18(2)(f), 18(3)).
- The proprietor must keep a register of the employment checks required in relation to each member of staff to show whether the member of staff:
 - had their identity checked
 - is barred from regulatory activity relating to children in accordance with section 3(2) of the 2006 Act
 - is subject to any direction made under section 128 of the 2008 Act or section 142 of the 2002 Act or any disqualification, prohibition order, interim prohibition order or restriction which takes effect as if contained in such a direction
 - has the relevant qualifications, where appropriate
 - has an enhanced criminal record check and certificate
 - has the right to work in the United Kingdom
 - has additional overseas checks, where relevant

including the date on which each such check was completed or the certificate obtained (paragraph 21(1), 21(3), 21(3)(a), 21(3)(a)(i), 21(3)(a)(ii), 21(3)(a)(iii), 21(3)(a)(iv), 21(3)(a)(v), 21(3)(a)(vi), 21(3)(a)(vii), 21(3)(a)(viii), 21(3)(b)).
- The proprietor must ensure that suitable changing accommodation and showers are provided for pupils aged 11 and over at the start of the school year who receive physical education (paragraph 23(1), 23(1)(c)).

- The proprietor must ensure that suitable accommodation is provided in order to cater for the medical and therapy needs of pupils, including accommodation for the short-term care of sick and injured pupils, which includes a washing facility and is near to a toilet facility (paragraph 24(1), 24(1)(b)).
- The proprietor must ensure that the school premises and accommodation, and facilities provided therein, are maintained to a standard such that, so far as is reasonably practicable, the health, safety and welfare of the pupils is ensured (paragraph 25).
- The proprietor must ensure that toilets and urinals have an adequate supply of cold water and washing facilities have an adequate supply of hot and cold water, and the temperature of hot water at the point of use does not pose a scalding risk to users (paragraph 28(1), 28(1)(b), 28(1)(d)).
- The proprietor must provide to parents of pupils and parents of prospective pupils:
 - the arrangements to safeguard and promote the welfare of pupils at the school, published on the school’s website or, where no such website exists, provide these to parents on request
 - following the inspection under section 108 or 109 of the 2008 Act, a copy of the report of the inspection (if it has been sent to the proprietor), published and maintained on the school’s internet website, and provided to the parents of each registered pupil, by any date specified by the body who conducted the inspection
 - following the inspection under section 87(1) of the 1989 Act, a copy of the report of the inspection (if it has been sent to the proprietor) published and maintained on the school’s internet website, and provided to the parents of boarders (paragraph 32(1), 32(1)(c), 32(1)(d), 32(1)(e)).
- The proprietor must ensure that persons with leadership and management responsibilities at the school:
 - demonstrate good skills and knowledge appropriate to their role so that the independent school standards are met consistently
 - fulfil their responsibilities effectively so that the independent school standards are met consistently
 - actively promote the well-being of pupils (paragraph 34(1), 34(1)(a), 34(1)(b), 34(1)(c)).

The school must meet the following national minimum standards for boarding schools

- Suitable sleeping accommodation is provided for boarders. It is well organised and managed with risk assessments undertaken and findings acted on to reduce risk for all boarders. Where boarders are aged eight years or over, sleeping accommodation for boys is separate from sleeping accommodation for girls (NMS 5.1).
- Suitable toilet and washing facilities are provided for boarders, which are reasonably accessible from the sleeping accommodation. Separate toilet facilities are provided for boys and girls unless each toilet facility is provided in a separate room intended for use by one pupil at a time, the door to which is capable of being secured from inside. Toilet and washing facilities provide appropriate privacy for boarders (NMS 5.3).
- Boarding houses and other accommodation provided for boarders is appropriately lit, heated and ventilated, cleaned and maintained, and reasonable adjustments are made to provide adequate accessible accommodation for any boarders with restricted mobility (NMS 5.4).
- The school premises, 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 (NMS 6.2).
- Schools operate safe recruitment and adopt recruitment procedures in line with the regulatory requirements and having regard to relevant guidance issued by the Secretary of State (NMS 14.1).
- The staff supervising boarders outside teaching time are sufficient in number, training and experience for the age, number and needs of boarders, and the locations and activities involved (NMS 15.3).

- Staff working within the school know and implement the school's policy in relation to boarders going missing and their role in implementing that policy. Staff actively search for boarders who are missing, including working with police where appropriate (NMS 15.6).
- Any prefect system (or equivalent) gives prefects (or equivalent) appropriate specific duties and responsibilities that are appropriate for them, with adequate staff supervision, training and measures to counter possible abuses of the role (NMS 19).

Recommendations for the boarding provision

- Ensure that policies for the care of boarders who are unwell are clear and consistent (NMS 3.1).
- Consider whether reasonable protection is currently provided for boarders' personal possessions and for any boarders' money or valuables looked after by the school (NMS 9.3).
- Make the 'Complaints policy – students' accessible to young people (NMS 18.1).

Inspection team

Heather Yaxley, lead inspector	Her Majesty's Inspector
Ashley Hinson	Social Care Inspector
Jennifer Carpenter	Ofsted Inspector

Information about this school

- The school is registered with the Department for Education as a day and boarding school with a Church of England ethos. The school is registered for 32 pupils and 48 boarders between nine and 19 years. There are currently 51 pupils and 48 boarders.
- Boarders no longer reside with host families.
- There are no pupils who have special educational needs and disabilities.
- Most pupils are from Korea.
- All pupils speak English as an additional language and are at different stages of learning English.
- Since the October 2015 inspection, a new deputy principal has been appointed and one of the deputy principals has taken on a different role.
- The proprietor has acquired a second boarding house, which is not yet used by boarders.

School details

Unique reference number	124899
Social care unique reference number	SC204579
Inspection number	10017997
DfE registration number	935/6076

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.

The inspection of boarding provision was carried out under the Children Act 1989, as amended by the Care Standards Act 2000, having regard to the national minimum standards for boarding schools.

Type of school	Independent
School status	Independent boarding school
Age range of pupils	9–19
Gender of pupils	Mixed
Gender of pupils in the sixth form	Mixed
Number of pupils on the school roll	51
Of which, number of pupils in the sixth form	26
Number of boarders on roll	48
Proprietor	Dr Yong Ho Kim
Headteacher	Reverend Seung Jin Kim
Date of previous school inspection	13 October 2015
Annual fees (day pupils)	£15,000
Annual fees (boarders)	£22,500
Telephone number	01394 282388
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