



**ISI** Independent  
Schools  
Inspectorate

## **Report for an Additional Inspection**

**Saint Felix School**

**September 2019**



## School's details

<b>School</b>	Saint Felix School			
<b>DfE number</b>	935/6007			
<b>Registered charity number</b>	310482			
<b>Address</b>	Saint Felix School Halesworth Road Reydon Suffolk IP18 6SD			
<b>Telephone number</b>	01502 722175			
<b>Email address</b>	chillier@stfelix.co.uk			
<b>Headteacher</b>	Mr James Harrison			
<b>Chair of governors</b>	Dr John Kelly			
<b>Age range</b>	2 to 18			
<b>Number of pupils on roll</b>	328			
	<b>Day pupils</b>	248	<b>Boarders</b>	80
	<b>EYFS</b>	37	<b>Juniors</b>	73
	<b>Seniors</b>	165	<b>Sixth Form</b>	53
<b>Date of visit</b>	10 September 2019			

## 1. Introduction

### Characteristics of the school

- 1.1 Saint Felix School is a co-educational boarding and day school for pupils between the ages of two and eighteen. It is situated in Reydon, on the outskirts of Southwold in Suffolk. Boarding provision is available from the age of nine, and the eighty boarders are accommodated in three houses. The school is administered by a governing body. It has sixty-five pupils who require support for special educational needs and/or disabilities, of whom seven have an education, health and care plan. English is an additional language for forty-six pupils. The school's previous inspection was a regulatory compliance inspection in September 2018.

### Purpose of the visit

- 1.2 This was an unannounced additional inspection at the request of the Department for Education (DfE) which focused on the school's compliance with the Education (Independent School Standards) Regulations 2014 (ISSRs), the National Minimum Standards for Boarding 2015 and the requirements of the Early Years Statutory Framework.

Regulations which were the focus of the visit	Team judgements
ISSR Part 3, paragraphs 7 and 8; NMS 11 (welfare, health and safety of pupils)	Not met
ISSR Part 4, paragraphs 18 to 21; NMS 14 (suitability of staff, supply staff, and proprietors)	Not met
ISSR Part 6; paragraph 32 (1)(c) (provision of information)	Met
ISSR Part 8, paragraph 34; NMS 13 (leadership in and management)	Not met

## 2. Inspection findings

### **Welfare, health and safety of pupils – safeguarding [ISSR Part 3, paragraphs 7 and 8; NMS 11]**

#### **Safeguarding policy**

- 2.1 The school meets the requirement.
- 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 standards.
- 2.4 The school ensures that most arrangements to safeguard and promote the welfare of pupils pay due regard to guidance issued by the Secretary of State. The safeguarding policy is supplemented by additional guidance relating to the Prevent Duty, a staff code of conduct and a whistleblowing procedure. Procedures are in place to support pupils in need and for listening to pupils. Staff understand their responsibilities to report any concerns to the DSL) or directly to the appropriate authorities for child protection. Safeguarding procedures show that concerns about pupils' welfare have been acted upon appropriately and records are kept secure. The DSL and deputy DSLs have undertaken appropriate training, and all other staff have undertaken satisfactory training commensurate with their roles.
- 2.5 The school has a recruitment policy but it has not paid due attention to the most recent statutory guidance Keeping Children Safe in Education 2019 (KCSIE) with regards to the seeking of references during the recruitment process. The large majority of staff have two references in place before they take up their appointment but, in a small number of cases, references have not been received and checked before staff have started working in the school. In a small number of cases, the school has failed to check whether a member of staff is barred from regulated activity.

### **Suitability of staff, supply staff and proprietors [ISSR Part 4, paragraphs 18–21; NMS 14]**

- 2.6 The school does not meet all of the standards.
- 2.7 The school does not always make appropriate checks to ensure the suitability of staff, supply staff, and proprietors and has not completed its single central register of appointments (SCR) as required. In a few instances, not all of the required checks are noted on the SCR and dates are not accurately recorded. Criminal record checks, medical checks and prohibition from teaching and management checks have not been undertaken on all staff before they commence employment.
- 2.8 The school has not established a written agreement with any person over the age of 16 not employed by the school but living on the same school premises as boarders.

### **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; NMS 13]**

2.9 The school does not meet the standards.

2.10 Those responsible for leadership and management do not always demonstrate good skills and knowledge to fulfil their responsibilities effectively to ensure that the independent school standards are met consistently with regard to recruitment of staff. As a consequence, pupils' welfare is put at risk.

### 3. Regulatory action points

3.1 The school does not meet all of the requirements of the Education (Independent School Standards) Regulations 2014 and National Minimum Standards for Boarding Schools 2015 and should take immediate action to remedy deficiencies as detailed below.

#### **ISSR Part 3, Welfare, health and safety, paragraphs 7 and 8; NMS 11 and 14**

- Ensure the school pays due regard to the guidance in KCSIE 2019 in seeking and checking the required references before an appointment commences. [paragraphs 7(a) and (b), 8(a) and (b)].
- Ensure the school checks all staff engaged in regulated activity against the barred list. [paragraphs 7(a) and (b), 8(a) and (b)].

#### **ISSR Part 4, Suitability of staff, paragraphs 18 and 21; NMS 14**

- Ensure that a criminal record check is obtained for all newly appointed staff [paragraph 18(2)(d) and (f); NMS 14.1].
- Ensure that medical checks and checks, where appropriate, against the lists of those prohibited from teaching and those prohibited from management are made before staff commence work at the school. [paragraph 18 (2)(b), (c)(ii), (f) and 18(3); NMS 14.1].
- Ensure that all checks are correctly recorded on the single central register of appointments. [paragraph 21 (3)(a)(ii), (iii), (v), (vi) and 21(3)(b); NMS 14.1].
- Ensure that any person residing on the same school premises as boarders but not employed by the school has a written agreement regarding their residency [NMS 14.3].

#### **ISSR Part 8, Quality of leadership and management, paragraph 34; NMS 13**

- Ensure those responsible for leadership and management demonstrate good skills and knowledge and fulfil their responsibilities effectively, particularly with regard to maintaining safe recruitment practices, to ensure the well-being of pupils. [paragraph 34 (1)(a), (b) and (c); NMS 13.3 – 13.5].

## **4. Summary of evidence**

- 4.1 The inspectors held discussions with the head, senior leaders and other members of staff and met with the chair of governors. They talked with groups of pupils and staff and scrutinised a range of documentation, records and policies with reference to safeguarding, the recruitment process and leadership and management.