

Organisation name	The Leeds School of English (Summer School)
Inspection date	30 July 2019
Current accreditation status	Accredited
Reason for spot check	Unsignalled: following a complaint

Recommendation

We recommend that accreditation be placed under review because the section standard for safeguarding under 18s was not met.

The school has suspended all enrolment of students under the age of 18. The period of review to be ended by the submission of documentary evidence and a further spot check inspection to demonstrate that weaknesses in safeguarding have been addressed.

Summary statement

The summary statement has been withdrawn and should not be used.

Changes to summary inspection findings
Safeguarding under 18s

The provision does not meet the section standard.

New summary inspection findings
Safeguarding under 18s

The provision does not meet the section standard. Although the safeguarding policy is clear and detailed, it has not been updated to cover the change of designated safeguarding lead. In addition, procedures for checking the suitability of staff to work with under 18s are inconsistently applied, and investigation revealed a number of gaps in DBS checks, overseas police checks, where relevant, and the securing of two satisfactory references.

Organisation profile

Inspection history	Dates/details
First inspection	February 2014
Last full inspection	April 2018
Subsequent spot check(s) (if applicable)	N/a
Subsequent supplementary check(s) (if applicable)	July 2018 (Summer School)
Subsequent interim visit(s) (if applicable)	N/a
Other related non-accredited activities (in brief) at this centre	N/a
Other related accredited schools/centres/affiliates	N/a
Other related non-accredited schools/centres/affiliates	N/a

Student and staff profile	At inspection	In peak week: July
Total ELT/ESOL student numbers (FT + PT)	30	51
Minimum age (including closed group or vacation)	9–17	9–17
Typical age range	13–15	13–15
Typical length of stay	2 weeks	2 weeks
Predominant nationalities	Saudi Arabian, Italian	Saudi Arabian. Italian
Total number of teachers on eligible ELT courses	1	3
Total number of managers including academic	1	1
Total number of administrative/ancillary staff	4 activity staff/house parents	6 activity staff/house parents

Premises profile	
Address of main site	The Leeds School of English, Stewart House, St Andrew's Court, St Andrew's Street, Leeds LS3 1JY
Additional sites in use	Fulneck School, Fulneck, Pudsey, Leeds LS28 8DS
Additional sites not in use	N/a
Sites inspected	Fulneck School, Fulneck, Pudsey, Leeds LS28 8DS

Introduction

Background

The Leeds School of English runs a six-week summer school at Fulneck School, an independent, co-educational, day and boarding school, about 20 minutes' drive to the north of Leeds city centre. The summer school was inspected in July 2018 as a supplementary to the main school inspection which took place in April of that year. In the report, The Leeds School of English was awarded strengths in eight areas.

In late July, the Accreditation Unit received a complaint expressing concern that the school was not checking staff for suitability to work with under 18s. One inspector was appointed to carry out a spot check with the specific brief to check the safeguarding policy and procedures for the summer school.

Shortly after the inspection, the Accreditation Unit received a separate complaint from a homestay provider who had been asked to accommodate an under-18 student without having their DBS status checked or their home visited.

Preparation

The inspector was sent a number of documents, including the 2018 report; the website was checked. No notification was given to the school.

Programme and persons present

The inspection took place on 30 July, which was the fourth week of the six-week course; the inspector arrived at the summer school campus at 09.15 and left at 13.00. Meetings were held with the centre manager/academic manager, the one teacher teaching at the school, three activity staff, one of whom had been delegated to "look after" a class that morning as there was no teacher available because the cover teacher, the centre manager/academic manager, was not well. The inspector also spoke to an administrator from main school who had been sent to "help out", and met but did not talk to a member of support staff from main school who had been sent for the same purpose and also to be residential in the male boarding house, and the academic manager from main school who had come to the summer school in order to observe the single teacher teaching. Feedback on inspection findings was given to the principal and CEO of the school, who arrived towards the end of the inspection.

Findings

Findings are reported in the criteria below and in the *Safeguarding under 18s* section.

The school's academic manager, who was also the British Council contact person, left in April 2019. The Accreditation Unit was not informed.

Management

M10 There are significant weaknesses in the recruitment and selection of staff, especially with regard to safeguarding under 18s. The main school enrolls students aged 16+; the summer school stated age range is 10–17. Main school staff were not checked for this inspection, but the one teacher at the summer school, who also teaches in the main school, did not have DBS clearance, and the academic manager from main school, who was visiting the summer school on the day of the inspection, did not have DBS clearance. Of the ten staff employed at the summer school throughout the period up to the point of the inspection, four did not have proof of DBS clearance. Two who were returners from last year had 2018 DBS clearance but did not have the necessary overseas police checks. A new teacher about to start at the summer school did not have DBS clearance but did have an overseas police check document. All missing DBS checks had been applied for but had not yet been received. Evidence of two references for some members of staff could not be produced. (See *Safeguarding under 18s* section below.)

M24 There is some ambiguity about the minimum age for students on the summer course. The website states both ten and twelve; the minimum age of students on the current summer course is nine.

Teaching and learning

T3 In the week of the inspection, the teaching team had been reduced to one teacher, who was only available mornings as he had a teaching commitment at the main school for afternoons, and the course director/academic manager. A new teacher had been appointed to start at the end of the week.

T7 Cover for absent teachers is inadequate. There was only one teacher teaching on the morning of the inspection and there were two classes to be taught. The course director/academic manager, who is the only cover teacher, was not well, so one of the activity leaders had been assigned to “look after” the second class.

Safeguarding under 18s

Safeguarding under 18s	Not met
S1 There is a safeguarding policy which specifies procedures to ensure the safety and well-being of all students under the age of 18. A named member of staff is responsible for implementing this policy and responding to child protection allegations.	Not met
S2 The provider makes the policy known to all adults in contact with under 18s through their role with the organisation, and provides guidance or training relevant to its effective implementation.	Met
S3 The provider has written parental/guardian consent reflecting the level of care and support given to students under 18, including medical consent.	Met
S4 Recruitment procedures for all roles involving responsibility for or substantial access to under 18s are in line with safer recruitment good practice and the organisation’s safeguarding policy.	Not met
S5 There are suitable arrangements for the supervision and safety of students during scheduled lessons and activities.	Not met
S6 There are suitable arrangements for the supervision and safety of students outside the scheduled programme.	Not met
S7 There are suitable arrangements for the accommodation of students.	Not met
S8 There are suitable arrangements to ensure contact between the provider and parents, legal guardians or their nominated representatives concerning the welfare of students.	Met
Comments	

The age range at the summer school is 9–17.

S1 The designated safeguarding lead (DSL) named in the policy left the school in April. There was no indication of who had replaced her. There is no designated safeguarding officer, or anyone with these responsibilities, for the summer school. Although the policy includes risk assessment arrangements for delayed DBS checks, it was impractical to apply them in the existing circumstances. There was no evidence that these arrangements were in place and staff consulted seemed unaware of them.

S2 Staff had received safeguarding training at basic level. The level of training for the new DSL could not be checked as details were at the main school.

S3 Enrolment details are at the main school so this could not be checked. (Met in 2018.)

S4 The application of safer recruitment procedures is inconsistent. Four of the ten members of staff at the summer school up to the time of the inspection did not have DBS clearance. Three who had been abroad in the past year did not have overseas police checks. Four did not have any references. A new teacher appointed to start towards the end of the fourth week did not have DBS clearance or references; she did have an overseas police check. The academic director, who was visiting the school to carry out an observation, did not have DBS clearance.

S5 Arrangements for the safe supervision of students during scheduled lessons and activities is inconsistent as not all staff have been thoroughly checked. (See S4 above.)

On the day of the inspection, student attendance was checked shortly after the beginning of class.

S6 Arrangements for the safe supervision of students outside the scheduled programme is inconsistent as some members of staff with supervision duties have not been thoroughly checked. (See S4 above.)

S7 Accommodation arrangements are unsuitable as some residential staff have not been thoroughly checked. Staff without up-to-date suitability checks were not accommodated separately from the students.

S8 Enrolment details are at the main school so this could not be checked. (Met in 2018.)

Action taken on points to be addressed

Points from the April 2018 full inspection and from the supplementary inspection in July 2018 with comments (in bold) to indicate how far these have been addressed by July 2019 inspection.

Safeguarding under 18s

S5 Action to report under 18 students who are absent is taken too long after lessons have started.

Addressed in July 2018. In the year-round school the system has been tightened up. Students aged 16 and 17 have to sign in every day and wear lanyards. A check is made on classes within five minutes and any absence followed up promptly.

Addressed in July 2019. In the summer school, on the day of the inspection, student attendance was checked shortly after class started.

Conclusions

There is a grave cause for concern with regard to checking the suitability of staff to work with under 18s at both the summer school and the main school. The safeguarding section is not met.
