

Organisation name	Regent Scanbrit, Bournemouth
Inspection date	14 August 2017

BACKGROUND
Organisation profile

Inspection history	Dates/details
First inspection	1983
Last full inspection	June 2016
Subsequent spot check (if applicable)	N/a
Subsequent supplementary check (if applicable)	N/a
Subsequent interim visit (if applicable)	N/a
Other related non-accredited activities (in brief) at this centre	N/a
Other related accredited schools/centres/affiliates	Regent schools in Brighton, Cambridge, Edinburgh, London and Oxford, Regent Summer Schools and other schools in the Instill Education group in the UK
Other related non-accredited schools/centres/affiliates	Schools in the Instill Education group in the US and Canada

Current accreditation status and reason for spot check

Current accredited status	Accreditation under review
Reason for spot check	Signalled: to end a period of review

Premises profile

Address of main site	22 Church Road, Bournemouth BH6 4AT
Details of any additional sites in use at the time of the inspection	3 Wollaston Road, Bournemouth BH6 4AR
Details of any additional sites not in use at the time of the inspection	N/a
Sites inspected	22 Church Road, Bournemouth BH6 4AT 3 Wollaston Road, Bournemouth BH6 4AR

Student and staff profile

	At inspection	In peak week July
Total ELT/ESOL student numbers (FT + PT)	Adult: 11 Junior: 12	Adult: 32 Junior: 46
Minimum age (including closed group or vacation)	Adult: 16 Junior: 13	Adult: 16 Junior: 13
Typical age range	Adult: 16–49 Junior: 13–17	Adult: 16–25 Junior: 13–17
Typical length of stay	Adult: 3 weeks to 11 months Junior: 2 weeks	Adult: 3 weeks Junior: 3 weeks
Predominant nationalities	Adult: Saudi Arabian, Italian Junior: Italian, German	Adult: Argentinian, Italian Junior: Italian, Spanish
Total number of teachers on eligible ELT courses	4	10
Total number of administrative/ancillary staff	4	7

INTRODUCTION

Background

Regent Scanbrit was last inspected in June 2016. Accreditation was placed under review as the Care of under 18s section was not met. There were also weaknesses in quality assurance and W1. Documentary evidence was submitted within six months of the inspection to show that the weaknesses in W1 had been addressed. The focus of this spot check was on the Care of under 18s section.

The school runs year-round general English courses of 15 and 25 hours per week for adults (16+). Courses are held at the main school in Church Road, Southbourne, a residential suburb of Bournemouth. The school also runs junior courses for students aged 13 to 17 years. In summer these are held at the Wollaston Road premises, five minutes' walk from the main school. Junior students receive 21 hours' tuition per week, plus afternoon and evening activities and excursions.

In February 2017 the academic manager was made redundant and the principal, who is TEFLQ, took on responsibility for the academic management of the school. He is assisted by a senior teacher, also TEFLQ, and between them they deliver most of the teaching year round, with the employment of additional temporary staff as required.

The Instill owner has decided to sell the Wollaston Road building, which is currently used for the junior summer programme. The building will be sold when the junior summer courses finish at the end of August. In future years both adult and junior courses will be held in the main school in Church Road.

Preparation

The inspectors received copies of the previous inspection report and correspondence with the Unit, including the school's action plan in response to the points to be addressed identified at the June 2016 inspection. The reporting inspector telephoned the principal approximately six weeks before the visit to check availability of staff and to ascertain student and staff numbers. No indication was given of when the spot check would take place.

Programme and persons present

The inspection was carried out by two inspectors. They arrived at the school at 08.30. They toured the main school building in Church Road and the Wollaston Road building where the junior courses take place. Inspectors were provided on arrival with documentary evidence relating to points to be addressed arising from the last inspection. Further documents were provided on request.

Meetings were held with the principal, the junior course centre manager, the client services manager and the accommodation manager. Focus group meetings were held with adult students, junior students and teachers. The inspectors gave a summary of their findings to the principal at the end of the inspection and left the school at 16.15.

FINDINGS

Management

The school continues to be run by a committed and experienced principal, supported by an established local administrative team, by Regent managers at head office and by colleagues at other Regent schools. The decision by the Instill owner to make the academic manager redundant earlier this year has clearly had an impact on the principal's workload. However, a senior teacher, who is TEFLQ, is able to take responsibility for some areas of academic management when the number of enrolments increases.

Resources and environment

The main school building in Church Road is furnished, decorated and maintained to a high standard. The premises provide a comfortable and professional working environment for both students and staff. In future years, the lack of a separate building for the junior courses will need to be carefully managed to ensure that adult students, junior students and staff have all the facilities they require during the busy summer period.

Teaching and learning

The academic management systems and the teaching were not inspected.

Welfare and student services

The new junior course centre manager and his assistant have led a successful programme this summer; junior students commented favourably on the leisure programme and the level of support provided by the centre manager. Accommodation recruitment procedures were briefly discussed but were not inspected in detail.

Care of under 18s

Criteria	Not met	Met	Strength	See comments	N/a
C1 Safeguarding policy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C2 Guidance and training	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C3 Publicity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C4 Recruitment procedures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/a	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C5 Safety and supervision during scheduled lessons and activities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C6 Safety and supervision outside scheduled lessons and activities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C7 Accommodation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C8 Contact arrangements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/a	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments

A small number of 16 and 17 year-olds are accepted on the adult courses. Students on the junior summer course are aged 13 to 17 years.

C1 An appropriate safeguarding policy is in place and is available on the website. The policy sets out guidelines on the implementation of safeguarding procedures and the handling of allegations. It includes links to other relevant policies, including child protection, recruitment, anti-bullying and the Prevent strategy. The senior lead of safeguarding, based at Regent head office, and the safeguarding leads at all Regent schools are identified in the document. The principal is identified as the school's designated safeguarding lead (DSL). He is also the senior DSL for the Regent group and provides support for DSLs at other Regent schools. Since the last inspection procedures to assess risks associated with students' free time and rules for what students may do in their free time have been introduced.

C2 The DSL has had specialist safeguarding training and is responsible for providing basic training in safeguarding issues to new staff at induction. Hosts are informed of their safeguarding role at the time of recruitment. Staff and hosts are required to undergo online basic safeguarding training.

C3 The publicity states the level of support provided, both for juniors and for under18s enrolled on adult courses. It is made clear that 16 and 17 year-olds on adult courses are unsupervised outside scheduled lesson times. Parents or guardians requiring a higher level of support and supervision for students of this age group are advised to consider alternative courses offered by the organisation.

C4 Staff records were sampled. All staff had been DBS checked and two references were on file for all staff. Applicants are informed in advance of the checks which will be carried out.

C5 Students are appropriately supervised during lessons and activities. Registers are taken at each lesson and any absences followed up promptly.

C6 The parental consent form states that junior students travel independently between homestay and school; all hosts are within walking distance of the school. However, potential risks are not included in parental consent forms. Written safety guidelines and rules for under 18s on adult and junior courses are provided. These are also stated in a code of conduct signed by parent and student. Students aged 14 or older are allowed to go out unsupervised if parental consent has been given. Rules do not state specifically which areas of Bournemouth may be visited in free time and which are best avoided. Risk assessments for unsupervised time have been drawn up. Curfew times vary according to age.

C7 Hosts are informed of safety rules for under 18s, including curfew times. They are also provided with an emergency telephone number.

C8 Next of kin details are collected at enrolment and are checked with students on arrival. Details are easily accessible from the school database.

Care of under 18s summary

The provision meets the section standard. There is appropriate provision for the safeguarding of students under the age of 18 on school premises, in leisure activities and in homestay accommodation. The level of care provided for students on junior courses and 16 and 17 year-olds on adult courses has been improved by the introduction of safety rules, a code of conduct and an appropriate parental consent form, although this needs to be amended to identify potential risks.

POINTS TO BE ADDRESSED

Points from the previous full inspection and/or subsequent spot checks or interim visits with comments (in bold) to indicate how far these have been addressed. Only points reviewed during this spot check are included here. Any points outstanding will be checked at the next full inspection.

Points to be addressed which must be addressed before continued accreditation can be recommended

Care of under 18s

C1 The safeguarding policy does not make it sufficiently clear at the local level:

who is responsible for adults outside scheduled activities;

the risk implications of under 18s attending adult courses and having a limited number of optional activities throughout the week;

the risk implications of under 18s having unscheduled time throughout the week on both adult and young learner courses.

Overall there are no centre-specific risk assessments or rules regarding what students may do outside scheduled activities.

Addressed. The safeguarding policy makes it clear who is responsible for under 18s outside supervised time. The risk implications of under 18s attending adult courses and under 18s attending junior summer courses have been assessed, including risks associated with unscheduled time. Rules are made clear to students at induction in the young learners' pre-arrival packs and in under 18s information for parents and guardians.

C2 The school does not check that homestays are aware of their safeguarding policy or have received training. The *General information and contract* for homestays does not include any information about safeguarding policy and procedures and neither does the *Host family guidelines* document.

Addressed. The school's child protection policy has been sent to all hosts. Hosts also receive a link to the online safeguarding policy. Hosts are required to undergo basic online safeguarding training.

C4 Not all post-holders had two references on file.

Addressed. Staff records were checked; two references were on file for all current staff.

C6 Apart from curfew times, there are no clear rules known to staff or homestay hosts about what under 18s may do outside scheduled activities.

Addressed. Hosts now receive copies of all documents setting out rules for under 18s regarding unsupervised time. Staff are informed of the rules during induction and reference copies are available in the staffroom.

Points which must be addressed within six months

Management

M3 The principal's safeguarding responsibilities are not specified in his job description.

Addressed. Safeguarding responsibilities are now included in the principal's job description.

Welfare and student services

W1 Some of the fire exits for the young learner building were not easily accessible at the time of the inspection. Fire drills had not been conducted at the busiest time of the year in 2015.

W1 Partially addressed. Fire exit routes have been cleared at Wollaston Road. They are now easily accessible. Fire drills have been carried out once this year at Church Road and twice at Wollaston Road.

The frequency of fire drills at Church Road is insufficient.

Other points to be addressed

Management

M8 There was no completed documentation for any teacher appraisals. None of the four teachers, one of whom has worked at the school on and off for four years, had had an appraisal.

Partially addressed. The four teachers employed at the school in January 2017 were all appraised. One of the two members of the administrative team has also been appraised.

M9 Implementation of the CPD programme was inconsistent. None of the teachers had signed up to the Teaching English as a Life Skill (TEALS) programme, which is a key part of the group's CPD programme.

Partially addressed. CPD sessions for teachers have been held every two weeks throughout the summer, with a total of five sessions each for the teachers of adult courses and teachers on the junior summer programmes. Teachers commented favourably on the usefulness of these sessions. There is currently no CPD programme for longer-serving teachers outside the summer period. It remains the case that none of the teachers has signed up to the Teaching English as a Life Skills (TEALS) programme, part of the group-wide CPD provision.

Resources and environment

R2 The external spaces at Wollaston Road are in need of attention. The side access which also serves as a fire exit is overgrown and the paved outdoor area at the back looks neglected. Parts of the lower ground floor are in need of redecoration.

Partially addressed. The side access to Wollaston Road has been cleared and the fire exit route is now unrestricted. No improvements have been made to the external areas or the internal decoration. The building is due to be sold shortly and will not be used for the junior courses next summer.

Points to be addressed arising from this visit

Management

M8 One member of the administrative team has not been appraised.

M9 There is currently no CPD programme for longer-serving teachers outside the summer period. It remains the case that none of the teachers has signed up to the Teaching English as a Life Skills (TEALS) programme, part of the group-wide CPD provision.

Resources and environment

R2 No improvements have been made to the external areas or the internal decoration at the Wollaston Road building.

Welfare and student services

W1 The frequency of fire drills at the main school is insufficient.

Care of under 18s

C6 Potential risks are not included in parental consent forms. Rules on unsupervised time do not state specifically which areas of Bournemouth may be visited in free time and which are best avoided.

CONCLUSIONS

The school is managed effectively by the principal and his team. Procedures relating to the care of under 18s have been reviewed in response to points to be addressed identified at the June 2016 inspection and appropriate procedures have been introduced. The provision now meets the section standard. A need for improvement in quality assurance was noted at the last inspection. The action plan provided by the principal includes steps taken to address the points raised. However, these were not considered in detail at this spot check. The need for improvement in this area should remain in the summary statement. The school is reminded that it should keep the Accreditation Unit informed of any changes in the school premises.

RECOMMENDATION

The period of review may now be ended and accreditation continued until the next full inspection, which falls due in 2020. However, evidence must be submitted within six months to demonstrate that weaknesses in W1 have been addressed.

SUMMARY STATEMENT**Changes to summary statement**

An updated summary statement can now be issued.

Summary statement (updated)

The British Council inspected and accredited Regent Scanbrit, Bournemouth in June 2016. The Accreditation Scheme assesses the standards of management, resources and premises, teaching, welfare, and care of under 18s and accredits organisations which meet the overall standard in each area inspected (see www.britishcouncil.org/education/accreditation for details).

This private language school offers courses in general English for adults (16+) and junior courses for under 18s.

There is a need for improvement in quality assurance.

The inspection report stated that the organisation met the standards of the Scheme.
