



**ISI** Independent  
Schools  
Inspectorate

**Report for a Material Change Visit**

**Greenfield School**

**May 2022**

## School's details

<b>School name</b>	Greenfield School			
<b>DfE number</b>	936/6401			
<b>Registered charity number</b>	295145			
<b>Address</b>	Greenfield School Old Woking Road Woking Surrey GU22 8HY			
<b>Telephone number</b>	01483 772525			
<b>Email address</b>	schooloffice@greenfield.surrey.sch.uk			
<b>Headmistress</b>	Mrs Tania Botting			
<b>Chair of governors</b>	Mrs Janet Day			
<b>Age Range</b>	3 to 11			
<b>Number of pupils on roll</b>	320			
	<b>EYFS</b>	85	<b>Juniors</b>	235
<b>Date of visit</b>	26 May 2022			

## 1. Introduction

### Characteristics of the school

- 1.1 Greenfield School is co-educational day school located near Woking in Surrey. The school is overseen by a board of governors. Greenfield Little School is a registered Early Years Foundation Stage (EYFS) setting within the school and this is inspected separately by Ofsted. The rest of the school comprises: Early Years for children aged three to four years; the lower school for pupils in Years 1 and 2; the middle school for pupils in Years 3 and 4; and the upper school for pupils in Years 5 and 6.
- 1.2 The school has 47 pupils who require support for special educational needs and/or disabilities (SEND). Four pupils have an education, health and care plan. Fifty-two pupils speak English as an additional language. The school's previous inspections were a regulatory compliance inspection in March 2019 and a material change inspection in October 2019.
- 1.3 The school moved to its present site in 2019 and has since completed a large, purpose-built extension to the building. This contains indoor sports facilities, teaching spaces, offices, and toilet and washing facilities.

### Purpose of the visit

- 1.4 This was an announced material change visit at the request of the Department for Education (DfE) to assess the school's proposal to increase the school roll from 360 to 406. The visit focused on the school's compliance with the Education (Independent School Standards) Regulations 2014 (ISSRs) and the requirements of the Early Years Statutory Framework.

Regulations which were the focus of the visit	Team judgements
Part 3, paragraph 7 (safeguarding)	<b>Not Met</b>
Part 3, paragraph 11 (health and safety)	<b>Met</b>
Part 3, paragraph 12 (fire safety)	<b>Met</b>
Part 3, paragraph 14 (supervision of pupils)	<b>Met</b>
Part 3, paragraph 16 (risk assessment)	<b>Met</b>
Part 4, paragraph 18 (suitability of staff)	<b>Not Met</b>
Part 4, paragraph 20 (suitability of the proprietor)	<b>Met</b>
Part 4, paragraph 21 (single central register of appointments)	<b>Met</b>
Part 5, paragraphs 23 to 29 (premises and accommodation)	<b>Met</b>
Part 6, paragraph 32(1)(c) (provision of information)	<b>Met</b>
Part 8, paragraph 34 (leadership and management)	<b>Not 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 does not meet the standard.
- 2.4 The implementation of the school's safeguarding policy is effective in most areas. Arrangements are made to ensure that children are listened to operate effectively. They receive a response to their concerns and action is taken when required, including in the EYFS. Pupils are well supported by staff. Confidential records of pupils at risk or in need of early help are kept appropriately and these demonstrate that close links are maintained with external agencies.
- 2.5 The school has a satisfactory policy outlining the procedure for recruiting staff but this has not always been implemented fully or in a timely manner. Records show that the school has not always acquired at least two references for staff prior to work commencing. When a Disclosure and Barring Service (DBS) check is delayed the school has not undertaken a separate check against the barred list before work begins. Relevant checks against the lists of those prohibited from teaching and/or management have not been made before appointment.
- 2.6 Staff show effective understanding of their responsibilities and are well trained and regularly updated on developments in safeguarding procedures. Records show that all staff have been trained appropriately. Staff show appropriate awareness of the staff code of conduct and safeguarding procedures. The safeguarding policy gives sufficient contact details for local agencies. Appropriate arrangements for handling allegations against staff are included in safeguarding procedures. Staff interviewed understood the procedures for reporting such allegations, including low-level concerns.
- 2.7 The designated safeguarding lead (DSL) and deputies (DDSLs) have updated their training with the local authority at the correct level. Pupils receive guidance about how to keep safe and show suitable understanding of what they have been taught, including in relation to e-safety. The school has an appropriate policy for the acceptable use of information and communication technology (ICT) and an effective filtering and monitoring system is implemented. The school carries out and records suitability checks on visiting speakers.
- 2.8 There is a designated safeguarding governor who has close and regular contact with the DSL and takes an active role in overseeing safeguarding in the school. There is review of safeguarding procedures but this is not wholly effective because deficiencies in recruitment procedures have not been identified and corrected.

### Welfare, health and safety of pupils – health and safety [ISSR Part 3, paragraph 11]

- 2.9 The school meets the standard.
- 2.10 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. Current arrangements suggest that the school is likely to continue to meet the standards when the pupil roll is increased.

**Welfare, health and safety of pupils – fire safety [ISSR Part 3, paragraph 12]**

- 2.11 The school meets the standard.
- 2.12 Suitable arrangements are in place to prevent and tackle fire. Regular practice evacuations are carried out as required and the proprietor ensures compliance with the Regulatory Reform (Fire Safety) Order 2005. Current arrangements suggest that the school is likely to continue to meet the standards when the pupil roll is increased.

**Welfare, health and safety of pupils – supervision of pupils [ISSR Part 3, paragraph 14]**

- 2.13 The school meets the standard.
- 2.14 Suitable arrangements are made to ensure that pupils are properly supervised through the appropriate deployment of school staff. These arrangements suggest that the school is likely to continue to meet the standards when the pupil roll is increased.

**Welfare, health and safety of pupils – risk assessment [ISSR Part 3, paragraph 16]**

- 2.15 The school meets the standard.
- 2.16 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 that appropriate action is taken to reduce any risks that are identified. Current arrangements suggest that the school is likely to continue to meet the standards when the pupil roll is increased.

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

- 2.17 The school does not meet all of the standards.
- 2.18 The school carries out all required checks on the proprietors. It does not use supply staff.
- 2.19 Checks on a person's identity, medical fitness, right to work in the United Kingdom and qualifications have not always been carried out before the person commenced work. In one case, the check of medical fitness had not been completed by the end of the inspection visit.
- 2.20 The single central register of appointments includes nearly all required details but entries regarding checks of qualifications do not show the date on which each check was completed.

**Premises and accommodation – [ISSR Part 5, paragraph 23–29]**

- 2.21 The school meets the standards.
- 2.22 Suitable toilet and changing facilities and appropriate accommodation for pupils' medical and therapy needs are provided. The premises are maintained to a standard commensurate with health and safety; acoustics and lighting are appropriate; water provision is adequate. Suitable outdoor space is provided for physical education and outdoor play. These arrangements suggest that the school is likely to continue to meet the standards when the pupil roll is increased.

**Provision of information [ISSR Part 6, paragraph 32(1)(c)]**

- 2.23 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]**

2.24 The school does not meet the standard.

2.25 The proprietor has not ensured that senior leaders and managers demonstrate good skills and knowledge in fulfilling their responsibilities, in particular with regard to recruitment checks. The school has not ensured that the other standards are met consistently to actively promote the well-being of pupils.

### 3. Regulatory action points

3.1 The school does not meet all of the requirements of the Education (Independent School Standards) Regulations 2014 and requirements of the Early Years Statutory Framework and should take immediate action to remedy deficiencies as detailed below.

#### **ISSR Part 3, Welfare, health and safety, paragraph 7**

- Ensure that at least two references, barred list checks and checks against the lists of those prohibited from teaching and management are carried out for each member of staff before appointment [paragraph 7(a) and (b); EYFS 3.9].
- Ensure that review of safeguarding by governors is comprehensive and sufficiently effective, in particular with regard to recruitment procedures [paragraph 7(a) and (b); EYFS 3.7].

#### **ISSR Part 4, Suitability of staff, paragraphs 18 and 21**

- Ensure that checks of identity, the right to work in the UK, medical fitness and qualifications are completed before staff commence work and that all staff undertake a check of medical fitness [paragraphs 18(2)(c)(ii) and (3); EYFS 3.9].
- Ensure that the date when checks of qualifications are completed is recorded on the single central register of appointments [paragraph 21(3)(a)(iv); EYFS 3.9].

#### **ISSR Part 8, Quality of Leadership and Management, paragraph 34**

- Ensure that leaders and managers demonstrate good skills and knowledge appropriate to their role and fulfil their responsibilities effectively to ensure that the independent schools standards are met consistently, in particular with regard to recruitment checks, in order to actively promote the well-being of pupils [paragraph 34(1)(a), (b) and (c)].

#### **4. Recommendation with regard to material change request**

- 4.1 It is not currently possible to recommend approval of the school's plan to extend its pupil roll to 406 because it does not meet all of the regulatory requirements. In particular, it does not ensure that all requirements under safeguarding, specifically recruitment checks on staff and keeping a suitable SCR, are met.
- 4.2 The school has ensured that the new building and facilities provided are of suitable quality and that there are sufficient equipment and staffing resources in place, including adequate numbers of staff with responsibility for safeguarding, to meet the needs of the proposed increase in pupil numbers.



## **5. Summary of evidence**

- 5.1 The inspector held discussions with the head, senior leaders and other members of staff and met with a representative of the governors. They visited different areas of the school, observed lessons and talked with groups of pupils. They scrutinised a range of documentation, records and policies.