

Advice note for pre-registration inspections of free schools

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| School name | Becket Keys Church of England Free School Free School |
| DfE registration number | 999/1232 |
| Unique Reference Number (URN) | 1232 |
| Inspection number | 403951 |
| Inspection dates | 25 June 2012 |
| Reporting inspector | Fatiha Maitland |

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Context of the school

The proposed Becket Keys Church of England Free School will be situated in Brentwood, Essex. The school is not open but intends to open in September 2012. It will operate from a large building, which is currently known as Sawyers Hall College for Science and Technology. This is still operating and will close at the end of July 2012. It is expected that the premises will be handed over to RET Becket Keys Church of England Free School Trust by Essex local authority at the beginning of August 2012.

The free school plans to admit up to 1050 boys and girls, aged between 11 and 19 years. Disabled students and those who have special educational needs will be admitted if the free school judges that their specific learning needs can be met. The free school plans to make provision for students who speak English as an additional language. The free school's vision takes its inspiration from the Gospel values, which are based on respect and responsibility. The free school aims 'to teach its students what respect means: to 'do unto others as you would have them do unto you'. In other words, the traditional Christian values of caring for the needs of others and being a trustworthy citizen. It will also teach that responsibility means 'doing the right thing – because it is the right thing to do'.

This is the free school's first registration visit. The inspector carried out a scrutiny of documentation and had discussions with the management team of the Free School Trust in one of the offices situated in Sawyers Hall College for Science and Technology. The inspector and the management of the free school undertook a learning walk around the premises. This learning walk was led by the existing headteacher of Sawyers Hall College for Science and Technology. The inspector thanked the headteacher for her full co-operation.

Compliance with the regulations

Spiritual, moral, social and cultural development of pupils

The free school leaders provided sufficient evidence to indicate that the planned provision for spiritual, moral, social and cultural development (SMSC) is likely to meet all the regulations, but implementation could not be checked. The strong Christian ethos, the free school's vision and aims, the planned activities in personal, social, health and citizenship education (PSHCE), assemblies and acts of worship will give students a positive outlook on life and help them to be able to make informed healthy choices.

Scrutiny of documentation indicates that there is a strong emphasis on promoting tolerance and developing an appreciation of and respect for other faiths and cultures. Learning about government, politics and parliament, and human rights, alongside visits to places of interest, will provide students with adequate opportunities to gain

knowledge and understanding of public institutions and services in England.

Welfare, health and safety of pupils

Two regulations are not likely to be met. Implementation could not be checked, as the free school was not operating. The free school has prepared a detailed policy to safeguard and promote the welfare of children at the school; this contains all the required information and is well supported by the free school's safer recruitment policy and procedures. All members of staff, including the designated child protection officer, have undertaken the appropriate child protection training as required.

The free school has devised written policies to promote good behaviour among students, with clear codes of conduct, a set of rewards and sanctions, and information about the prevention of bullying. These will be supported by the free school's values, based on respect and responsibility. The free school has also devised detailed procedures to assess and manage the safety risks related to educational visits. The free school has prepared a health and safety policy, but has yet to carry out the risk assessment on the premises and resources to minimise risks. Fire evacuation policy and procedures are in place. However, the free school has yet to assure itself that there is a satisfactory level of fire safety, identified by its risk assessment under the Regulatory Reform (Fire Safety) Order 2005. The free school has clear plans to carry out the necessary risk assessments, including those on premises and resources, when the building is handed over by the local authority.

A suitable first aid policy is in place. There are currently two staff with up-to-date training in first aid. The free school is also planning to train more staff in first aid in the near future. The free school has an admission register and attendance registers ready for use. The free school has prepared an equality policy and has drawn up a suitable three-year accessibility improvement plan to fulfil its duties under the Equality Act 2010.

In order to meet the requirements in full, the school should:

- carry out risk assessments on the premises and resources to ensure students' health and safety which have regard to the DfES guidance (paragraph 11).
- assure itself that there is a satisfactory level of fire safety, identified by its risk assessment under the Regulatory Reform (Fire Safety) Order 2005 (paragraph 13).

Suitability of staff, supply staff, and proprietors

The free school is likely to meet all of the regulations related to the suitability of the proprietor and staff. Scrutiny of documentation and discussion with the management of the free school indicate that they are aware of all safeguarding requirements. The

free school has conducted all the required vetting checks on members of staff to ensure their suitability to work with children. Suitable recruitment procedures are in place in for the employment of additional staff and for staff provided by an employment agency.

The free school has also established a single central register and recorded in this all the required information on all members of staff and the proprietorial body.

Premises of and accommodation at the school

The free school is likely to meet all of the regulations. The scrutiny of the school's floor plan, discussions with the management team and learning walk around the school indicate that the premises are fit for purpose. The school consists of 24 classrooms, eight science laboratories, three art rooms, two music rooms, two information and communication technology suites, one drama studio, six design and technology workshops, one large sport hall, one learning resource room and a canteen. There is a medium-sized hall, which will be used for assemblies and physical activities.

The free school has ensured that there is a suitable designated area for students to go to when they are unwell. The current provision of toilets and washbasins is suitable for staff and the proposed number of students, including those who have disabilities. Students will have access to a suitable outdoor area in which to play safely. There are sufficient sports fields for the number of students sought.

The Education Funding Agency, which is the Department Delivery Agency, is managing the process of acquiring the premises on behalf of the Trust. The Department will continue to monitor the progress of the premises directly with the Agency.

Provision of information

The provision is likely to meet all the regulations.

Manner in which complaints are to be handled

The free school's complaints policy and procedures are likely to meet all the regulations.

Recommendation to the Department for Education

Registration

Is registration recommended?

YES. The school can be registered and allowed to open on receipt by DfE of evidence of improvement in relation to the following matters:

- carry out the risk assessment on the premises and resources to ensure students' health and safety which have regard to the DfES guidance (paragraph 11)
- assure itself that there is a satisfactory level of fire safety, identified by its risk assessment under the Regulatory Reform (Fire Safety) Order 2005 (paragraph 13).

Recommended number of day pupils: 1050 students

Recommended number of boarders or residential pupils (if applicable): N/A

Recommended age range: 11-19 years

Recommended gender of pupils: Mixed

Recommended type of special educational needs: N/A