

Heathside Preparatory School

16 New End, Hampstead, London NW3 1JA

Inspection dates

10 January 2019

Overall outcome

The school meets all of the independent school standards that were checked during this inspection

Boarding provision outcome

The school meets all of the national minimum standards that were checked during this inspection

Main inspection findings

Part 3. Welfare, health and safety of pupils

Paragraph 7, 7(a), 7(b) and 32(1)(c)

- At the time of the previous inspection, these standards were not met because the arrangements for safeguarding were judged as ineffective. Leaders did not have the necessary skills to respond to concerns when they were raised. The staff did not operate in a culture where they felt comfortable to raise concerns. Staff did not know who was responsible for safeguarding or how to report concerns. Leaders did not work in partnership with external agencies to keep pupils safe. The safeguarding policy met requirements and was available on the school's website.
- The action plan submitted by the school to the Department for Education (DfE) stated that a new designated safeguarding leader (DSL) would be in post. It was not clear whether the training of this leader was up to date. The plan was vague about the induction training for new staff. It was not clear when leaders would liaise with the local authority and multi-agency bodies to ensure that procedures were fully understood and followed.
- The new DSL has brought knowledge and experience to the school, and is successfully building a culture of safeguarding. Staff, including administrative staff who may not have regular contact with pupils, are confident about their training and how to apply it. The range of concerns reported to the safeguarding leads indicates that staff understand their responsibilities.
- Leaders' record-keeping of concerns and actions taken is much improved. The DSL triages the safeguarding concerns into categories, for example in terms of behaviour, child protection and bullying. Consequently, concerns and incidents are dealt with appropriately. Support and advice is sought from the local authority, as appropriate. Leaders follow up concerns promptly and attend relevant meetings.
- Leaders know who is on site. Lanyards are in place for adults. They are different colours

for staff, visitors with full DBS checks and visitors who require supervision. Inspectors saw this system in operation. Pupils are clear about the lanyard system.

- Staff and pupils know that the school is improving and is safer.
- The safeguarding policy meets requirements and is available to parents on the school's website.
- The requirements of these paragraphs are met.

Paragraph 8, 8(a), 8(b)

- At the time of the last inspection, the standards were not met because leaders and managers had insufficient oversight of boarders' well-being. Arrangements for safeguarding and health and safety were poor. Leaders had not assessed the risks associated with long cords attached to laundry bags that were hanging from door hooks and the boarders' beds. The school failed to respond to concerns raised by boarders. Leaders and staff did not know how to keep pupils safe.
- The action plan submitted by the school to the DfE contained insufficient detail to demonstrate that all the shortfalls identified at the previous inspection would be addressed. There were no identified actions that related specifically to ensuring that concerns raised by boarders would be acted on.
- Safeguarding is effective in the boarding provision and in line with the main school. The long cords in the boarding provision have been changed. New leadership of the boarding provision has ensured that all the requirements are met.
- The requirements of this paragraph are met.

Paragraph 11, 12, 16, 16(a) and 16(b)

- At the time of the last inspection, the standards were unmet because leaders did not ensure that the premises complied with relevant health and safety legislation, including the Regulatory Reform (Fire Safety) Order 2005. Risk assessments did not consider the unauthorised access to the school from the shared premises: a church, a shop, a synagogue and a Territorial Army base. Fire exits were screwed shut or blocked and fire signage was missing or incorrect. Some fire alarm checks were not carried out.
- The action plan submitted by the school to the DfE identified a range of measures to improve the school's compliance with the relevant fire safety guidance, and an intention to recruit a facilities manager. The plan stated that fire doors would be replaced, and that signage and fire risk assessments would be updated. The action plan identified putting in risk assessments to take account of the shared facilities. However, it was not clear as to the measures that would be taken to tackle the specific issues raised in the inspection report.
- Leaders have worked hard to ensure far greater consistency between sites in applying the health and safety and risk assessment policies. Risk assessments for the buildings are fit for purpose, recently updated, identify hazards and have appropriate control measures in place. Risk assessments for trips and other activities meet requirements.
- Leaders have ensured that fire signage has improved and meets requirements. Checks are undertaken and recorded for alarms, emergency lighting and fire extinguishers. Fire exits are clear. Fire drills take place regularly and are recorded and evaluated in line with the fire safety policy and risk assessment.

- Leaders have assessed the risks on the school sites, which are used jointly with other users. They have restricted the access of other people on the Territorial Army base, the synagogue and the church. The door between the shop and the school has been bricked up.
- The requirements of these paragraphs are met.

Paragraph 14

- At the time of the last inspection, the standard was unmet because staff were not deployed effectively to supervise pupils. Staff did not take responsibility for actively managing pupils' behaviour.
- The action plan submitted by the school to the DfE stated that there would be a review of the outdoor play policy and that relevant risk assessments would be completed. Staff would be trained, and regular checks made to ensure that changes were implemented to supervision.
- Staff supervise pupils effectively. The numbers of staff on duty are in line with the duty rotas and pupils say that this is usual practice. Staff engage well with pupils, initiating conversations and encouraging them during activities.
- The requirements of this paragraph are met.

Paragraph 15

- At the time of the previous inspection, the standard was unmet because the admission and attendance registers were not maintained in line with statutory regulations.
- The action plan submitted by the school to the DfE stated that there would be a follow up for all leavers with the local authority. It identified liaising with the local authority on a termly basis to ensure that any leavers are formally recorded.
- The numbers of leavers and their destinations are now followed up with the local authority. The number of leavers unaccounted for has fallen from 27, at the last inspection, to two recent leavers at this inspection. Staff can demonstrate that they are actively following these pupils up. There is still some lack of clarity about recording as the school develops its procedures for working with the local authority. However, staff follow up pupils diligently, and the admissions register includes all the required information.
- The requirements of this paragraph are met.
- The school meets all the requirements for this part.

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

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) and 18(3)

- At the time of the last inspection, these standards were unmet. This is because staff were allowed to work at the school without having the necessary vetting checks, including those staff appointed to leadership and management positions.
- The action plan submitted by the school to the DfE stated that all appropriate checks for staff in management roles would be completed within the appropriate timeframe. It identifies a review of all staff files to ensure that previous checks have been completed.

- Human resources (HR) leaders undertook a full audit of recruitment in the autumn term. The safer recruitment policy has been rewritten. There are clear procedures in place to ensure that all checks are completed and recorded before staff start work at the school. Staff files include a cover sheet so that leaders can check quickly and easily which checks have been completed.

- The requirements of this paragraph are met.

Paragraph 19(2), 19(2)(a), 19(2)(a)(i), 19(2)(a)(i)(aa), 19(2)(a)(i)(bb), 19(2)(a)(i)(cc), 19(2)(a)(i)(dd), 19(2)(a)(ii), 19(2)(b), 19(2)(c), 19(2)(d), 19(2)(d)(i), 19(2)(d)(ii), 19(2)(e) and 19(3)

- At the time of the previous inspection, these standards were unmet. This is because leaders did not make sure that agencies supplying staff to the school were carrying out the appropriate checks and recording these, where necessary. Not all staff were supervised when required.
- The action plan submitted by the school to the DfE stated that all checks on agency staff would be completed. Procedures for working with agencies would be reviewed so that they were compliant with safer recruitment guidance.
- HR leaders have introduced new procedures for employing agency staff in a range of roles. They are proactive in ensuring that they get the information they need from agencies, and they record it and carry out their own checks, where required.

- The requirements of this paragraph are met.

Paragraph 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).

- At the last inspection, these standards were unmet because leaders had not ensured that the single central record (SCR) of staff vetting checks was complete and accurate.
- The action plan submitted by the school to the DfE stated that the local authority template would be used to record the vetting checks on staff to ensure compliance for the single central record.
- Leaders have a strong knowledge of legislation and safeguarding guidance. They have developed effective procedures to ensure that the SCR is thorough, accurate and up to date.
- The requirements of this paragraph are met.
- The school meets all the requirements for this part that were checked.

Part 5. Premises of and accommodation at schools

Paragraph 25, 27 and 27(b)

- At the time of the last inspection, the standards were unmet because the premises were not maintained to a standard that was sufficient to ensure the safety of pupils. Checks on the premises were not carried out. Leaders did not take appropriate action to reduce the risks of hazards to pupils. The external lighting at the lower-school site was insufficient.
- The action plan submitted by the school to the DfE stated that the facilities team would carry out a review of the external lighting. It identified visual inspections of external

lighting after dark, and external checks to determine minimum safe levels of lighting. However, it was not clear that the measures to identify and reduce risks would be sufficient to improve the safety of the premises.

- Leaders have prioritised key aspects of the buildings, and significant improvements have taken place. Risk assessments for the buildings are fit for purpose, recently updated, identify hazards and have appropriate control measures in place. Regular checks take place to identify any buildings maintenance which needs to be addressed. These improvements in health and safety practice are having a positive impact. Working external lighting is in place.
- The requirements of these paragraphs are met.
- The school meets all the requirements for this part that were checked.

Boarding Provision

The national minimum standards that were assessed during this inspection

Standard 11.1

- Pupils and boarders report that they feel safe in school and boarding. They have positive relationships with staff and each other.
- Staff know the boarders well and are vigilant. They communicate well with each other and with leaders to ensure that all concerns are reported and recorded.
- The school takes appropriate action in response to welfare concerns relating to pupils and boarders. They work effectively in partnership with parents and the professional safeguarding network, when necessary.
- The designated safeguarding lead for the school and the head of boarding demonstrate good knowledge of child protection and safeguarding. They are both experienced in their roles and have recently updated their training.

Standard 13.1, 13.4 and 13.5

- The headteacher has appointed several experienced and competent staff to carry out key senior leadership roles within the school and boarding provision. The senior leadership team has clear lines of accountability and responsibilities. They meet regularly to report on progress and to identify areas for development. Their combined efforts have led to significant improvements in the quality of care and the safeguarding systems within the school and boarding.
- The school has appointed an experienced chair of governors and has clear plans to recruit a new governing body with a range of skills and experience. The new governing body will be well placed to promote improvement and provide constructive challenge to the leadership and management of the school and boarding provision.
- Leaders have made significant improvements since the previous inspection. All the national minimum standards for Boarding Schools (2015) that were examined at this inspection are met.

Standard 14.1

- The school has appointed a new human resources manager. She has addressed the shortfalls in relation to safer recruitment practice that were identified at the previous

inspection.

Standard 18.1 and 18.2

- Boarders report that they can confide in staff if they have any concerns. They have an independent listener who is available to them if they wish to report concerns in confidence.
- Boarding staff meet regularly with boarders to ascertain their views and opinions. They use these views to shape and improve the service. Boarders report that they do not have any complaints or concerns in relation to school or boarding.
- Complaints are clearly recorded, and the school and boarding provision follow agreed procedures in response to complaints. When necessary, they report complaints and concerns to the relevant safeguarding body.

Compliance with regulatory requirements and national minimum standards for residential special schools

The school meets the requirements of the schedule to the Education (Independent School Standards) Regulations 2014 ('the independent school standards'), the national minimum standards for boarding schools and associated requirements that were checked during this inspection. This included the standards and requirements that the school was judged to not comply with at the previous inspection. Not all of the standards and associated requirements were checked during this inspection.

The school now meets the following independent school standards

- The proprietor ensures 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. 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 7, 7(a), 7(b) and 32(1)(c)).
- Where section 87(1) of the 1989 Act applies in relation to a school, the standard in this paragraph is met if the proprietor ensures 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) and 8(b)).
- The proprietor ensures 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 ensures compliance with the Regulatory Reform (Fire Safety) Order 2005 (paragraph 12).
- The standard in this paragraph is met if the proprietor ensures that pupils are properly supervised through the appropriate deployment of school staff (paragraph 14).
- The proprietor ensures that an admission and attendance register is maintained in accordance with the Education (Pupil Registration) (England) Regulations 2006 (paragraph 15).
- The proprietor ensures 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) and 16(b)).
- 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 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, 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 (paragraph 18(2), 18(2)(a) and 18(2)(b)).
- The proprietor carries out appropriate checks to confirm in respect of each such person, the person's identity; the person's medical fitness; the person's right to work in the United

Kingdom; and where appropriate, the person's qualifications (paragraph 18(2)(c)(i), 18(2)(c)(iii) and 18(2)(c)(iv)).

- The proprietor ensures that, where relevant to any such person, an enhanced criminal record check is made in respect of that person and an enhanced criminal record certificate is obtained before or as soon as practicable 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; and in the case of staff who care for, train, supervise or are in charge of boarders, in addition to the matters specified in paragraphs (a) to (e), the proprietor checks that Standard 14 of the National Minimum Standards for Boarding Schools or, where applicable, Standard 14 of the National Minimum Standards for Residential Special Schools is complied with (paragraph 18(2)(d), 18(2)(e) and 18(2)(f)).
- The checks referred to in sub-paragraphs (2)(c) and (except where sub-paragraph (4) applies) (2)(e) must be completed before a person's appointment (paragraph 18(3)).
- The standard in this paragraph is met if a person offered for supply by an employment business to the school only begins to work at the school if the proprietor has received written notification from the employment business in relation to that person; that the checks referred to in paragraph 21(3)(a)(i) to (iv), (vii) and (b) have been made to the extent relevant to that person; that, where relevant to that person, an enhanced criminal record check has been made and that it or another employment business has obtained an enhanced criminal record certificate in response to such a check; if the employment business has obtained such a certificate before the person is due to begin work at the school, whether it disclosed any matter or information; and that, where that person is one 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, it or another employment business has obtained such further checks as appropriate, having regard to any guidance issued by the Secretary of State; and a copy of any enhanced criminal record certificate obtained by an employment business before the person is due to begin work at the school (paragraph 19(2), 19(2)(a), 19(2)(a)(i), 19(2)(a)(i)(aa), 19(2)(a)(i)(bb), 19(2)(a)(i)(cc), 19(2)(a)(i)(dd) and 19(2)(a)(ii)).
- The standard in this paragraph is met if a person offered for supply by an employment business only begins work at the school if the proprietor considers that the person is suitable for the work for which the person is supplied; before a person offered for supply by an employment business begins work at the school the person's identity is checked by the proprietor of the school (irrespective of any such check carried out by the employment business before the person was offered for supply) (paragraph 19(2)(b) and 19(2)(c)).
- The proprietor, in the contract or other arrangements which the proprietor makes with any employment business, requires the employment business to provide the notification referred to in paragraph (a)(i); and a copy of any enhanced criminal record certificate which the employment business obtains, in respect of any person whom the employment business supplies to the school; and except for those persons to whom sub-paragraph (4) applies, in the case of supply staff who care for, train, supervise or are in charge of boarders, the proprietor checks that the relevant parts of Standard 14 of the National

Minimum Standards for Boarding Schools or, where applicable, Standard 14 of the National Minimum Standards for Residential Special Schools are complied with (paragraph 19(2)(d), 19(2)(d)(i), 19(2)(d)(ii) and 19(2)(e)).

- Except in the case of a person to whom sub-paragraph (4) applies, the certificate referred to in sub-paragraph (2)(a)(i)(bb) must have been obtained not more than 3 months before the date on which the person is due to begin work at the (paragraph 19(3)).
- The standard in this paragraph is met if the proprietor keeps a register, which shows such of the information referred to in sub-paragraphs (3) to (7) as is applicable to the school in question. The register referred to in sub-paragraph (1) may be kept in electronic form, provided that the information so recorded is capable of being reproduced in legible form (paragraph 21(1) and 21(2)).
- The information referred to in this sub-paragraph is in relation to each member of staff ("S") appointed on or after 1st 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 disqualification, prohibition or restriction which takes effect as if contained in such a direction; checks were made to ensure, where appropriate, that S had the relevant qualifications; an enhanced criminal record certificate was obtained in respect of S; checks were made pursuant to paragraph 18(2)(d); a check of S's right to work in the United Kingdom was made; and checks were made pursuant to paragraph 18(2)(e) (paragraph 21(3), 21(3)(a), 21(3)(a)(i), 21(3)(a)(ii), 21(3)(a)(iii), 21(3)(a)(iii), 21(3)(a)(iv), 21(3)(a)(v), 21(3)(a)(vi), 21(3)(a)(vii) and 21(3)(a)(viii), 21(4) 21(5); 21(5)(a); 21(5)(a)(i); 21(5)(a)(ii); 21(5)(b); 21(5)(c).
- The proprietor ensures 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 25).
- The proprietor ensures that external lighting is provided in order to ensure that people can safely enter and leave the school premises (paragraph 27 and 27(b)).

The school now meets the following national minimum standards for boarding schools

- The school 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 (NMS 11.1).
- The school's governing body and/or proprietor monitors the effectiveness of the leadership, management and delivery of the boarding and welfare provision in the school and takes appropriate action where necessary (NMS 13.1).
- The school's leadership and management consistently fulfil their responsibilities (NMS 13.4).
- The school's leadership and management and governance actively promote the well-being of pupils (NMS 13.5).
- Schools operate safe recruitment and adopt recruitment procedures in the line with the regulatory requirements and having regard to relevant guidance issued by the Secretary

of State (ISS paragraphs 18(2)-21(7)(b)) (NMS 14.1).

- The school has, and follows, an appropriate policy on responding to complaints that is compliant with the relevant regulatory standards (ISS paragraphs 33–33(k)) (NMS 18.1)
- The school’s written record of complaints identifies those complaints relating to boarding provision, and action taken by the school as a result of those complaints (regardless of whether they are upheld) (NMS 18.2).

School details

Unique reference number	100078
Social care unique reference number	1280475
DfE registration number	202/6360
Inspection number	10089316

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.

The inspection of residential 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 residential special schools.

Type of school	Other independent school
School status	Independent boarding school
Age range of pupils	2 to 14
Gender of pupils	Mixed
Number of pupils on the school roll	497
Number of part-time pupils	18
Number of boarders on roll	21
Proprietor	Remus White Ltd
Headteacher	Ms Melissa Remus Elliot
Annual fees (day pupils)	£9,000 to £18,600
Annual fees (boarders)	Not available
Telephone number	020 3058 4011
Website	www.heathsideprep.co.uk
Email address	info@heathsideprep.co.uk
Date of previous standard inspection	19–21 September 2017

Information about this school

- Heathside Preparatory School is an independent school for girls and boys in the London Borough of Camden.

- The school is registered for up to 600 pupils between the ages of two to 14. There are currently 497 pupils on roll.
- The school operates across six sites, all of which are in Hampstead, London, NW3. The boarding provision is located at the premises used by the upper school at West Heath Road. The lower school is located at 84A Heath Street. The middle school is at 16 New End. Year 5 and 6 pupils attend the premises at The Old White Bear, the synagogue and the Territorial Army Centre in Hampstead.
- The school makes use of local parks for outdoor space, including for the teaching of physical education.
- The school opened a boarding provision in January 2018 for boys and girls aged eight years and over.
- The previous full standard inspection took place in September 2017, where the overall judgement was outstanding.
- There have been several recent changes in school leadership, and new appointments have been made. A head of boarding, the designated safeguarding lead, who is also a co-headteacher, another co-headteacher and a human resources (HR) manager, all started work at the start of the autumn term, 2018. A new health and safety manager has been appointed and is due to start work shortly.

Information about this inspection

- This inspection was carried out at the request of the registration authority for independent schools. The purpose of the inspection was to monitor the progress the school has made in meeting the independent school standards and other requirements that it was judged not to comply with at its previous inspection.
- This was the first monitoring inspection since the emergency inspection in September 2018.
- The inspection took place without notice.
- The inspection focused on Parts 3, 4 and 5 of the independent school standards.
- The inspectors toured all six premises, including the boarding provision.
- The inspectors talked informally with pupils at lunchtime and in lessons. The social care regulatory inspector met with boarders.
- An inspector met with a group of parents.
- Inspectors talked informally with staff around the school.
- Meetings were held with the headteacher, the head of boarding, the designated safeguarding lead and the HR manager. Inspectors also talked with staff who manage the sites, admissions and attendance.
- The inspectors also gathered evidence from the local authority designated officers for safeguarding in Camden and Barnet.
- The inspectors scrutinised a range of documentation for the school and boarding. This included the single central record of staff pre-employment checks, safeguarding records, the admissions register, risk assessments and health and safety documentation.

Inspection team

Janet Hallett, lead inspector	Her Majesty's Inspector
John Seal	Senior Her Majesty's Inspector
Lee Kirwin	Social Care Regulatory Inspector

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