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| Organisation name | St Giles International Eastbourne |
| Inspection date   | 8 November 2016                   |

**BACKGROUND**
**Organisation profile**

| Inspection history  | Dates/details   |
|---|---|
| First inspection  | 1986  |
| Last full inspection  | October 2015  |
| Subsequent spot check (if applicable)                             | March 2016  |
| Subsequent supplementary check (if applicable)                    | N/a   |
| Subsequent interim visit (if applicable)                          | N/a   |
| Other related non-accredited activities (in brief) at this centre | Externally validated pre-service training courses in ELT                                    |
| Other related accredited schools/centres/affiliates               | St Giles International in Brighton, London Central and London Highgate; St Giles Juniors UK |
| Other related non-accredited schools/centres/affiliates           | St Giles International in New York, San Francisco and Vancouver                             |

**Current accreditation status and reason for spot check**

|                           |  |
|---------------------------|--|
| Current accredited status | Accredited   |
| Reason for spot check     | Signalled: monitor effect of change of provision and follow up on Points to be addressed |

**Premises profile**

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|--|--|
| Address of main site   | 13 Silverdale Road, Eastbourne BN20 7AJ  |
| Details of any additional sites in use at the time of the inspection     | N/a  |
| Details of any additional sites not in use at the time of the inspection | N/a  |
| Sites inspected  | St Giles Eastbourne is located in a large Victorian house, set back from the road in a quiet residential area of Eastbourne, close to the seafront and a ten-minute walk from the town centre. On the ground floor there is a reception, canteen, library and computer room. The principal has an office on the first floor and the director of studies (DoS) shares an office with the assistant director of studies next to the teachers' room, which is in a chalet-style building close to the classrooms in an extension. The school has 18 classrooms, ten in the main building and eight in the extension, which opens onto a patio and gardens, with seating where students can sit in good weather. |

**Student and staff profile**

|  | At inspection          | In peak week <i>July</i> |
|--|------------------------|--------------------------|
| Total ELT/ESOL student numbers (FT + PT)         | 76                     | 230                      |
| Minimum age (including closed group or vacation) | 14                     | 14                       |
| Typical age range                                | 14–61                  | 14–50                    |
| Typical length of stay                           | 6 weeks                | 6 weeks                  |
| Predominant nationalities                        | Swiss, Korean, Turkish | Swiss, Turkish, Italian  |
| Total number of teachers on eligible ELT courses | 9                      | 25                       |
| Total number of administrative/ancillary staff   | 4                      | 5                        |

## INTRODUCTION

### Background

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St Giles International Eastbourne is a well-established school within the family-owned St Giles International group. The school offers general English courses to adults (minimum age 14). Until this summer there were no separate courses for juniors.

The school is an examination open centre for Eastbourne and offers teacher training courses in EFL up to certificate level.

The staffing structure has not changed since the last spot inspection. The new student services officer, who also has responsibility for the welfare of students under 18, took up her post in April 2016 after undergoing basic awareness and advanced training in safeguarding.

At the last full inspection in October 2015 accreditation was placed under review because the section standard for Care of under 18s was not met. The recommendation was that the period of review be ended by a spot check focusing on Care of under 18s. The spot check took place in March 2016 and concluded that satisfactory procedures had been put in place to ensure the safety and security of students under the age of 18; information on safeguarding policies and procedures to adults who come into contact with under 18s was effectively disseminated. However, there was a need to ensure students under the age of 16 were not placed in classes with students of 18 years or older. The cost of the leisure programme for under 16s was not included in the course fee. The school's decision to operate separate classes for students under the age of 18 constituted a change in the provision.

It was recommended that the period of review be ended and accreditation continued until the next full inspection. However, in view of the change in provision, which was scheduled to come into effect at the end of June 2016, it was further recommended that a spot check take place within six months of that date in order to check the new provision and the progress which had been made in fully implementing the new policies and procedures for under 18s.

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### Preparation

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The inspector, who was not involved in either of the two previous inspections, was sent the reports on the last full inspection and the subsequent spot check, as well as other relevant documentation, by the Accreditation Unit.

The inspector made contact with the school prior to the inspection and received information about the courses running, likely student numbers and the availability of key staff in the period during which the spot check might take place. He received other relevant documentation, including an updated action plan. He also studied the school's website.

The date of the visit was not signalled.

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### Programme and persons present

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The inspector arrived at 08.30 and departed at 14.20.

Meetings were held with the principal, the DoS, the student services officer and the accommodation officer. Focus group meetings were held with a group of students aged between 14 and 17, and with teachers. Two lesson segments were observed. Documents relating to care of under 18s and the new provision were studied, as was the current print publicity. The round up was attended by the principal.

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## FINDINGS

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The school decided to run separate courses for students aged 14 to 17 and these came into effect on 27 June 2016. At the time of the inspection, there was one such class with eight students enrolled. The under-18s course comprises 28 lessons of 50 minutes per week (23.33 hours). In the mornings, students are issued with a coursebook and follow a course preparing for an external general English examination, in this case at level B1 in the Common European Framework of Reference (CEFR). On four afternoons each week, the course is skills based and makes frequent use of digital technology. The design of the course is well suited to the needs and interests of the students. Observation of a segment of a morning lesson showed that the learning activities were suitable and coherently linked, students were engaged and active and that evaluation of learning was taking place. The design of the afternoon lessons was discussed with the DoS. It is project based with a focus on digital literacy. Projects have included students producing videos, presentations and podcasts. The design has been led by the DoS and initially classes were team taught by her and other members of the teaching team. The course has had two beneficial side-effects: firstly, increasing the digital literacy of the teaching team and secondly, involving teachers in a collaborative

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course design exercise. It is still a work in progress, but students in the focus group were positive about the project work.

Not all students under 16 were placed in the age-segregated group. Two students aged 15 were placed in an adult class preparing for a higher level external general English examination (CEFR level B2). The reason given for this was that their booking was received before the decision to offer age-segregated classes had been taken. It was therefore seen as a temporary problem. However, it was acknowledged that this issue could also arise where a student's level was different from that of the under-18 class, or classes, being run and that, for example, a student under 16 with an advanced level of English might be placed in an adult group. In such cases the school should consider the safeguarding risk and ensure that appropriate measures are in place.

The school plans to offer an inclusive programme of leisure activities for students under 16. This will comprise three social and leisure events per week on weekdays. The cost will be included in the tuition fees. This change is due to be implemented on 1 January 2017 when the new course dates and prices come into effect. The 2017 course dates and prices document, which is available as a download from the website and as a printed brochure, includes this information.

### 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 type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| C3 Publicity   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input 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 checked="" type="checkbox"/> | <input 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 type="checkbox"/>            | <input type="checkbox"/> |
| C8 Contact arrangements  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | N/a                      | <input type="checkbox"/>            | <input type="checkbox"/> |

#### Comments

At inspection 14 (18%) of the students enrolled were under the age of 18, of whom 6 (8%) were aged 16 or 17 and 8 (10%) were aged 14 or 15.

C1 The safeguarding policy, which is unchanged since the previous spot inspection, is comprehensive and well conceived. It is well supported by a range of related documents which give practical guidance and a set of rules to be followed with measures to be taken if they are broken.

C4 There are satisfactory safer recruitment procedures in place. Suitability checks are carried out, at the school's expense, for all staff and others with roles involving substantial access to under 18s, including homestay hosts. At present, not all adults in homestays are checked but the school is moving towards this position.

C5 The school now runs separate classes for students aged 14 to 17. Not all students under the age of 16 were placed in the under-18s class at the time of the inspection because some students had been booked in before the new class had been advertised. The cost of the leisure programme is not currently included in the course fees, but this will be the case from January 2017 when the new course dates and fees come into effect.

C6 The school has clear rules for what students may do outside scheduled lesson times. Homestay hosts are made aware of them through a hospitality agreement. However, there are insufficiently clear guidelines on what students can do at weekends and the rules are undermined by a consent form which parents may sign to sanction unchaperoned trips, which runs counter to the safeguarding policy.

### Care of under 18s summary

The provision meets the section standard. There is generally appropriate provision for the safeguarding of students under the age of 18 within the organisation and in the leisure activities and accommodation provided. However, rules for what students may do without supervision at weekends are not always consistently applied.

## POINTS TO BE ADDRESSED

*Points to be addressed from the previous inspection report with comments (in bold) to indicate how far these have been addressed.*

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M24 The information on the number of taught hours is not easy to find and is stated as 20 lessons (16.67 hours) or 28 lessons (23.33 hours).

**Not yet addressed. This information is given in the course dates and prices document which is available in print or as a download, but it is not sufficiently easy to find.**

C5 Students under the age of 16 are placed in classes with students of 18 years or older. The cost of the leisure programme for under 16s is not included in the course fee.

**Partially addressed. Students under 16 are now placed in a separate class or classes, although exceptions may arise where a student under 16 is placed in an adult class. The cost of the leisure programme was not included in the course fee at the time of the inspection but this is due to come into effect in January 2017.**

W4 Currently staff have not been made aware of their 'Prevent duty' via any specific training.

**Addressed. All staff have undertaken online training.**

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## Points to be addressed arising from this visit

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C5 Not all students under the age of 16 were placed in the under-18s class at the time of the inspection.

C6 There are insufficiently clear guidelines on what students can do at weekends and the rules for what students may do outside scheduled lesson times are undermined by a consent form which parents may sign to sanction unchaperoned trips, which runs counter to the safeguarding policy.

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## CONCLUSIONS

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The school has made good progress in implementing measures to improve its care of students under the age of 18. The new course for students aged 14 to 17 is running, is well conceived and was appreciated by the students present at the time of the inspection. The new policies and procedures for under 18s are effectively communicated and understood. However, greater consistency is needed in applying the rules for what students under 16 may do without supervision at weekends.

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## RECOMMENDATION

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The next inspection falls due in 2019; there are no grounds for bringing this forward.

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## SUMMARY STATEMENT

### Changes to summary statement

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No changes need to be made to the summary statement.

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### Summary statement

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The British Council inspected and accredited St Giles International in October 2015. The Accreditation Scheme assesses the standards of management, resources and premises, teaching and welfare and care of under 18s, and accredits organisations which meet the overall standard in each area inspected (see <https://www.britishcouncil.org/education/accreditation> for details).

This private language school offers courses in general English to adults and under 18s.

Strengths were noted in the areas of staff management, quality assurance, premises and facilities, academic staff profile, academic management, learner management, teaching, care of students and accommodation.

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

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