

Saville House School

11 Church Street, Mansfield Woodhouse, Mansfield, NG19 8AH

Inspection dates

1 April 2015

Overall outcome

Independent school standards met

Context of the inspection

- The inspection was undertaken at the request of the registration authority for independent schools, in order to monitor the progress the school has made since its last inspection. An emergency inspection was carried out in July 2014, at the request of the Department for Education. The inspection found that the school failed to comply with six regulatory requirements. These related to: the welfare, health and safety of pupils; premises and accommodation; and the manner in which complaints were handled.
- An action plan was prepared by the school to address the regulatory failures. The plan was reviewed on 19 November 2014. The Department for Education found the action plan to be acceptable, subject to successful implementation.
- This was the first visit to the school to examine its progress in making the necessary improvements to meet regulatory requirements.
- The inspection was carried out without notice.

Main findings

Welfare, health and safety

- The inspection of July 2014 found that there were a number of shortcomings in the school's safeguarding policy and procedures. In addition, leaders had not ensured that all staff, including the designated officer, had received appropriate or recent child protection training. The school undertook to write a new safeguarding and child protection policy. They also immediately arranged external child protection training for key members of staff, including for the designated officer. All staff attended child protection training in August 2014. As a result of implementing its action plan, the school's safeguarding policy has been updated with reference to statutory guidance and is available on the school's website. School leaders take their safeguarding responsibilities very seriously. Staff are knowledgeable about the signs of potential child abuse and know exactly what to do in these circumstances. They are also aware of potential safeguarding issues such as trafficking and cyber-bullying. They know that they must follow up any unusual absences from school. The requirements are now met.
- At the previous inspection, the school did not regularly carry out all the required checks on fire equipment and emergency lighting. Checks that were done were not always recorded. In its action plan the school provided a suitable form to record all the required checks and agreed that the maintenance team would carry out and record these weekly. As a result, the checks are now appropriately evidenced and carried out. This requirement is now met.
- The school did not previously follow its own policy in relation to pupils' welfare on school visits. There were inconsistencies in the way risk assessments were completed. As part of their action plan the school presented a new risk assessment form and stated that staff were aware of it. As a result of implementing the plan, school trip leaders now carry out appropriate risk assessments in advance of any school visits. These risk assessments include a pre-assessment

of risks, which must be signed by the headteacher. A member of staff who had organised a recent school trip was well aware of the required procedures for minimising risks to pupils. This requirement is now met.

Premises and accommodation at schools

- The inspection of July 2014 found that the school did not have suitable accommodation for the medical examination and treatment of pupils. The medical room did not give sufficient privacy to sick pupils. There was no washbasin in the medical room. In its action plan the school indicated that it had relocated the medical room, adjacent to toilets and also installed a washbasin. The inspector found that these adjustments had taken place and, in addition, a large screen surrounds the bed, so that suitable privacy is maintained. As a result, the medical room now provides suitable accommodation for sick pupils and this requirement is now met.

Manner in which complaints are handled

- At the previous inspection, the school did not follow its own complaints procedures. There was no evidence of a panel hearing being used to resolve parental complaints. In addition, complaints that should have been dealt with via the school's child protection procedures were wrongly dealt with via the complaints procedures. In its action plan the school undertook to put clear guidelines in place and amend the complaints policy. As a result of this action, the complaints policy now makes it clear how complaints should be handled and that one member of the complaints panel would be independent of the running of the school. The policy is in the staff handbook. Staff are aware of the procedures to follow in the event of a complaint, and how these differ from parental concerns relating to child protection issues. This requirement is now met.

Compliance with regulatory requirements

The school meets The Education (Independent School Standards) Regulations 2014 and associated requirements

Inspection team

Julia Wright, Lead inspector

Her Majesty's Inspector

Information about this school

- This is a small, non-selective, non-denominational preparatory school, located in the village of Mansfield Woodhouse.
- There are 66 pupils on roll, 20 of whom are in the Early Years Foundation Stage, including seven who attend part time. The school receives government funding for the 16 children of nursery age.
- The school opened in 1951 and was last inspected by Ofsted in July 2014.
- The large majority of pupils are from White British backgrounds, although an increasing proportion is from other ethnic backgrounds.
- Five pupils are identified as having disabilities or special educational needs. No pupil has a statement of special educational needs.
- Some pupils are taught in mixed year group classes.
- The school aims, 'to give your children a sound start in life, with traditional values, together with a good standard of education'.
- The proprietors also own a number of nursery provisions and an after-school club at other locations within Mansfield, and throughout the East Midlands.

School details

Unique reference number	122926
Inspection number	463343
DfE registration number	891/6008

This inspection was conducted at the request of the registration authority for independent schools. It was carried out under section 109(1) and (2) of the Education and Skills Act 2008.

Type of school	Primary
School status	Independent school
Age range of pupils	3–11
Gender of pupils	Mixed
Number of pupils on the school roll	66
Number of part time pupils	7
Proprietor	Susan Mills and Robert Everist
Headteacher	Claire See and Chantal Hill
Date of previous school inspection	1-3 July 2014
Annual fees (day pupils)	£4,875
Telephone number	01623 625068
Fax number	01623 659983
Email address	savillehouseschool@cemuk.co.uk

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