



Progress Monitoring Inspection Report

Forest Preparatory School

October 2023

School's details

School College	Forest Preparatory School			
DfE number	358/6008			
Address	Forest Preparatory School Moss Lane Timperley Altrincham Cheshire WA15 6LJ			
Telephone number	0161 980 4075			
Email address	office@forestschoool.co.uk			
Headteacher	Mr Graeme Booth			
Chair of proprietors	Mr Mark Malley			
Proprietor	Bellevue Education International Ltd			
Age range	2 to 11			
Number of pupils on roll	209			
	EYFS	71	Juniors	138
Date of inspection	5 October 2023			

1. Introduction

Characteristics of the school

- 1.1 Founded in 1924, Forest School is a co-educational independent day school. The school consists of the Early Years Foundation Stage (EYFS) for children aged between two and five years, the lower school for pupils aged between five and seven years, and the upper school for pupils aged between seven and eleven years. The school is part of Bellevue Education group, whose directors act as the school's proprietors. Management and governance of the school are overseen by the group's education committee. The school has 12 pupils who require support for special educational needs and/or disabilities. One pupil has an education, health and care plan. Fifty-five pupils speak English as an additional language of whom a small number receive additional support in the classroom. The previous inspection was a regulatory compliance inspection in September 2022.

Purpose of the inspection

- 1.2 This was an unannounced progress monitoring inspection 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 in September 2022. The inspection 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 inspection	Team judgements
Part 3, paragraph 7 (safeguarding)	Met
Part 3, paragraph 11 (health and safety)	Met
Part 3, paragraph 12 (fire safety)	Met
Part 3, paragraph 15 (admissions and attendance)	Met
Part 3, paragraph 16 (risk assessment)	Met
Part 4, paragraphs 18 to 21 (recruitment of staff, supply staff and proprietors)	Met
Part 5, paragraph 28 (water supply)	Met
Part 6, paragraph 32 (provision of information)	Met
Part 8, paragraph 34 (leadership and management)	Met

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 Safeguarding procedures are correctly implemented in line with *Keeping Children Safe in Education 2023*. The designated safeguarding lead (DSL) and deputies are suitably trained, including in inter-agency working. Senior leaders liaise and work appropriately and promptly with local safeguarding agencies and parents. They in turn provide suitable induction and training for all staff and check that they have understood the regulations and know how to report concerns. Central records of staff training are carefully maintained, and training by the DSL team in safeguarding for all staff is of sufficient quality and frequency. The safeguarding procedures are monitored by a member of the governing body who conducts an annual review with the DSL. This member visits the school regularly and talks to the DSL team each half term.
- 2.5 The online system for recording safeguarding and pastoral concerns indicates that the safeguarding team works closely and effectively together to promote pupils' wellbeing. Pupils reported that they can raise concerns and worries freely and that they receive timely responses. They explained with confidence some of the ways they are able to stay safe online. The school's procedures for filtering and monitoring technology are appropriate.
- 2.6 The school now ensures that all checks, including those relating to proof of identity and the right to work in the United Kingdom, and obtaining a criminal record check from the Disclosure and Barring Service (DBS), are carried out before any member of staff starts work. The checks are recorded on the single central register and in staff files. These are overseen by the head and the DSL each half term and when any new member of staff is appointed.
- 2.7 The safeguarding governor regularly examines these checks and reports to the governing body each term. Thus exercising adequate and regular oversight of safeguarding, especially in recruitment checks.

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

- 2.8 The school meets the standards.
- 2.9 Health and safety within the school are promoted appropriately and there is a suitable written health and safety policy. The school has now implemented the recommendations of a legionella bacteria risk assessment and the fire-safety audit. An external company visits each month to check the water system and the health and safety committee, led by one of the governors, monitors the records of these checks.

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

- 2.10 The school meets the standards.
- 2.11 A suitable fire-safety policy is in place, and recent annual fire-safety audit recommendations have been implemented. Procedures for emergency evacuation are followed effectively. Fire drills are held regularly and the outcome, together with any action points, is recorded. There are sufficient trained members of staff in place to manage emergency evacuations. All visitors receive information about the fire-safety procedures on arrival.

Welfare, health and safety of pupils – admission and attendance registers [ISSR Part 3, paragraph 15]

- 2.12 The school meets the standards.
- 2.13 The school's admission and attendance registers are maintained in accordance with the Education Regulations 2006. The school notifies the local authority of any pupil who joins the school after the beginning of the school's first year or leaves before completing the final year.

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

- 2.14 The school meets the standards.
- 2.15 The school has an appropriate risk-assessment policy. It undertakes suitable risk assessments for its site and buildings, for individual circumstances and for activities both on- and off-site. Staff receive training in assessing risk in their areas and any risks identified are removed or actions are taken to minimise possible risk of harm to pupils. All risk assessments are signed off by senior leaders.
- 2.16 The school ensures its water supply is safe and has implemented the recommendations of a legionella bacteria risk assessment. An external firm has been appointed to carry out monthly checks of the water systems.
- 2.17 The school makes on-site checks and has implemented the recent recommendations made by the fire-safety risk assessments from an external company.

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

- 2.18 The school meets the standards.
- 2.19 The school has effectively implemented the actions required as a result of the previous inspection with regard to the suitability of staff and proprietors. Appropriate checks, including the checking of a person's identity and right to work in the UK, are carried out before a member of staff may start work at the school. These are accurately recorded on the single central register of appointments and evidenced in staff files. Senior leaders and members of the governing body carry out regular checks to ensure that procedures to verify the suitability of staff have been carried out properly.

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

- 2.20 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]

- 2.21 The school meets the standards.
- 2.22 The senior leaders and the governors have addressed all the action points identified in the previous inspection effectively. They have implemented procedures which ensure that the safeguarding and welfare arrangements meet the requirements and actively promote the wellbeing of pupils.

3. Regulatory action points

- 3.1 For the regulations which were the focus of this inspection, 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 inspection.

4. Summary of evidence

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