

# Olive Tree Primary School

11 October 2016

116 Bury Park Road, Luton LU1 1HE

## Overall outcome

**The school does not meet all of the independent school standards that were checked during this inspection**

## Main inspection findings

### Part 3. Welfare, health and safety of pupils

#### *Paragraphs 7, 7(a) and 7(b)*

- Ofsted's progress monitoring inspection in 2015 found that the proprietor had taken action to deal with weaknesses in the school's safeguarding procedures. These weaknesses had been identified during the standard inspection in May 2014, in Ofsted's first progress monitoring inspection in October 2014, and in a further review of safeguarding by the local authority. Since then, recruitment procedures have been tightened, policies updated and training had taken place.
- These improvements have not been built upon and the arrangements to safeguard pupils are not effective. Some safeguarding procedures have lapsed and are not robust enough. Arrangements made to safeguard and promote the welfare of pupils do not meet the independent school standards.
- School leaders do not fulfil all of their duties to keep pupils safe. They do not ensure that the arrangements for the safe recruitment and vetting of staff are carried out robustly. The single central record of staff employed is incomplete.
- The school's safeguarding policy is out of date. It does not take into account changes made in the revised guidance published by the Department for Education in September 2016. Senior leaders say that their policy was reviewed and updated this year. However, the version published on the school's website has not been updated since the review date in April 2016.
- The member of staff named as the safeguarding officer on the policy has left the school. The policy states that if staff have concerns about safeguarding, in the first instance they should inform the headteacher. These procedures are out of date because, according to senior leaders, the person named as headteacher no longer works in the school.
- Other policies to keep pupils safe have not been amended. The member of staff named on the school's policy for eliminating female genital mutilation has left the school. The school's anti-extremism policy also includes the name of the headteacher who has left the school.
- No disclosures about safeguarding have been made by pupils, parents or staff since the previous inspection. No referrals have been made to the local authority. Senior leaders feel that since the previous inspection, they have worked more closely with the local authority's safeguarding team. Staff were able to give an example of a particular case where information is shared.

- Concerns raised about pupils' welfare are recorded in detail by staff and are monitored by the deputy headteacher, who is now the designated senior member of staff in charge of safeguarding. Signs of possible abuse or neglect of pupils are described in writing and pictorial form.
- Leaders follow up the concerns of parents quickly. However, the records of their discussions with parents are not detailed enough. Records do not show how or if these issues have been fully resolved.
- No pupils have been excluded since the previous inspection. None has gone missing from the school.
- All staff have been trained in safeguarding pupils against the risks of radicalisation and extremism. Further training is planned for this term.
- This independent school standard is not met.

#### *Paragraph 15*

- Admissions records show that all pupils that join the school are listed in class registers. One pupil is listed in the wrong class. The destinations of a small proportion of pupils who leave the school mid-year are checked by senior leaders to ensure their safety. Their names are removed from the register.
- Attendance registers are not maintained well enough. Not all teachers record pupils' attendance each morning and afternoon. Gaps in attendance are not followed up routinely. Registers show that a small minority of pupils did not attend school for a significant proportion of time at the start of this term, due to extended holidays.
- This independent school standard is not met.

#### Part 4. Suitability of staff, supply staff, and proprietors

*Paragraphs 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), 18(4), 18(4)(a), 18(4)(b), 18(4)(c), Paragraphs 21(1), 21(2), 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), 21(4), 21(5), 21(5)(a), 21(5)(a)(i), 21(5)(a)(ii), 21(5)(b), 21(5)(c), 21(6), 21(7), 21(7)(a) and 21(7)(b)*

- There are significant gaps in the procedures for the safe recruitment and vetting of staff. This confirms that the school's proprietor has not checked rigorously that these procedures, particularly the single central record, are suitably maintained, kept up to date and meet all statutory requirements. These omissions represent fundamental weaknesses in the school's safeguarding procedures.
- A recently appointed business manager has begun to review and update all safeguarding records.
- The single central record is maintained in electronic form.
- The single central record was last updated in June 2016. However, it includes the details of the headteacher. Senior leaders informed inspectors that the person named as headteacher no longer works at the school.
- The details of adults who volunteer to work in the school on short-term placements are not recorded on the single central record. Furthermore, the checks of three newly appointed governors are also not recorded. The identity of an adult who volunteers to work with children in the school has not been checked.
- References are not taken up before some staff are allowed to work with children in the school. In several cases, the references provided by staff prior to their appointment do not relate to the named referees on their applications forms. For example, in a few cases, references are provided by friends, rather than previous employers or senior people in positions of trust.

- Criminal records checks of all teachers, assistants and support staff are carried out and the numbers on their certificates are recorded. Further checks are made of the identity, qualifications and health of staff, and their right to work in the United Kingdom. Records of who made the checks, and when they were made, are also maintained.
- Barred list and prohibition checks are carried out. However, staff complete their own prohibition checks. Leaders do not check the accuracy of this information provided by staff. They are therefore unaware of whether all staff should work in the school.
- Staff complete their own details of their personal health. The completed forms are not verified by school leaders to ensure that staff are fit to work with children.
- Personal files contain a 'maintaining migrant form', even though records show that all staff hold British passports. Discussions with inspectors indicated that senior leaders were unsure about the purpose of these forms.
- Files containing the personal details of staff are stored in an unlocked cabinet.
- These independent school standards are not met.

## Part 8. Quality of leadership in and management of schools

### *Paragraphs 34(1), 34(1)(a), 34(1)(b) and 34(1)(c)*

- The overall responsibility for the leadership and management of the school is unclear. The deputy headteacher informed inspectors that since the previous inspection, the headteacher has left the school.
- Investigations into this matter are ongoing and no notification has been made about this by the school to the Disclosure and Barring Service.
- Inspectors were told that the headteacher has had nothing to do with the school since 2014, even though his name appears on Ofsted's previous inspection report, in 2015. Inspectors asked if there were any written records to show that he has resigned, or has been dismissed. None was provided.
- The headteacher's name appears on the safeguarding policy and guidance, which have not been amended since his departure in 2014.
- Currently, two deputy headteachers manage the day-to-day running of the school. The roles of the proprietor and the school's governors in resolving the long-term strategic leadership of the school remain unclear. No members of the governing body were available to talk to inspectors during this emergency inspection.
- This independent school standard is not met.

### **The school does not meet the following independent school standards**

- The proprietor must ensure that arrangements are made 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 (paragraphs 7, 7(a) and 7(b)).
- The proprietor must ensure that an admission and attendance register is maintained in accordance with Education (Pupil Registration)(England) Regulations 2006 (paragraph 15).
- The proprietor must ensure the suitability of staff, so that:
  - no such person is barred from regulated activity relating to children in accordance with section 3(2) of the 2006 Act where that person is willing or will be engaging in activity which is regulated activity within the meaning of Part 1 of Schedule 4 to that Act

- no such person carries out work or intends to carry out work, at the school in contravention of a 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 in respect of each such person: the person’s identity; the person’s medical fitness; and
- that the checks must be completed before a person’s appointment (paragraphs 18(2), 18(2)(a), 18(2)(b), 18(2)(c), 18(2)(c)(i), 18(2)(c)(ii) and 18(3)).
- The proprietor must keep a register which shows that all appropriate checks have been carried out on staff and members of the governing body:
  - in relation to each member of staff (“S”) appointed on or after May 2007
  - whether S’s identity was checked
  - a check was made to establish whether “S” is barred from regulated activity relating to children in accordance with section 3(2) of the 2006 Act
  - a check was made to establish whether “S” is subject to any direction made under section 128 of the 2008 Act or section 142 of the 2002 Act or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction
  - in relation to each member of staff (S), whether a check was made to establish whether “S” is subject to a prohibition order or an interim prohibition order, including the date on which such check was completed
  - the information referred to in this sub-paragraph is, in relation each member (“MB”) of a body of persons named as the proprietor appointed on or after 1st May 2007, whether the checks referred to in paragraph 20(6)(b) were made, the date they were made and the date on which the resulting certificate was obtained
  - the information referred to in this sub-paragraph is, in relation to each member of a body of persons named as the proprietor in post on 1st August 2007 who was appointed at any time before 1st May 2007
  - whether each check referred to in sub-paragraph (6) was made; and
  - whether an enhanced criminal record certificate was obtained, together with the date on which any check was completed or certificate obtained (paragraphs 21(1), 21(3), 21(3)(a), 21(3)(a)(i), 21(3)(a)(ii), 21(3)(a)(iii), 21(3)(b), 21(6), 21(7), 21(7)(a) and 21(7)(b)).
- 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; and
  - actively promote the well-being of pupils (paragraphs 34(1), (34(1)(a), 34(1)(b) and 34(1)(c)).

## School details

Unique reference number	131825
DfE registration number	464297
Inspection number	10022840

This inspection was carried out under section 109(1) and (2) of the Education and Skills Act 2008, the purpose of which is to advise the Secretary of State for Education about the school's suitability for continued registration as an independent school.

Type of school	Islamic primary
School status	Independent school
Age range of pupils	5 to 11
Gender of pupils	Mixed
Number of pupils on the school roll	77
Proprietor	Mr Farasat Latif, Chair of Islam Educational Trust
Deputy headteacher	Mr Ahmed Al-Nashash
Annual fees (day pupils)	£1,750
Telephone number	01582 416940
Website	<a href="http://www.olivetreeprimary.co.uk">www.olivetreeprimary.co.uk</a>
Email address	<a href="mailto:admin@olivetreeprimary.co.uk">admin@olivetreeprimary.co.uk</a>
Date of previous standard inspection	13–15 May 2014

## Information about this school

- Olive Tree Primary School is a small Islamic day school.
- It serves a Muslim community near the centre of Luton, and shares its premises with a mosque.
- No pupils have a statement of special educational needs or an education, health and care plan.
- Currently, the school is led by two deputy headteachers.
- The school's most recent standard inspection was in May 2014, when the school's overall effectiveness was judged as inadequate. Two progress monitoring inspections were conducted in October 2014 and in June 2015.

## Information about this inspection

- This emergency inspection was carried out at no notice at the request of the Department for Education (DfE).
- The DfE commissioned this inspection because it had been made aware of changes to the leadership and management of the school.
- Her Majesty’s Inspectors were asked to inspect the school’s safeguarding and child protections arrangements, in particular whether the:
  - safeguarding policy and procedures are published and available
  - safeguarding policy and procedures are up to date and suitably robust
  - procedures for referring safeguarding allegations are in place
  - safeguarding arrangements are overseen by the proprietor
  - management of safeguarding is effective, given the disparity of statements as to who is headteacher
  - the school is currently under effective control.
- Inspectors checked whether the independent school standards relating to safeguarding pupils, employment checks and records, and leadership and management are met.
- The lead inspector spoke with a representative of the local authority’s safeguarding team prior to the inspection to gain its views on the school’s safeguarding arrangements.
- Inspectors looked at a range of documentation, in particular the school’s single central record of employment checks and child protection arrangements.
- The school’s website was reviewed by inspectors.
- Meetings were held with two deputy headteachers and the business manager.
- A brief tour of the school with one of the deputy headteachers gave inspectors the opportunity to see pupils at work in lessons.

## Inspection team

John Mitcheson, lead inspector  
Kim Hall

Her Majesty’s Inspector  
Her Majesty’s Inspector

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