



INDEPENDENT SCHOOLS INSPECTORATE

GREENFIELDS SCHOOL

**BOARDING WELFARE
INTERMEDIATE INSPECTION**

INDEPENDENT SCHOOLS INSPECTORATE

Greenfields School

Full Name of School	Greenfields School		
DfE Number	845/6017		
Registered Charity Number	287037		
Address	Greenfields School Priory Road Forest Row East Sussex RH18 5JD		
Telephone Number	01342 822189		
Fax Number	01342 825289		
Email Address	<u>info@greenfieldsschool.com</u>		
Head	Mr Grant Hudson		
Chair of Trustees	Mr Peter Hodkin		
Age Range	3 to 18		
Total Number of Pupils	119		
Gender of Pupils	Mixed (64 boys and 55 girls)		
Numbers by Age	3-5 (EYFS):	33	5-11: 26
			11-18: 60
Number of Day Pupils	Total:	102	
Number of Boarders	Total:	17	
	Full:	17	
Inspection dates	19 Mar 2013 to 21 Mar 2013		

PREFACE

This inspection report follows the *ISI schedule* for intermediate inspections, focusing primarily on compliance with the National Minimum Standards for Boarding Schools (NMS). The inspection occurs over a period of two and a half continuous days in the school.

The Independent Schools Inspectorate (ISI) is the body approved by the Secretary of State for the purpose of inspecting schools belonging to the Independent Schools Council (ISC) Associations and reporting on compliance with the Education (Independent School Standards) (England) Regulations 2010, as amended. From September 2011 the inspection of boarding welfare forms part of the inspection process. This inspection focuses on the school's compliance with the National Minimum Standards for Boarding Schools. It comments on the progress made by the school in meeting the recommendations set out in the most recent statutory boarding inspection. Boarding inspections were previously carried out by the Office for Standards in Education (Ofsted), Children's Services and Skills. The relevant Ofsted report refers to an inspection in October 2009 and can be found at www.ofsted.gov.uk.

Ofsted monitors the work of independent inspectorates, including a sample of inspections, and you can find the latest evaluation of the work of ISI on the Ofsted website.

The inspection of the school is from an educational perspective and provides limited inspection of other aspects, although inspectors comment on any significant hazards or problems they encounter which have an adverse impact on children. The inspection does not include:

- (i) an exhaustive health and safety audit
- (ii) an in-depth examination of the structural condition of the school, its services or other physical features
- (iii) an investigation of the financial viability of the school or its accounting procedures
- (iv) an in-depth investigation of the school's compliance with employment law.

Inspectors may be aware of individual safeguarding concerns, allegations and complaints as part of the inspection process. Such matters will not usually be referred to in the published report but will have been considered by the team in reaching their judgement.

INSPECTION EVIDENCE

The inspectors conducted formal interviews with boarders, held discussions with senior members of staff, members of the trust management and with the chair of trustees, observed a sample of the extra-curricular activities that occurred during the inspection period and attended registration sessions. Inspectors visited the boarding house and the facilities for sick or injured pupils. The responses of parents and boarding pupils to pre-inspection questionnaires were analysed, and the inspectors examined regulatory documentation made available by the school.

Inspectors

Mr Stuart Thackrah

Mrs Jean Gray

Reporting Inspector

Team Inspector for Boarding (Former Boarding Mistress,
HMC school)

CONTENTS

	Page
1 THE CHARACTERISTICS OF THE SCHOOL	1
2 SUMMARY	2
(i) Compliance with regulatory requirements	2
(ii) Recommendation for further improvement	2
(iii) Progress since the previous inspection	2
3 COMPLIANCE WITH NATIONAL MINIMUM STANDARDS	3
(a) Boarding provision and care	3
(b) Arrangements for welfare and safeguarding	4
(c) Leadership and management of the boarding provision	5

1. THE CHARACTERISTICS OF THE SCHOOL

- 1.1 Greenfields is a non-denominational co-educational day and boarding school, welcoming pupils of all faiths, situated in its own eleven acres of woodland near Forest Row close to the Ashdown Forest. It was founded in 1981 in response to parent demand for a school using the educational philosophy of L Ron Hubbard, the founder of Scientology. The school aims to: enable and empower pupils to gain far greater affinity with the world around them through a love of knowledge in its various forms; equip them with the study skills to understand and apply the knowledge gained; and enable them with a desire to achieve something positive for mankind and civilisation. The school is distinctive in that it aims to teach pupils how to study through the use of study technology developed by L Ron Hubbard. The school is run as a charitable trust and is administered by a board of four trustees together with two trust managers.
- 1.2 The boarders are housed in secure accommodation within the main school building. The boys and girls are separated and sleep in dormitories of two to four people of roughly the same age. The boarding accommodation has been refurbished since the last inspection with further work being done this year on a rolling programme. Most of the dormitories and shower areas have been modernised and the games room upgraded.
- 1.3 The school currently has 119 pupils, 33 pupils in EYFS, 26 in Years 1 to 6 and 60 in Years 7 to 13. The 17 boarders, 8 boys and 9 girls, are all members of the senior part of the school and range in age from 12 to 18. They are from a wide variety of nationalities including Russia, India, Bangladesh and the European Union. The majority arrive with limited English and the school focuses on supporting them to acquire the language.
- 1.4 National Curriculum nomenclature is used throughout this report to refer to year groups in the school.

2. SUMMARY

(i) Compliance with regulatory requirements

2.1 The school does not meet all the National Minimum Standards for Boarding Schools 2011 and therefore it must:

- ensure that suitable accommodation, including toilet and washing facilities, is provided to cater for those boarders who are sick or injured [National Minimum Standard 3.2, under Boarders' health and well-being];
- fully implement the child protection policy [National Minimum Standard 11, under Child protection];
- ensure that the necessary recruitment checks are carried out on all staff before they begin work at the school [National Minimum Standard 14.1, under Staff recruitment and checks on other adults];
- ensure that all required records are maintained and monitored by the school and action taken as appropriate [National Minimum Standard 13.3, under Management and development of boarding].

(ii) Recommendation for further improvement

2.2 In addition to the above regulatory action points, the school is advised to make the following improvement.

1. Provide a greater variety of snacks for the boarders during the evening.

(iii) Progress since the previous inspection

The previous boarding welfare inspection was undertaken by Ofsted in October 2009 when nine recommendations were made. Good progress has been made with: the training for independent visitors; first aid training; the gaining of medical consent for treatment of boarders and the reporting of accidents; ensuring confidentiality of information; and creating appropriate dining room facilities. The remaining recommendations related to issues regarding child protection and safe recruitment practice. Further action points in these areas are set out above.

3. COMPLIANCE WITH NATIONAL MINIMUM STANDARDS

3.(a) Boarding provision and care

- 3.1 The school does not meet one of the NMS under this section.
- 3.2 A comprehensive boarders' handbook is carefully written so that it is understandable to those boarders with limited English. This, along with a handbook for parents, is available in advance to help families familiarise themselves with the school. A buddy system for all new boarders is popular and each boarder has a choice of staff to turn to for help or guidance. The school has two independent listeners who have received appropriate induction since the previous inspection and helpline numbers, including that of the Children's Rights Director, are displayed in the boarding area. [NMS 2]
- 3.3 Boarders who are ill are cared for by appropriately trained staff, and accidents are correctly recorded, suitably addressing recommendations at the previous boarding inspection. Appropriate policies for the care of boarders are implemented. There is separate accommodation for sick boarders which at present has no toilet or washing facilities. Each boarder is registered with a local surgery, and local specialist medical services including dental and eye care are readily available. Boarders may self-medicate with written parental guidance in line with the recommendation from the previous inspection, and medicines are only given to those for whom they have been prescribed. Medical information and the confidentiality of boarders are respected at all times. [NMS 3]
- 3.4 Boarders can easily contact their family either electronically or by phone. The school has good internet access and all boarders have their own computers. Clear procedures for the use of electronic devices minimise any risk of bullying or inappropriate use of the internet. [NMS 4]
- 3.5 Boarding accommodation, most of which has been recently refurbished, has a sufficient number of washroom facilities, affording appropriate privacy. Accommodation is clean, warm, well lit and maintained. It meets the needs of boarders, with due regard to their age and appropriate separation from adult accommodation. It provides them with personal and social space and is suitably furnished. Boarders can personalise their own areas, bringing decorative items from home, but many choose not to do so. The library and sixth-form common room provide the boarders with nearby facilities for private study. Many prefer to study in their own dormitories. Access to the boarding accommodation is tightly controlled but security arrangements do not intrude on pupils' privacy. [NMS 5]
- 3.6 All boarders, including those with special dietary, medical or religious needs, are provided with meals which are adequate in nutrition, quantity, quality, choice and variety, contrary to comments from a minority of pupils in their questionnaire. In line with a recommendation from the previous inspection, the dining area and kitchen are now suitably equipped and maintained. Snacks in the evening are available and food can be brought from home or bought locally. Drinking water is available at all times. The responses to the pupils' questionnaire indicated that a greater variety of snacks would be welcome and, after discussion with the boarders, the inspectors agree with this view. [NMS 8]
- 3.7 The boarders are taught to do their own laundry and are proud to do so. Bedding is laundered by the school. Storage facilities for clothing and personal belongings are

plentiful and secure. Passports and pocket money are kept in locked storage by the head of boarding. Boarders are able to buy personal items when necessary. [NMS 9]

- 3.8 There is a suitable range of activities both after school and at weekends. Boarders have access to a range and choice of safe recreational areas, both indoors and outdoors, including safe areas where boarders can be alone if they wish. Local facilities are often used, for example the local leisure centre, and they have access to news and information about current affairs through newspapers and the internet. [NMS 10]

3.(b) Arrangements for welfare and safeguarding

- 3.9 The school does not meet two of the NMS under this section.
- 3.10 The school has a written policy for health and safety which is effectively implemented. The school is well maintained and all relevant checks are carried out. There is a programme of regular maintenance and improvement work but records are disorganised making monitoring and future planning difficult. Risk assessments are undertaken for all activities and outside trips. All staff who drive the minibus are suitably trained. [NMS 6]
- 3.11 Fire precautions are fully undertaken and all equipment is regularly tested. Fire practices are held, both during the day and at night for the boarders. [NMS 7]
- 3.12 The school has a thorough written child protection policy which includes what staff should do in the event of a pupil making a disclosure or allegation, but it is not implemented in full, as at the time of the previous inspection. The policy, alongside considering the efficiency with which the related duties have been carried out, is not reviewed annually by the trustees. All staff, including the designated persons, have been suitably trained and new staff induction includes relevant child protection training. During the inspection, it was found that some staff were unsure of the arrangements should an allegation against another member of staff be made to them. [NMS 11]
- 3.13 There is a clear written policy to promote good behaviour and relationships amongst pupils based on the book *The Way to Happiness* by L Ron Hubbard. The boarders understand school rules and are very supportive of each other. There is a suitable policy on sanctions, which includes when restraint may be used and arrangements to search pupils and their possessions should the need arise. During the inspection, it was found that some, but not all, minor incidents were recorded in boarders' files which could lead to patterns of behaviour being missed. [NMS 12]
- 3.14 The school includes relevantly trained managers on the panel when interviewing for new staff. However the school has not been rigorous in completing all relevant checks on new staff before they start work, as at the time of the previous inspection. The boarding accommodation is used solely by boarders and staff, and visiting persons have no unsupervised access. The school does not appoint guardians for any of the boarders. [NMS 14]

3.(c) Leadership and management of the boarding provision

- 3.15 The school does not meet one of the NMS under this section.
- 3.16 There is a suitable statement of the school's boarding principles and practice in the parents' and boarders' handbooks and these principles are the foundation of boarding life. [NMS 1]
- 3.17 Clear leadership is shown by the head of boarding who maintains effective links with academic staff. The senior boarding staff have suitable experience and training including child protection, first aid and counselling. Boarders' records are insufficiently detailed to allow effective monitoring of their academic and personal progress throughout the school. Some health and safety records are disorganised making it difficult for sufficient monitoring to be undertaken. [NMS 13]
- 3.18 All staff have clear job descriptions and receive induction training. There are sufficient numbers of staff on duty at all times with appropriate training for the activities available. A system of appraisal exists for all staff but at present it is not robust enough to inform the school of the future development needs of individual staff. Staff are aware at all times of the whereabouts of the boarders and how to implement the policy for missing children. There is always at least one easily contactable member of staff sleeping in the boarding house. Boarding staff have appropriate accommodation separated from that of the boarders. Boarders' access to the staff accommodation is properly supervised. [NMS 15]
- 3.19 Boarders enjoy the differences in their backgrounds and abilities and are confident that there is no discrimination within the school. Boarders with limited English or special educational needs are given appropriate help by both academic and pastoral staff. [NMS 16]
- 3.20 The boarders fill in a weekly report on all aspects of boarding giving them adequate opportunity to put forward their views. These views contribute to future planning for boarding. Boarders feel comfortable in raising concerns or complaints and are not penalised for airing such comments. [NMS 17]
- 3.21 The school has an appropriate policy on responding to complaints which is available to parents on the school's website. [NMS 18]
- 3.22 Boarders may apply to be prefects having studied a description of their duties. A weekly prefects' meeting is held and their views and ideas are welcomed. The head of boarding monitors their duties which they enjoy and feel valued by staff and other boarders. [NMS 19]
- 3.23 The school does not accommodate any pupil in lodgings. [NMS 20 not applicable]