

Digest of changes to independent and boarding schools inspection guidance documents

For use in autumn term 2013 inspections

Revised frameworks for inspecting independent schools, and boarding or residential provision in all types of schools, will come into effect in April 2014. Consequently, only the most important changes are being made to the underpinning guidance documents for inspectors, as they will be reviewed as part of framework developments. This document sets out small scale changes that come into effect from September 2013, and should be used by inspectors in conjunction with the currently published guidance, which are published on the Ofsted website here:

- Independent schools: www.ofsted.gov.uk/schools/for-schools/inspecting-schools/inspecting-independent-schools/main-inspection-documents-for-inspectors.
- Boarding provision in schools: www.ofsted.gov.uk/schools/for-schools/inspecting-schools/inspecting-boarding-and-residential-special-schools/main-inspection-documents-for-inspect.

Guidance document	Change
Conducting inspections of non-association independent schools	Paragraph 73. Completed staff questionnaires should be returned in a sealed envelope, marked 'Confidential – for the attention of the Ofsted inspection team' by 11am on the second day of inspection, where practicable, not on the first inspection day as currently stated.
	Annex B, inspection tariff. Where there are 5–19 pupils on a school's roll, the lead inspector is allocated a total of 4 days for preparation, inspection and writing the report. In inspections of schools with four or fewer pupils on roll, the three day tariff continues to apply. Please refer to Annex A of this digest for a revised tariff illustration.
	Annex B, inspection tariff. Where there are 600+ pupils on roll, the lead inspector will be allocated an additional preparation day on Day-1. Please refer to Annex A of this digest for a revised tariff illustration.
The framework for inspecting non-association	Paragraph 25. The references to the independent school standards in the criteria for the six year cycle in paragraph 25 should be generic references to the independent school standards, as opposed to a direct reference to The Education (Independent School Standards) (England) Regulations 2010, as amended by The Education (Independent School

independent schools	<p>Standards) (England) (Amendment) Regulations 2012.</p> <p>If a school was last inspected against The Education (Independent School Standards) (England) Regulations 2010 or the standards in effect previous to that, and it:</p> <ul style="list-style-type: none"> ■ has no regulatory failings in parts one, two, three or four ■ has no more than four regulatory failings in total over parts five, six and seven, and ■ meets the other criteria set out in paragraph 25 of the framework <p>the school falls into the six-year inspection cycle.</p>
	<p>Paragraph 95. A copy of a report written following an inspection under s162A should be 'provided to' the parents of each registered pupil by the proprietor (in order to meet paragraph 24(1)(d) of the independent school standards.) To meet this requirement, the proprietor may send or give a copy of the report to parents. Alternatively, if parents have provided an email address, the school may either email an electronic copy of the report to them, or email a link to where the report is available to download from the internet.</p>
Writing inspection reports	<p>Paragraphs 40–44. If the Department for Education (DfE) has asked for a particular focus to an inspection, this should be stated in the 'Information about this inspection' section of the report. Appropriate reference should then be made to the requested focus in the relevant sections of the report, at the lead inspector's discretion.</p>
	<p>Annex B, reporting on an independent school which is dually registered as a children's home. The second column in the table in annex B sets out instructions for inspection reports of children's homes that have fewer than five pupils on roll. The first row concerns the front cover of reports. Please disregard the third bullet point in this part of the table which reads: 'Do not include the name of the social care inspector'. This text applies to the old report template, in use prior to January 2013.</p> <p>However, this part of the table should include an instruction that for children's homes where there are fewer than five pupils on roll, the school's name should be used on the front cover of the report (and throughout the report as necessary) if it does not identify its address.</p>
Completing the record of inspection evidence and judgements	<p>Paragraph 129 provides links to guidance produced by the Health and Safety Executive (HSE) in relation to school trips. Please note that the HSE website contains the following information about pupil to staff ratios on school trips www.hse.gov.uk/services/education/faqs.htm: 'Pupil to staff ratios for school trips are not prescribed in law. Those planning trips, on the basis of risk assessment, should decide the ratios, taking into account the activity to be undertaken and the age and maturity of the pupils.'</p>
	<p>Paragraphs 142 and 144. Inspectors must not record non-compliance with paragraph 13 of the independent school standards, if a school does not have a report from an inspection carried out by the local fire and rescue service (FRS).</p>

The Regulatory Reform (Fire Safety) Order 2005 places responsibility on the proprietor to ensure compliance with fire safety requirements. To meet paragraph 13 of the standards, the proprietor must comply with the requirements of the Fire Safety Order, which are summarised in paragraph 141 of the guidance *Completing the record of inspection evidence and judgements*. This is the case for any inspection of an independent school, including pre-registration inspections of proposed academies and free schools.

Please note that proposed academies and free schools are not inspected by the local FRS prior to opening.

Proposed independent schools may also not have been inspected by the local FRS prior to opening. DfE will advise the local FRS when a new independent school opens, or when changes are made to an existing independent school in the service's geographical area, as set out in the memorandum of understanding (MoU) between DfE and the Chief Fire Officers Association. Although the FRS will update its database accordingly, it may not be able to arrange an immediate inspection of the new school/change in premises. If an immediate inspection will not go ahead, DfE advises schools on alternative evidence they can provide to meet fire safety requirements for registration.

Standard s162A inspections

The local FRS will inspect existing independent schools on a risk basis, and in accordance with their own inspection timetable. It may be more likely for an inspection to be carried out to boarding or special schools, which carry an inherently higher level of risk. Therefore, there may not have been a recent FRS inspection.

Following an inspection of an existing school, the FRS will provide the school with a report, and will notify DfE if any concerns were found or enforcement notices issued. Ofsted inspectors should view the FRS report at the next scheduled s162A inspection, and if recommendations were made, check that the school has addressed them. As stated above, if there is not a report from a recent FRS inspection, inspectors must not record non-compliance with paragraph 13 of the independent school standards.

A revised template MoU between DfE and the Chief Fire Officers Association is available for Ofsted inspectors to view for information only, on the Ofsted intranet site (see below under *Useful information*). Inspectors should not expect schools to have a completed copy of the MoU.

Guidance for schools on fire risk assessment is available in *Fire Safety Risk Assessment - Educational Premises*: www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises.

Paragraph 246. The accommodation for the short term care of sick or injured pupils, required by paragraph 23B(1)(b) of the independent school standards, must **include** a washing facility and be near to a toilet facility. The washing facility must be within the accommodation – paragraph 246 incorrectly states that it should be nearby.

<p>Conducting inspections of boarding and residential provision in schools</p>	<p>Paragraph 58 and 228. Please disregard the reference to a letter for boarders being provided with the inspection report. This is no longer the case as the letter was discontinued with the launch of the revised report layout in January 2013.</p> <p>Paragraph 163 states that 'the lead inspector will normally inform the school at around 11am on the working day before the start of the school inspection'. This should just refer to 'the day before'. Schools are not notified on a Friday of an inspection starting on a Monday.</p>
<p>Conducting additional inspections of independent schools</p>	<p>Paragraph 103. Inspectors must not reveal to the school the name of the complainant whose concerns have prompted DfE to commission an emergency inspection, either directly, or indirectly by asking to see a specific individual's file.</p> <p>Paragraph 162 and Annex D. As part of the improvement strategy, HMCI has decided that all progress monitoring inspections of independent schools will be conducted at no notice. This applies to education-only, welfare-only and integrated education and welfare inspections of independent day, boarding and residential special schools.</p>
<p>Pre-registration inspection of all types of academies, free schools, studio schools and university technical colleges (UTC)</p>	<p>Paragraph 32. This paragraph incorrectly states that proposed academies are 'required to have a report from the appropriate fire authority.' Inspectors should refer to the guidance in this digest in relation to paragraphs 142–145 of <i>Completing the record of inspection evidence and judgements</i>.</p>
<p>Inspecting independent special schools</p>	<p>This document has been republished for use in the autumn term 2013.</p>
<p>Useful information</p>	<p>A new <i>Memorandum of understanding between the Department of Education and the Chief Fire Officers Association</i> template has been added to the list of <i>Useful information</i>, which is available for inspectors in the independent schools inspection pages of Ofsted's intranet site.</p>
<p>RSA toolkits for inspections of boarding and residential provision in schools</p>	<p>This internal document, containing instructions for social care inspectors, has been republished on Ofsted's intranet site for use in the autumn term 2013.</p>

Annex A. Revisions to the tariff illustration in Annex B of *Conducting inspections of non-association independent schools*

Number of pupils on roll	Tariff: total number of days allocated to the lead inspector for preparation, inspection and writing the report	On-site days		
		Day 1	Day 2	Day 3
1–4 (small school)	3	<ul style="list-style-type: none"> ■ LI half a day preparation and travel ■ LI half a day on-site evidence gathering If integrated inspection: <ul style="list-style-type: none"> ■ LSCI half a day preparation and travel ■ LSCI half a day on-site evidence gathering* 	<ul style="list-style-type: none"> ■ LI whole day If integrated inspection: <ul style="list-style-type: none"> ■ LSCI whole day 	
5–74	4	<ul style="list-style-type: none"> ■ LI half a day preparation and travel ■ LI half a day on-site evidence gathering If integrated inspection: <ul style="list-style-type: none"> ■ LSCI half a day preparation and travel ■ LSCI half a day on- 	<ul style="list-style-type: none"> ■ LI whole day If integrated inspection: <ul style="list-style-type: none"> ■ LSCI whole day 	Morning <ul style="list-style-type: none"> ■ LI half a day on-site evidence gathering If integrated inspection: <ul style="list-style-type: none"> ■ LSCI half a day on-site evidence gathering ■ Social care inspector provides the lead inspector with the findings from the

Number of pupils on roll	Tariff: total number of days allocated to the lead inspector for preparation, inspection and writing the report	On-site days		
		Day 1	Day 2	Day 3
		site evidence gathering		boarding provision Afternoon All cases: <ul style="list-style-type: none"> ■ Completion of evidence records ■ Final meeting of inspection team ■ Feedback inspection findings to the school's senior staff and governors/trustees/proprietor

LSCI – lead social care inspector

TSCI – team social care inspector

* – the inspection of boarding or residential provision in schools with 4 or fewer pupils on roll will normally have a tariff of three days for the lead social care inspector, which also includes writing time. In exceptional circumstances, the length of inspection and deployment of inspectors may be adjusted if necessary to ensure that there is sufficient time for the residential inspection to take place. This will be discussed and agreed in advance by SHMIs with operational lead for independent and for residential schools, with reference to the relevant regional director. Consideration is given to the number and location of the residential premises and to the needs of the young people.

Number of pupils on roll	Tariff: total number of days allocated to the lead inspector for preparation, inspection and writing the report	Day -1	On-site days		
			Day 1	Day 2	Day 3
600+	5	LI full day preparation	<ul style="list-style-type: none"> ■ LI half a day preparation and travel ■ LI half a day on-site evidence gathering If integrated inspection: <ul style="list-style-type: none"> ■ LSCI half a day preparation and travel ■ LSCI half a day on-site evidence gathering 	<ul style="list-style-type: none"> ■ LI whole day Augmented education team:** <ul style="list-style-type: none"> ■ TI1 whole day ■ TI2 whole day ■ TI3 whole day ■ TI4 whole day If integrated inspection: <ul style="list-style-type: none"> ■ LSCI whole day*** 	<ul style="list-style-type: none"> ■ LI half a day on-site evidence gathering Augmented education team:* <ul style="list-style-type: none"> ■ TI1 half a day on-site evidence gathering If integrated inspection: <ul style="list-style-type: none"> ■ LSCI half a day on-site evidence gathering Early afternoon All cases: <ul style="list-style-type: none"> ■ Completion of evidence records ■ Final meeting of inspection team ■ Feedback inspection findings to the school's senior staff and governors/trustees/proprietor

** – total maximum number of extra education inspectors. Extra inspectors will only be added to the team where the nature of the inspection or the circumstances of the school requires it as recommended by the SHMI remit lead for inspections of independent schools to the relevant regional director who has the ultimate decision.

*** – additional social care inspectors will be added to the team where there are more than 50 boarders on roll, or where there are more than two boarding houses which are not located in the same district, as recommended by the SHMI for boarding provision in schools to the relevant regional director who has the ultimate decision.