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.

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| **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** |
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| **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 |  |
| 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 | 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 schoolIf needed continue on the ‘Additional information page’ at the end of the form. |  |
| 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:  |
| 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:  |
| 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:  |
| 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** |
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| **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 |  |

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| 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 | Please supply a list of staff who work in the boarding provision and their role/roles and locationIf needed continue on the ‘Additional information page’ at the end of the form.  |  |
| 30 | For schools with a governing body or board of trustees, please state the names and roles as applicable.  |
| **Name** | **Role** |
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| **Section 3. Dates of checks and updates** |
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| **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? |  |
| 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 |  |
| 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** |
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| Please attach documents where relevant |
| **No.** |  **Item** |  **Answer** |
| 47a | Do all boarders have access to the appropriate health care provision?  |  Yes: [ ]  No: [ ]  |
| 47b | Please provide details  |  |
| 48a | Are all boarders registered with a dentist? If ‘no’, provide reasons.  |  Yes: [ ]  No: [ ]   |
| 48b | If ‘no’, please provide reasons |  |
| 49a | Have staff received specific training since the last inspection in relation to boarders’ healthcare needs? o  |   Yes: [ ]  No: [ ]  |
| 49b | Please provide details |  |
| 50 | Do you have systems in place to ensure that the administration of medication to boarders is accurate?     |  Yes: [ ]  No: [ ]  |
| 51 | Have you taken any action as a result of any medication error, in relation to boarders?  |  Yes: [ ]  No: [ ]  |

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| **Section 5. Additional information** |
| If needed, use this section to provide additional information |
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