

Action Plan in response to Ofsted Inspection 9th & 10th February 2011

Standard No	Objective	Action proposed	To be completed by	Responsible person	Costs	Success criteria or outcome	Monitoring and Evaluation	Review/Evidence
<p>The Education (Independent School Standards) (England) Regulations 2010 paragraphs 8(a) and 8(b)</p> <p>NMS 5.4 Appendix 1</p>	<p>Ensure that (a) arrangements are made to safeguard and promote the welfare of boarders while they are accommodated at the school; and (b) such arrangements have regard to the National Minimum Standards for Boarding Schools or, where applicable, The National Standards for Residential Special Schools</p> <p>Ensure that all child protection incidents are reported to the appropriate authorities</p>	<p>The actions proposed below will meet these requirements.</p> <p>(1) Review and update the School's child protection policy and procedures to reflect current legal requirements and best practice, with the assistance of specialist solicitors. The new policy and procedures will include updated sections on the procedures for reporting child protection incidents and concerns, including the requirement to consult with the LADO on any borderline cases.</p> <p>(2) Issue the new Child protection Policy to all staff and volunteers, and make available to all parents. The new child protection policy will also be published on the School's website.</p> <p>(3) Appoint a new senior member of staff, Andrew Duncan as the Designated Person for Child protection (DP).</p> <p>(4) Incorporate the Education Co-ordinator into the safeguarding team and increase frequency of safeguarding group meetings to weekly.</p> <p>(5) Put in place detailed written guidelines for the DP, with the assistance of specialist solicitors, including details on reporting procedures.</p> <p>(6) Arrange external child protection and inter-agency training for the DP and other members of the safeguarding team, including training on the new child protection policy and procedures.</p> <p>(7) Arrange child protection training for all staff including training on the new child protection policy and procedures.</p> <p>(8) Ensure that all actual or potential child protection incidents and concerns are discussed by at least two members of the Philpots Manor School safeguarding team.</p> <p>(9) All policies are reviewed and approved by the</p>	<p>All of the actions in this section to be completed by 07/04/11</p> <p>The new policy has already been drafted with the assistance of specialist solicitors (Veale Wasbrough Vizards). The first draft is attached at Appendix 1 of this Action Plan.</p> <p>The Guidelines for the Designated Person have already been drafted and are attached at Appendix 2. These will also be implemented by 07/04/11.</p> <p>The training for the DP and members of the safeguarding team has already been arranged to take place on 7th/28th April. Evidence of this is attached at Appendix 3.</p> <p>The training for all staff has already been arranged to take place on June 6th.</p>	<p>Andrew Duncan (AD)</p>	<p>Legal costs (£800 plus VAT for new Policy and Guidelines).</p> <p>Costs for training £540</p>	<p>The School is considered to have met these requirements when inspected.</p>	<p>Weekly by Safeguarding group and half termly by Management group. Records will be kept of the monitoring and any action required.</p> <p>All policies are reviewed and approved by the Proprietor</p>	<p>New child protection policy and guidelines DP (Appendix 1 and 2).</p> <p>Child Protection records.</p> <p>Safeguarding group and Management group minutes.</p> <p>Staff's training records.</p> <p>Records of booked training (Appendix 3)</p>

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		Proprietor						
NMS 23.6 [The Education (Independent Schools Standards) (England) Regulations 2010, paragraph 23(d) and 23(t)]	Ensure that effective precautions are taken to ensure the security of the school from access by unauthorised persons	<p>(1) Immediately inform houseparents of new procedures for keeping buildings secure. This will include instructions to ensure doors are kept closed and locked and to not leave doors on the latch.</p> <p>(2) Carry out a full security risk assessment of the School site and each building. This will include access to the School site and buildings by intruders and visitors. The risk assessment will be recorded in writing and all recommendations will be acted upon and also recorded in writing.</p> <p>(3) Install window opening restrictors on all windows in residential student houses (already in place at Colt House & Forge and Farmhouse).</p> <p>(4) Ensure that all external doors to houses cannot be opened from outside without a key.</p> <p>(5) Install door bells on all residential student houses.</p> <p>(6) Install numeric keypad lock on Forge main entrance door.</p> <p>(7) Install intruder alarms within all residential student houses with sensor contacts on all external doors.</p> <p>(8) Install numeric keypad lock on main entrance door to Reception Bungalow.</p> <p>(9) Improve/upgrade signage around perimeter of school site where this adjoins the public bridle way.</p> <p>(10) Install new door locks to Garage Block to ensure these can be locked to prevent student & intruder access, theft & arson.</p>	<p>This was done by Estates/Health & Safety Co-ordinator on 10/02/2011.</p> <p>08/04/11</p> <p>Completed 29/3/11</p> <p>Completed 23/2/11</p> <p>Completed 22/3/11</p> <p>Completed 23/3/11</p> <p>Completed 29/03/11</p> <p>Completed 2/3/11</p> <p>08/04/2011 Order placed 29/03/11</p> <p>Completed 2/03/11</p>	<p>Angela Burton (AB)</p> <p>AB</p> <p>AB</p> <p>AB</p> <p>AB</p> <p>AB</p> <p>AB</p> <p>AB</p> <p>AB</p> <p>AB</p>	<p>£0</p> <p>TBC</p> <p>£2,500</p> <p>£0</p> <p>£70</p> <p>£75</p> <p>£3,750</p> <p>£75</p> <p>£162</p> <p>£100</p>	<p>The School is considered to have met all requirements in this section when inspected.</p>	<p>Spot checks (to ensure policy followed) half termly by AB</p> <p>Risk assessment, and follow up actions to be checked by AB.</p> <p>Spot checks on all below points half termly by AB</p>	<p>Outcome of spot checks recorded and monitored.</p> <p>Future incidents prevented - Incident reports/log.</p> <p>Incident and Accident Reports</p> <p>Record of security risk assessment, and list of actions taken.</p> <p>New security measures installed.</p> <p>Presence of new security measures received on school site.</p>

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		<p>(11) Instruct staff to ensure their bedrooms & Common Room are kept locked when unattended.</p> <p>(12) Put in place a new Premises and Security Policy and include in the Staff handbook. This Policy will include details re senior house parents/staff responsibility for house and school security.</p> <p>(13) Arrange training for all staff on security of the school site and premises.</p> <p>(14) Main School Building front door to be locked at lunch –time and from 4.10pm front door and door to Music Room will be kept locked.</p>	<p>Keysafe installed & memo sent to staff – 4/3/11</p> <p>30/04/11 Target date for issue 3/05/11</p> <p>w/c 3/5/11</p> <p>In place 1/3/11</p>	<p>AB</p> <p>AD/AB</p> <p>AD/AB</p> <p>Linda Churnside (LC)</p>	<p>£40</p> <p>£0</p> <p>£0</p> <p>£0</p>			
NMS 32.2 NMS 26.3	Ensure that all risk assessments are acted upon to safeguard the students who board at the school	<p>(1) Individual student risk assessments are signed by both the class teacher and senior houseparent and copies will be held in the houses.</p> <p>(2) Individual student risk assessments are reviewed termly by the Care Co-ordinator and will also be reviewed following any material change or any incident involving increased risk to the student.</p> <p>(3) Individual student risk assessments to be included among the records to be monitored and signed by the Care Co-ordinator.</p> <p>(4) The full security risk assessment will be recorded in writing and all recommendations will be acted upon and also recorded in writing.</p>	All procedures in this section to be fully in place by 30/04/11, although these procedures have already started to be implemented.	<p>AD</p> <p>AB</p>	<p>£0</p> <p>As above</p>	The School is considered to have met these requirements when inspected.	<p>Half termly monitoring by AD.</p> <p>Termly monitoring by AD.</p> <p>AB</p>	<p>Behaviour log reviewed daily by [AD/LC] and weekly by College of Staff</p> <p>The student risk assessments.</p> <p>Security risk assessment</p>
NMS 32.2	Ensure that all records are monitored and signed by a senior member of staff	<p>(1) All records listed in NMS 32.2 now monitored and signed by a senior member of staff, termly and half-termly as required.</p> <p>(2)The list of documents and records to be monitored to be revised to ensure that the list meets the requirements of NMS 32.2. The new</p>	<p>Meeting to review monitoring procedures arranged for 05/04/11</p> <p>All procedures in this section to be fully in place by 30/04/11,</p>	AD and Management Group	£0	The School is considered to have met these requirements when inspected.	<p>Half termly monitoring by AD</p> <p>NMS Standard 33 visitor to visit the school</p>	<p>All relevant records</p> <p>The updated list of records and documents to</p>

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		<p>monitoring procedures will be written down and will include the required frequency of monitoring for each document/report.</p> <p>(3) Separate monitoring of records from supervision.</p> <p>(4) Re-introduce dedicated records monitoring half-termly.</p> <p>(5) One management meeting per half term will be held & dedicated to solely reviewing monitoring & compliance.</p>	<p>although these procedures have already started to be implemented</p> <p>Target date for issue of new monitoring schedule 03/05/11</p>				<p>and report to Proprietor half termly</p> <p>Dedicated Management meeting half termly with weekly follow up thereafter.</p>	<p>be reviewed, with procedures for monitoring.</p>
NMS 32.2 Appendix 1	Ensure that all records of allegations or suspicions of abuse and their outcomes are clearly recorded	<p>(1) All records of allegations or suspicions of abuse, with the outcomes, to be clearly recorded.</p> <p>(2) New Child Protection Incident Reporting Form drafted and implemented with assistance from specialist solicitors. Training will be provided to all staff on how to use this new form during the child protection training.</p> <p>(3) Original incident reports must remain in the bound and numbered carbon copied log books we use rather than being separately typed onto individual sheets.</p> <p>(4) Records of allegations or suspicions of abuse or potential abuse to be reviewed by the DP and at least one other member of the Philpots Manor School safeguarding team immediately and by the Management Group half termly. Appropriate action will be taken as required and action taken will also be clearly recorded. This procedure will be set out clearly in the School's child protection procedure and will be included in the child protection training.</p>	<p>With immediate effect</p> <p>New Reporting Form drafted (Appendix 1), to be implemented by 07/04/11</p> <p>memo 28/03/11</p> <p>implemented 17/02/11</p>	Management Group / AD	Legal costs included within Child Protection Policy as above.	The School is considered to have met these requirements when inspected.	<p>Weekly Safeguarding Group meetings; dedicated half termly Management Group meetings; annual report to proprietor.</p>	<p>Original incident reports/log book.</p> <p>Report to proprietor</p> <p>Minutes of meetings</p> <p>Records of reports made and action taken.</p> <p>The new child protection policy and new Reporting Form (Appendix 1)</p>
NMS 26.3 [The Education (Independent Schools Standards) (England) Regulations 2010, paragraph 23(d) and	Ensure that the school's premises and grounds (including windows and doors) which present a risk to children or offer intruder access) have clear risk assessments that are followed by staff	<p>(1) Carry out a full security risk assessment of the School site and each building. This will include access to the School site and buildings by intruders and visitors. The risk assessment will be recorded in writing and all recommendations will be acted upon and also recorded in writing. The risk assessment will include:</p> <p>Perimeter Security Grounds Security External Lighting Premises Security including doors & windows</p>	08/04/11	AB/LC	TBC	The School is considered to have met these requirements when inspected.	As above	AB to review risk assessment and actions taken. Risk assessment to be revised annually by AB and following any incident or

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23(t)]		Child Protection / Safety Staff safety Members of the Public Property safety e.g. horses, vehicles, IT equipment etc						material change. Risk assessment documents and incident reports.
NMS 28.3	Ensure that staff's long working hours are risk assessed and do not impact on the safety of the children	<p>(1) Undertake a risk assessment on staff's working hours, with advice from specialist solicitors. This will be recorded in writing, as will the action taken.</p> <p>(2) Residential Staffing Policy to be written and implemented with advice from specialist solicitors. The policy will include arrangements for weekend working and sickness/absence cover.</p> <p>(3) Staffing levels to be reviewed and changed as necessary in line with the new policy.</p> <p>(4) Re-issue weekend roster with effect from the summer term 2011 to ensure staff do not work more than one day at weekends.</p> <p>(5) Staff will be trained on the new Policy and requirements on working hours.</p>	<p>30/04/11</p> <p>Target date for issue 03/05/11</p> <p>03/05/11</p>	AD	TBC	The School is considered to have met these requirements when inspected.	Trend analysis by AD (in accordance with NMS 32.3).	<p>Records of staff working hours (Roster).</p> <p>Staff turnover records, staff sickness/absence notes.</p> <p>Incident reporting by household.</p> <p>The risk assessment.</p>

Appendix 1

First draft of the new Child Protection Policy

Appendix 2

Draft Guidelines for the Designated Person

Appendix 3

Evidence of arranged child protection and interagency training