

Annex A. Request for information at a full inspection of boarding schools (2024–25)

Important note: Unless specified otherwise, all information provided should cover the whole school and the period since the last full inspection.

No.	Item	Answer
1	Name of boarding school (BS):	
2	Unique reference number (URN) of BS:	
3	Name of person completing this form:	
4	Date completed:	

Section 1. Information about children who board		
No.	Item	Answer
5a	Number of children currently on the school roll (overall number to include day pupils and children who board)	
5b	Total number of boarding places at the school	

Section 1. Information about children who board		
No.	Item	Answer
5c	Number of children who are boarding at the time of the inspection (current number)	
5d	Total number of children who use the boarding facility each day	Monday: Tuesday: Wednesday: Thursday: Friday: Other:
5e	<p>If there are any children who are boarders and are not at school during the inspection, please state their names and the reasons why they are absent from school</p> <p>If needed continue on the 'Additional information page' at the end of the form.</p>	
6	Number of children (if any) who board at the school but do not attend this school	
7	Total number of child protection referrals made to local authority children's services about children in boarding and number of children involved	No. of referrals: No. of children:

Section 1. Information about children who board		
No.	Item	Answer
8a	Number of child protection referrals made about children in boarding due to concerns regarding child sexual exploitation	No. of referrals: No. of children:
8b	Number of child protection referrals made about children in boarding due to concerns regarding child criminal exploitation	No. of referrals: No. of children:
8c	Number of child protection referrals made about children in boarding due to the vulnerability of children at risk of radicalisation and number of children involved	No. of referrals: No. of children:
9	Number of incidents of restraint in the last 12 months involving children in boarding and number of children involved in these incidents	No. of restraints: No. of children:
10	Number of times when children in boarding went missing and number of children involved in the last 12 months ('Missing from care' means a child who is not at their placement or the place they are expected to be (for example, school) and their whereabouts is not known.	No. of episodes: No. of children:

Section 1. Information about children who board		
No.	Item	Answer
11	Number of times when children in boarding were absent and number of children involved in the last 12 months 'Absent from placement without authorisation' means a child whose whereabouts is known but who is not at their placement or place they are expected to be and the carer has concerns or the incident has been notified to the local authority or the police.	No. of episodes: No. of children:
12	Number of boarders who are looked after (by the local authority) at the school	No. of children:
13	Number of boarders on a child protection plan	No. of children:
14	Number of exclusions of children who board in the last 12 months	Fixed-term exclusions: Permanent exclusions:
15	Number of causes for concern that did not meet the threshold for a child protection referral regarding children in boarding	No. of cause for concern: No. of children: No. of staff:
16	Number of allegations made against staff	No. of allegations:
17	Number of referrals made to the local authority designated officer regarding any adult in boarding	
18	Number of complaints from boarders and number of children involved	No. of complaints: No. of children:
18a	How many complaints were withdrawn before they could be investigated?	
19	Number of complaints about boarding from others and number of children involved	No. of complaints: No. of children:

Section 1. Information about children who board

No.	Item	Answer
20	If applicable, please attach a separate list of the children who board, by house group and or what academic year they are in. If children share bedrooms, indicate those who share the same room	

Section 2. Staffing and other information

No.	Item	Answer
21	Please state the qualifications held by the head of boarding relevant to this role	
22	Please state how long the head of boarding has been in this role	
23	Please state what additional duties and responsibilities the head of boarding undertakes within the school	
24	Number of new boarding staff since the last full inspection	
25	Number of boarding staff who have left since the last full inspection	

Please answer the questions below referring only to current staff at the time of inspection.

No.	Item	Answer
26	Number of permanent staff	
27	Number of agency/other staff	
28	Number of volunteers	

29	<p>Please supply a list of staff who work in the boarding provision and their role/roles and location</p> <p>If needed continue on the 'Additional information page' at the end of the form.</p>	
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30	<p>For schools with a governing body or board of trustees, please state the names and roles as applicable.</p>
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Name	Role

Section 3. Dates of checks and updates		
No.	Item	Answer
31	Date statement of the school's boarding principles and practice was last updated	
32	Names of any policies that have been updated as a result of a recommendation at the last inspection	
33	Date of last gas installations check	
34	Date of last portable appliance testing (PAT) check	
35	Date of last health and safety risk assessment	
36	Date of last fire risk assessment	
37	Date of last fire service visit	
38	Dates and times of last fire drills in the boarding house(s) in the last 12 months (BS)	Dates: Times:
29	Name and contact details of the independent person (national minimum standard 11.4)	
40	What arrangements are in place to ensure that the children know how to and have the means to contact the independent person?	

Section 3. Dates of checks and updates		
No.	Item	Answer
41	Please provide any details of any changes that have been made as a result of contact with the independent person	
42a	Name of the designated safeguarding lead for boarding provision	
42b	Any other roles they carry out and/or their full-time role	
43	Number of referrals made to the local authority designated officer regarding any adult in boarding	

Section 3. Dates of checks and updates		
No.	Item	Answer
44	Details of any external advocacy services available to any child in boarding provision	
45	Number of times the school has made a referral to an external advocacy service	
46	Examples of activities that children access in the local community, for example leisure and cultural activities	

Section 4. Health

Please attach documents where relevant

No.	Item	Answer
47a	Do all boarders have access to the appropriate health care provision?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
47b	Please provide details	
48a	Are all boarders registered with a dentist? If 'no', provide reasons.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
48b	If 'no', please provide reasons	

Section 4. Health

Please attach documents where relevant

No.	Item	Answer
49a	Have staff received specific training since the last inspection in relation to boarders' healthcare needs? o	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
49b	Please provide details	
50	Do you have systems in place to ensure that the administration of medication to boarders is accurate?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
51	Have you taken any action as a result of any medication error, in relation to boarders?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

Section 5. Additional information

If needed, use this section to provide additional information



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