

Southend-on-Sea Borough Council

## **Local Authority Statement of Action for Our Lady of Lourdes Catholic Primary School**

**November 2016**

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## **PART A**

### **1. Introduction**

The Inspection of Our Lady of Lourdes Catholic Primary School took place on 4-5<sup>th</sup> Oct 2016. The school was placed into special measures on 1.12.16 when the final moderated report was placed in the public domain. The reasons for the inadequate judgement are set out below in section 2. The school, supported by the Local Authority and the Catholic Diocese of Brentwood have submitted a complaint to OFSTED concerning the procedure in which the judgement was made and the conduct in which the inspection was carried out. The result of this complaint was not known at the time of drafting this statement. Irrespective of the outcome, the school and the Local Authority, as a maintained school, are determined and committed to put in place rapid and robust actions that will address the points raised in relation to the inadequate safeguarding judgement. The Local Authority will also work in partnership with the Diocese and the Regional Schools Commissioner to facilitate the transition to become an academy, although ultimately the direction of this work will fall to the Diocese working through the Regional Schools Commissioner.

### **2. Inspection Findings**

*The key improvement priorities arising from the inspection are Ofsted post action points:*

*Direct extract from the published report*

*This is an inadequate school*

- 1. Safeguarding systems are not sufficiently robust to ensure that timely and effective action is always taken in response to child protection concerns.*
- 2. Leaders and governors have not ensured that child protection systems are rigorous and that detailed and thorough records are kept of concerns about individual pupils.*

*What does the school need to do to improve further?*

*As a matter of urgency, improve child protection procedures so that they are effective and fit for purpose by ensuring that:*

- concerns are recorded in a consistent way, with the same information included each time (such as the name of the person recording the concern and their relationship to the pupil)*
- the action taken in response to a concern about a pupil is always recorded clearly on the appropriate record of concern*
- all child protection records are kept together, centrally and securely*
- prompt and decisive action is taken in response to potentially serious allegations and disclosures – an accurate chronology is kept when there are multiple concerns about an individual pupil.*

### ***Effectiveness of leadership and management: Inadequate***

- *The school's leaders and governors have not ensured that statutory safeguarding guidance has been followed closely enough.*
- *...individual records of concern do not contain all the information necessary...*
- *The school's child protection files do not show that robust action is taken when concerns are raised about pupils.*
- *The school's system for recording concerns allows information to be kept in different places.*

### **3. Use of Statutory Powers**

- a) The Local Authority is required to submit a statement of action that includes a plan of future action to OFSTED within 10 working days of the publication of the report.
- b) The (Governing Body) and the Local Authority are under a duty to facilitate the school's conversion into a sponsored academy by taking all reasonable steps towards that end.

### **4. Local Authority action to support the school**

The Local Authority will fully support the school to ensure that it makes rapid progress against the identified priority areas.

Part A of the statement of action is the Local Authority role in discharging its statutory duties in relation to a school placed in special measures. Part B is a shared plan of action between the school, the Diocese and the Local Authority, to jointly address the issues raised in the inspection report. This detailed and agreed support is included in the shared plan of action in Part B, section 8. This section will be added and amended by the school as the greater detail of training dates, venues, attendances are added.

This will include weekly monitoring and fortnightly meetings between the school and Officers in respect of the progress of delivery and the effectiveness of the outcomes of the actions due within the Action Plan. In addition, an Officer from the Council will be allocated to visit the school on a regular basis to determine first hand that the required improvements are becoming embedded, through scrutiny of documentation; discussion with leaders, governors and staff; discussion with pupils with particular reference to the impact of the procedures and their perceptions of feeling safe. Lastly, the Director of Learning from the Council will chair a six weekly progress meeting to determine progress against the joint plan.

### **5. Arrangements made to inform parents and carers**

The Local Authority has been actively supporting the Headteacher, Governing Body and the school during the inspection and in the aftermath. Officers from the LA have actively supported the leadership in preparing for the publication of the report, including the Director of Learning, Safeguarding Officers and members of the Council Press Team. There has been significant engagement between the school, the Council and the Diocese in preparing proactive press statements ahead of publication, and managing the potential press release. This has included supporting the school on the

day of their distribution to parents of the report, briefing local members, and speaking to members of the local press. Where possible, jointly agreed statements have been prepared and issued throughout.

The school leadership took the decision to send a copy of the report to parents along with a statement from the Headteacher two days ahead of the report coming into the public domain. On the day of publication on the OFSTED website, the school hosted an open parents meeting, organised by the Leadership and Governing Body of the school, and supported and attended by Senior Officers from the Diocese and the Local Authority.

In addition, in the detailed action plan in section 8, there is a requirement upon the school to ensure parents are communicated with; and involved in the process.

## **6. Local Authority actions in relation to each area for improvement**

### **The Local Authority Statement of Action:**

The **Local Authority Statement of Action** includes the plan below which:

- Indicates the actions to be taken to secure improvement in the areas identified in the report;
- Identifies the persons responsible for leading/taking the actions;
- Identifies the timescale within which improvements are needed and ensures an appropriate timeframe which balances urgency with a logical sequence and sensible timing;
- Identifies resources, including people;
- Indicates by whom, when and how progress will be monitored, recognising that this should not be done by people responsible for leading the same action;
- Identifies clear, quantified success criteria for each area of improvement with an indication of target dates;
- Specifies a target date for the removal of the school from special measures.

### **Time Line and Key Performance Indicators**

Full and detailed activity is included in section 8. The following indicates a high level summary of the timeline and accountability.

**This statement of action is the actions and accountabilities placed upon the Local Authority to discharge its duty to support and ensure the school undertakes the necessary actions that will lead to the removal of Special Measures.** It will work alongside the school's own action plan that will contain the more detailed and specific actions in relation to achieving this outcome. (Part B section 8)

<b>Priority one: Undertake such support and challenge that will lead to absolute assurance that the school's processes for ensuring the</b>
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<b>safeguarding of children are robust, timely and effective</b>		
<b>Action</b>	<b>Timeline</b>	<b>Monitoring responsibility</b>
Support the school leadership in securing effective processes for safeguarding	By 28.2.17	Director of Learning

<b>Priority two: Either through recommendation from the HMI appointed to monitor the progress of the school, or through the school's requested re-inspection, the school will be removed from special measures, and be judged as either good or outstanding in the subsequent Section 8 inspection</b>		
<b>Action</b>	<b>Timeline</b>	<b>Monitoring responsibility</b>
Support the school leadership in being removed from special measures	By 31.3.17 at the latest (contingent upon HMI due process)	Director of Learning

<b>Priority three: Working in close collaboration with the school, the Diocese and the Regional Schools Commissioner, to take all reasonable steps to support the appropriate transition of the school to become an academy</b>		
<b>Action</b>	<b>Timeline</b>	<b>Monitoring responsibility</b>
Ensure that where it falls under the control of the Local Authority as a maintained school, the Local Authority facilitates appropriate actions to enable transition towards becoming an academy	Ongoing, until the point of conversion (contingent upon D and RSC timeline)	Director of Learning
To work closely with the Diocese and Regional Schools Commissioner to support their decision and direction of the nature of academy conversion	To be determined by Diocese and RSC	Director of Learning

## **7. Statement of Costs**

The Local Authority will meet the full cost of the Local Authority Officers, School Performance Officer and external consultant for monitoring indicated in this plan. It is expected that any costs in relation to training provision are met by the school. This is likely to include:

### **Local Authority**

Director of Learning	3 days in total	cost from LA core budget
School Performance Officer/Group	10 days in total	cost from LA core budget
LA Safeguarding Officers	3 days approximately	cost from LA core budget
Commissioned support	10 days in total	cost from SLA with Teaching School Alliance (SETSA)
Commissioned monitoring consultant	2 days	2 days, in region of £1000

## Southend-on-Sea Borough Council/School Plan

### Detailed Action Plan

<b>Priority one: Undertake such support and challenge that will lead to absolute assurance that the school's processes for ensuring the safeguarding of children are robust, timely and effective. By 28.2.17</b>				
<b><i>A Safeguarding documentation and procedures</i></b>				
<b>Action</b>	<b>Date</b>	<b>Lead</b>	<b>Success criteria</b>	<b>Resource</b>
1.1 Undertake initial and subsequent review of current safeguarding procedures*	Nov 16	SBC	An accurate report on the current safeguarding procedures* produced	1 day
1.2 Working with the school and the Diocese, review the current procedures* in light of the Ofsted findings and of the internal report, <b>in particular those relating to safeguarding systems and recording processes.</b> (Include the findings of the review also undertaken by the Diocese. )	Nov 16	SBC/D	A format for new safeguarding procedures* drafted and approved by GB, SBC and D	1 day
1.3 New safeguarding procedures* produced that would satisfy scrutiny by Ofsted	Dec 16	GB	New, effective and robust safeguarding procedures* produced	2 days
1.4 GB approve and sign off new procedures* and policy	Dec 16	GB	Procedures* and policy approved	½ day
<b><i>B Training and evaluation</i></b>				
1.5 GB undertake a full audit of recent training by all staff, GB and volunteers	Dec 16/Jan 17	GB/SBC	Clear records of training, including non-attendance identified	½ day
1.6 In conjunction with CPSC and DSL, identify what relevant level of training in relation to the new policy* is required by particular sectors of staff	Jan 17	DSL/CPSC	<ul style="list-style-type: none"> <li>• Schedule of all training at different levels identified;</li> <li>• Schedule of dates and times published for all training in conjunction with LADO</li> </ul>	½ day
1.7 GB arrange for full staff and governor awareness and training of the new procedures* including: <ul style="list-style-type: none"> <li>• Full compulsory training for all staff</li> <li>• Full training for GB</li> <li>• All non-attendees identified and alternative provision put in place</li> </ul>	Jan 17	GB	Full training programme for all staff, governors and volunteers scheduled;	Various
1.8 Full review of the effectiveness and impact of training undertaken	Feb 17	DSL/SBC	Evaluations indicate 100% completion by required staff (should required training be external/centralised, then the timeline of this activity may need to be extended)	1 day

<b>C Orientation and awareness</b>				
1.9 All relevant records, policy, documentation and procedures* are updated and staff and GB are made aware of their location and status	Jan 17	GB	All school community can access new procedures* easily, including on line	½ day
1.10 Clear and branded publicity material evident throughout the school on new procedures*, including available to parents, visitors and at weekends	Jan 17	GB	Clear and accessible information available to parents	1 day
1.11 Clear communication with parents and community takes place throughout the process to ensure that they are informed and have the opportunity to contribute	by Feb 17	GB	Parent survey indicates they feel fully involved and are aware of the new procedures*	1 day
1.12 All new arrangements are shared in an age appropriate manner with the pupil community	Feb 17	GB	Pupils are cognisant of new procedures* and how it affects them	1 day
1.13 All staff required to read Keeping Children Safe in Education, as part of awareness training	Dec 16	GB	Staff understand and can demonstrate the KCSIE principles in all of their work Staff required to sign completion	½ day
<b>D Operations</b>				
1.14 All new procedures* and associated documentation accessible and signposted to all relevant staff	Jan 17	DSL	Clear and understood access by all staff	½ day
1.15 Full and up to date records of any associated paperwork completed, including training, registers, pupil files and safeguarding records	Feb 17	DSL	Records complete, accessible and effective	½ day
<b>E Monitoring</b>				
1.16 All formative work undertaken by the school will be monitored in development by SBC CPSC and D	ongoing	SBC/D	Relevant spot checks and monitoring visits indicate compliance with above principles and procedures	ongoing
1.17 Interim review meeting of developments undertaken to ensure deadlines are met and quality of work sufficient	Jan 17	SBC/D	Any feedback informs final procedures and any subsequent HMI monitoring	½ day
1.18 Full review of the outcomes of priority one commissioned by SBC and D from an external validation in conjunction with the school, including elements of culture set out in 1.19 and 1.20.	Feb 17	SBC/D	<ul style="list-style-type: none"> <li>Full report of effectiveness and timeliness of new procedures* produced and shared with the GB</li> <li>Parents receive summary report</li> </ul>	2 days
<b>F Culture</b>				
1.18 The school are taken through a “near miss” “what if” scenario	Dec16/Jan17	SBC/GB	Worked examples are used to challenge emerging policy	½ day

based upon current practice to inform their perspective and awareness. This will include intelligence that can inform the review				
1.19 Work with the GB/leadership is undertaken to robustly challenge its own perceptions, underlying assumptions and potential complacency with regard to past, current and future proof procedures *	Dec 16/Jan 17	SBC/GB	GB and leadership appreciate and recognise the “culture” they are establishing with regard to new procedures*	½ day
1.20 In turn the school undertakes similar challenges to staff regarding culture	Feb 17	GB	Staff have a culture of appropriate and automatic response to procedures*	½ day

\*In all cases reference to “procedures” relate to the general safeguarding systems; training; recording, monitoring and operation of the rewritten policy. The specific area of focus will be further defined following activity 1.1-1.3.

**Priority two: Either through recommendation from the HMI appointed to monitor the progress of the school, or through the school’s requested re-inspection, the school will be removed from special measures, and be judged as either good or outstanding in the subsequent Section 8 inspection by 31.3.17\***

\*Contingent upon date of re-inspection

Action	Date	Lead	Success criteria	Resource
2.1 Meet with the school leadership and GB to discuss this report and agree the statement of action from the LA and that from the school	Dec 16	SBC/D	<ul style="list-style-type: none"> <li>LA statement of action agreed, sent off and approved by Ofsted</li> <li>Statement of action agreed by the school, SBC and D</li> </ul>	½ day
2.2 Agree a plan and contingency relating to the complaint outcome; the possible HMI monitoring visits	Jan 17	SBC/GB	Clear understanding of various eventualities identified and planned for	½ day
2.3 Robustly monitor the completion of this and the school statement of action deadlines and outcomes	ongoing	SBC	All deadlines met; all progress effective	ongoing
2.4 Monitoring and intervention visits to the school ensure that they are focussed on not only the safeguarding and academy requirements, but also continue to deliver a good education	Jan 17	SBC/D	School retains a position of readiness to ensure a judgement of good or outstanding is achieved at re-inspection	ongoing
2.5 Work closely with monitoring HMI to support the school progress to good or outstanding	ongoing	SBC	HMI indicate that the LA support has proven effective	ongoing
2.6 Re-inspection results in good or outstanding	March 17*	various	Good or outstanding judgment received, removal from special measures	

**Priority three: Working in close collaboration with the school, the Diocese and the Regional Schools Commissioner, to take all reasonable steps to support the appropriate transition of the school to become an academy date to be confirmed by RSC**

<b>Action</b>	<b>Date</b>	<b>Lead</b>	<b>Success criteria</b>	<b>Resource</b>
3.1 Work in close collaboration with D, HMI and RSC to map out all eventualities relating to academisation.	ongoing	various	Contingent upon various scenarios, the school, SBC and the D are fully briefed and prepared to deliver upon the potential outcome required, including: <ul style="list-style-type: none"> <li>• No HMI monitor;</li> <li>• HMI monitor;</li> <li>• HMI recommendation for re-inspection at first or second monitoring visit;</li> <li>• No HMI, school request early re-inspection;</li> <li>• Re-inspection and limited progress judgement</li> </ul>	ongoing
3.2 Contingent upon 3.1, prepare SBC resources to support potent academisation route as a sponsor, converter or as part of MAT	ongoing	SBC	SBC officers readied to support required actions	various

**Throughout:**

SBC Southend Borough Council (relevant officers determined by the Director of Learning)

D Diocese

GB Governing body (which may be delegated to school leadership)

DSL Designated Safeguarding Lead

RSC Regional Schools Commissioner or designate

CPSC Child protection and Safeguarding Coordinator