

Advice note for a pre-registration inspection of a university technology college (UTC)

School name	Doncaster UTC
Department for Education (DfE) registration number	371/4013
Unique reference number (URN)	147838
Inspection number	10148478
Inspection dates	30/06/2020 to 06/07/2020
Reporting inspector	Michele Costello HMI



Information about the inspection

This inspection was carried out by Ofsted at the request of the Secretary of State for Education. It was carried out under section 99(1) of the Education and Skills Act 2008.¹

In carrying out this type of inspection, inspectors assess the extent to which the school is likely to meet 'The Education (Independent School Standards) Regulations 2014' when it opens.²

The inspection was carried out during the COVID-19 (coronavirus) pandemic. As a result, we could not visit the school site or meet with the proposer in person. During the inspection, video meetings were held with the chief executive officer (CEO) of the trust, the principal, the vice principal, the assistant principal, the HR manager for the secondary school in the trust, the employer engagement manager, the chair of trustees and the chair of the local governing board. A video meeting was also held with the DfE project lead. The inspector scrutinised a range of documentation, including a range of the proposed school's policies, information available on the school's website and the plans that were available for the temporary school site and the new school building. A virtual video tour was viewed of the new school building. Using the information provided, the inspector can give sufficient assurance that the school is likely to meet the independent school standards.

However, the advice note makes clear where the school must take further action to meet the regulations. The degree of assurance is very limited for the premises standards in part 5, and paragraphs 11, 12 and 16 in part 3, particularly in relation to the temporary building that the school will use until October 2020. Limited information was available for the temporary building at the time of the inspection. It was also not possible to carry out a virtual tour of the temporary building. The new school building is not yet complete. The standards that the inspector was not able to assess are indicated. The standards for which assurance is limited are also indicated in the relevant section for that part.

Information about the registration

The school is seeking registration as a free school for:

Number of day pupils	750 (275 initially; 175 in Year 9, 100 in Year 12)
Age range	13 to 19
Gender of pupils	Mixed

¹ www.legislation.gov.uk/ukpga/2008/25/section/99.

² www.legislation.gov.uk/uksi/2014/3283/schedule/made. Part 1 to Schedule 1 is not reported against because it does not apply to academies, free schools, studio schools and UTCs.

Type of special educational needs	Not Applicable
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Context of the school

The proposed school, Doncaster UTC, is in the process of joining Bright Futures Learning Partnership Trust. The trust has been involved in the planning of the UTC since the beginning. It is anticipated that the UTC will be part of the trust by the end of July 2020. The school will cater for pupils aged 13 to 19. In September 2020, the school will only admit pupils in Years 9 and 12.

There have been delays to the new building due to COVID-19. As a result, the school will be based in the National College for Advanced Transport and Infrastructure (NCATI), Caroline Way, Doncaster, for at least the first half of the autumn term. This building will be shared with adult learners and staff from the NCATI. When the new building is complete, the school will locate to their substantive building.

All teaching staff have been appointed for the proposed new school. Some teachers are from schools within the trust. Catering and cleaning staff and the trust's central staff team are yet to be appointed.

Advice to the Secretary of State for Education

Overall outcome	The school is likely to meet all the relevant independent school standards when it opens provided it addresses the regulations noted in the tables as set out in parts 3, 4, and 8.
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Compliance with The Education (Independent School Standards) Regulations 2014

Part 2. Spiritual, moral, social and cultural development of students

The proposed school is likely to meet all the regulations in relation to this part. The school has a policy for visiting speakers. This details the checks that will be made on visiting speakers. Leaders understand the importance of developing pupils' spiritual, moral, social and cultural development and understanding of fundamental British values. The plans that were provided show that pupils will learn about gender identity, stereotypes, democracy, justice and the British constitution, for example. The school will also teach citizenship as part of its core curriculum. Pupils will learn about the public institutions in England. There will be extensive links with local businesses. Pupils will be taught about protected characteristics through citizenship lessons and tutor time. An update was made to the school's relationships and sex education policy during the inspection to ensure compliance with the Equality Act 2010.

Part 3. Welfare, health and safety of pupils

The proposed school is likely to meet the regulations in relation to this part, provided it addresses the regulations set out below. The inspector can only provide very limited assurance in relation to paragraphs 11, 12 and 16 as the new building was not complete at the time of the inspection. The inspector cannot assess these paragraphs for the temporary building as it was not possible to visit the site or carry out a virtual tour of the temporary building. Leaders could only share very limited information about the temporary building. The DfE was made aware of this.

At the time of the inspection, the school had a safeguarding policy. This policy referred to out-of-date statutory guidance. The policy was not comprehensive enough. The principal re-wrote the safeguarding policy during the inspection. However, there is still some work to do on this policy before the school opens. Leaders need to ensure that safeguarding policies and procedures always have regard to the most up-to-date guidance issued by the Secretary of State.

There was no fire risk assessment in place for either the new building or the temporary building at the time of the inspection. Leaders are aware of the need to carry out a fire risk assessment when they have access to the buildings. The plans for the new building show that fire safety regulations have been considered. However, no details could be provided for the temporary building. As a result, the inspector could not assess this.

The school did not have a written risk assessment policy. This was written during the inspection. However, the policy does not consider all risks to all activities that could place pupils in jeopardy. Leaders do have in place a risk assessment for COVID-19 and the return to school. A risk assessment will need to be established for the use of off-site changing rooms and physical education (PE) facilities.

The school will use the trust’s health and safety policy. This also includes a section on first aid. There are currently two staff trained in first aid. It is the intention of leaders to have more staff trained in first aid when the school opens.

Leaders will use a management information system to record rewards and sanctions for behaviour. There is a written behaviour policy in place. This also includes reference to the use of physical restraint. Leaders intend to ensure that pastoral staff and senior leaders are trained in the use of physical restraint. The behaviour policy was updated during the inspection to include reference to reasonable adjustments for pupils with special educational needs and/or disabilities. The policy was also updated to ensure that the use of internal isolation is in line with DfE guidance.

Leaders are developing a risk assessment for the joint use of the temporary building. This building will be shared with adult learners and staff from the NCATI. The risk assessment needs to include how leaders will assure themselves of the suitability of staff from the NCATI. There is still work to do to ensure that a robust risk assessment is in place for the shared building.

The school has a CCTV policy in place. However, they do not have details about CCTV in the temporary building. Leaders know that the use of CCTV, including who will have access to the CCTV images, will need to be included in the risk assessment for the temporary building.

The school will use the same management information system as the other schools in the trust for their attendance and admissions registers. Templates were provided, which meet requirements. Leaders understand their duty to inform the local authority if they place a new pupil on, or take a pupil off, the school’s roll.

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

ensure that the school’s safeguarding policy and procedures always have regard to the most up-to-date guidance issued by the Secretary of State	paragraph 7(b)
ensure compliance with the Regulatory Reform (Fire Safety) Order 2005 for all premises to be used	paragraph 12
ensure an appropriate risk assessment policy is established to reflect all potential risks ensure appropriate action is taken to reduce all the risks identified, particularly those presented by sharing a building with another college.	paragraphs 16(a) 16(b)

Part 4. Suitability of staff, supply staff and proprietors

The proposed school is likely to meet the regulations in relation to this part, provided it addresses the regulations set out below. There is a single central register (SCR) in place. Some staff were missing from the SCR. This was addressed during the

inspection. The school will follow the trust’s recruitment policies and procedures. Checks are currently underway for a few teaching staff and associate staff. Leaders told the inspector that they intend to re-do some checks on staff who have not had checks for a number of years. Leaders also ensure that staff fill out an annual declaration. Members of the local governing board are on the school’s SCR. However, an enhanced DBS check had not been completed for two governors who were appointed in May 2020. Leaders say this was an administrative error on the SCR. This was updated during the inspection. It was found that some checks on governors and trustees had been carried out after appointments had been made. Leaders must ensure that checks on governors and trustees are made before their start date.

At the time of the inspection, cleaning and catering staff had not been appointed. Leaders understand that they need to carry out the statutory checks on any remaining appointments and include these checks on the school’s SCR. When all central trust team staff are appointed, they will be added to the school’s SCR. There were some anomalies on the SCR as different versions were shown during the inspection. Leaders need to address this by ensuring that the SCR is always accurate and there are not multiple versions of the SCR. Leaders intend to carry out all of the necessary checks on businesses that will be working with pupils as part of the UTC’s aim to develop pupils’ employability skills.

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

<p>ensure all statutory checks are carried out on the central trust staff, catering staff and cleaning staff when appointments have been made</p>	<p>All standards relating to paragraphs 18 and 21(3)</p>
<p>ensure these checks are added to the SCR and that there is one version of the SCR.</p>	

Part 5. Premises of and accommodation at schools

The proposed school is likely to meet the regulations in relation to this part for the new school building. The level of assurance that the inspector is able to provide for part 5 is very limited compared to other parts of the independent school standards. This is because, although the inspector viewed a virtual video tour of the new building, the building is not yet complete. The virtual tour of the new building had been recorded by the construction company eight days before the inspection. The inspector was unable to carry out a virtual tour of the temporary building. Very little information was provided for the temporary building. The DfE informed the inspector that the lease has not yet been signed. Consequently, the inspector was not able to assess most of the part 5 standards for the temporary building.

There are male and female toilets in both the new building and the temporary building. There are accessible toilets in the new building. There are staff toilets on the plans for the new building. Leaders understand that staff toilets will need to be identified for staff use in the temporary building.

The construction company for the new building confirmed that there is hot and cold water supplies and that the temperature of the water in the toilets does not pose a scalding risk for users. However, no details of hot and cold water were provided for the temporary building. Consequently, the inspector could not assess this. Leaders understand that there needs to be signage for drinking water in both buildings. They have produced a sign for this.

There is a medical room with a sink in both the new and temporary building. In the temporary building, the medical room will be shared with the college. Leaders informed the inspector that there will be a member of staff on duty in this area at all times.

There is outside space in the new building. This includes both hard and soft surfaces. No evidence could be provided for the outside space in the temporary building. As a result, the inspector could not assess this.

No details were provided of lighting, including external lighting, acoustics or sound insulation for the temporary building. As a result, the inspector could not assess this.

The inspector could not assess the suitability of the off-site changing rooms and PE facilities that the school intends to use during occupation of the temporary building. No details were provided during the inspection. Leaders are still in discussion with the provider about use of these off-site facilities.

Part 6. Provision of information

The proposed school has a website. Some updates were made to the website during the inspection to ensure compliance with the independent school standards. The school is likely to meet all the requirements in part 6.

Part 7. Manner in which complaints are handled

The proposed school is likely to meet all the requirements in this part. During the inspection, the policy was updated as some paragraphs in part 7 were missing.

Part 8. Quality of leadership in and management of schools

The proposed school is likely to meet the requirements for this part, provided that it address the regulations set out in the table below.

The trust was newly formed in September 2019. There is another secondary school within the trust. Leaders have received support from a leader of another UTC. The principal is a former vice principal of a UTC.

The local governing board and the board of trustees have been newly formed during this academic year. They have completed a skills audit to ensure that members are experienced in business and education. The CEO has carried out training with the local governing board to ensure that they understand their roles and responsibilities.

Leaders had to update some policies and procedures during the inspection. There is still work to do to ensure full compliance with the independent school standards. Leaders and governors need to ensure that the independent school standards are met consistently.

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

ensure that the standards in the preceding parts are likely to be met	paragraphs 7(b), 12, 16(a), 16(b), standards relating to paragraphs 18 and 21(3)
ensure leaders fulfil their responsibilities effectively so that the independent school standards are met consistently.	paragraph 34(1)(b)

Schedule 10 of the Equality Act 2010

The proposed school is likely to meet the regulations in the schedule. The school has an accessibility plan in place. However, this will need to be adapted for the temporary building.

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Piccadilly Gate
Store Street
Manchester
M1 2WD

T: 0300 123 1231
Textphone: 0161 618 8524
E: enquiries@ofsted.gov.uk
W: www.gov.uk/ofsted

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