

## Report for a Progress Monitoring Visit

<b>School name</b>	Hollygirt School
<b>DfE number</b>	892/6001
<b>Registered charity number</b>	508617
<b>Address</b>	Elm Avenue Nottingham Nottinghamshire NG3 4GF
<b>Headmistress</b>	Mrs Pamela Hutley
<b>Chair of trustees</b>	Mr Michael Heath
<b>Date of visit</b>	12 December 2018

## 1. Introduction

### Characteristics of the school

- 1.1 Hollygirt School is a co-educational independent day school for pupils aged from three to sixteen years. The school was founded in 1877 as an independent girls' school, moved to its present site near the centre of Nottingham in 1913, and became fully co-educational in 2014. The school's previous inspection was a regulatory compliance inspection in September 2017.
- 1.2 The pupils are drawn from academic, business and professional families in the Nottingham area. At the time of the visit there were 192 pupils in the school, 82 boys and 110 girls, with 19 children in the Early Years Foundation Stage (EYFS). The school has identified 80 pupils who require support for their special educational needs and/or disabilities, which include dyslexia, dyspraxia, autism, and emotional needs. There are five pupils who have education, health and care plans. There are no pupils for whom English is an additional language.

### Purpose of the visit

- 1.3 This was an unannounced progress monitoring visit at the request of the Department for Education (DfE) to check that the school has fully implemented the action plan submitted following the regulatory compliance inspection on 27 to 28 September 2018.

Regulations which were the focus of the visit	Team judgements
Part 3, paragraph 7 (safeguarding)	<b>Met</b>
Part 4, paragraphs 18-21 (the suitability of staff, supply staff and proprietors)	<b>Met</b>
Part 6, paragraph 32(3)(c) (provision of information)	<b>Met</b>
Part 8, paragraph 34 (the quality of leadership and management)	<b>Met</b>

## 2. Inspection findings

### Welfare, health and safety of pupils – safeguarding [ISSR Part 3, paragraph 7]

#### Safeguarding policy

- 2.1 The school meets the requirements.
- 2.2 The school has an appropriate policy for safeguarding which provides suitable arrangements to safeguard and promote the welfare of pupils at the school.

#### Safeguarding implementation

- 2.3 The school meets the standards.
- 2.4 The school's safeguarding policy is implemented effectively. The designated safeguarding lead (DSL) and the deputy DSLs have received suitable training, and this training is up-to-date. There is a named DSL for the EYFS. The DSL understands the need for prompt action and appropriate contact with Nottingham safeguarding children authorities, without prior investigation, in reporting concerns about pupils and allegations against staff. A trustee has been nominated to liaise with the school on safeguarding matters. Since the previous visit the school has ensured that prohibition from management and separate barred list pre-appointment checks have been made where required by statutory guidance, thereby meeting the relevant action points of the previous inspection.
- 2.5 Members of staff, including those new to the school, receive suitable safeguarding training. They demonstrate a clear awareness of their own safeguarding responsibilities, of how to refer any concerns about children which they may have, of the further guidance in Keeping Children Safe in Education, and of the school's safeguarding policy. The pupils said they feel happy and safe in the school and believe that staff would listen to them if they had any concerns. They are aware of what they should do to keep safe online.

### Suitability of staff, supply staff and proprietors [ISSR Part 4, paragraphs 18–21]

- 2.6 The school meets the standards.
- 2.7 The school has ensured that, prior to their starting dates, the school has carried out medical fitness and enhanced criminal record checks on staff and, when required, separate barred list and prohibition from management checks on staff and trustees, thereby meeting the relevant action points of the previous inspection. The required prohibition from teaching checks have now been carried out on staff involved in teaching including peripatetic staff.
- 2.8 The details of appointments of staff, volunteers, and trustees are recorded in a suitable manner.

### Provision of information [ISSR Part 6, paragraph 32]

- 2.9 The school meets the requirements for providing information relating to safeguarding to parents. Particulars of the arrangements for safeguarding are published on the school's website.

**Quality of leadership and management [ISSR Part 8, paragraph 34]**

2.10 The school meets the standards.

2.11 Since the previous visit the trustees have improved the school's approach to recruitment checks, which are now carried out by a member of the senior leadership. The trustees have also undergone additional training in governance and safeguarding. The school's approach to the appraisal of members of the leadership and management has been strengthened. The nominated trustee for safeguarding regularly meets with the DSL. The trustees carry out an annual review of safeguarding. The school has thereby met the relevant action points of the previous inspection by ensuring that those with leadership and management responsibilities at the school demonstrate good skills and knowledge appropriate to their role and fulfil their responsibilities effectively so that the Independent School Standards are met consistently.

### **3. Regulatory action points**

- 3.1 For the regulations, which were the focus of this visit, the school meets all of the requirements of the Education (Independent School Standards) Regulations 2014 and requirements of the Early Years Statutory Framework, and no further action is required as a result of this visit.

## 4. Summary of evidence

### Written materials

- Safeguarding policy
- Governance and management of the school policy
- Records of training for staff and trustees with particular reference to safeguarding
- Code of conduct for staff
- Trustees' minutes with regard to (a) the annual review of the safeguarding policy and procedures and (b) the action taken by the school to implement its plan arising from the action points identified in the previous inspection
- Recruitment policy, procedures and checklists
- Single central register of appointments
- Details of the appraisal scheme for senior staff

### Meetings with school personnel

- Introductory meeting with headmistress – to discuss arrangements for the day and to provide initial thoughts on areas specified as the focus for the visit
- Meeting with the DSL – to discuss the implementation of safeguarding policy, training, and induction of new staff
- Meeting with the senior leader responsible for carrying out staff recruitment checks – to review school's recruitment procedures, to scrutinise the single central register of appointments, and to check staff recruitment files
- Meeting with a trustee

### Activities on site

- Further scrutiny and evaluation of implementation of policies and documentation (as detailed above)
- Discussion with a group of staff chosen by inspectors
- Interviews with two groups of pupils, respectively in the junior and in the senior parts of the school, chosen by inspectors
- Meeting of inspectors to discuss findings
- Brief oral feedback to the school