

Annex A. Request for information at a full inspection of residential special 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 residential special school (RSS):	
2	Unique reference number (URN) of RSS:	
3	Name of person completing this form:	
4	Date completed:	

Section 1. Information about children who stay in the residential provision		
No.	Item	Answer
5a	Number of children currently on the school roll (overall number to include day pupils and children who are resident)	
5b	Total number of residential places at the school	
5c	Number of children who are resident at the time of the inspection	

Section 1. Information about children who stay in the residential provision		
No.	Item	Answer
5d	Total number of children who use the residential facility each day	Monday: Tuesday: Wednesday: Thursday: Friday: Other:
5e	If there are any children who are resident and are not at school during the inspection, please state their names and the reasons why they are absent from school If needed continue on the 'Additional information page' at the end of the form.	
6	Total number of child protection referrals made to local authority children's services about residential children and the number of children involved	No. of referrals: No. of children:
7a	Number of child protection referrals made about residential children due to concerns regarding child sexual exploitation	No. of referrals: No. of children:
7b	Number of child protection referrals made about residential children due to concerns regarding child criminal exploitation	No. of referrals: No. of children:

Section 1. Information about children who stay in the residential provision		
No.	Item	Answer
7c	Number of child protection referrals made about residential children due to the vulnerability of children at risk of radicalisation and number of children involved	No. of referrals: No. of children:
8	Number of incidents of restraint in the last 12 months involving residential children and number of children involved in these incidents, including those restraint carried out in the education provision	No. of restraints: No. of children:
9	Number of times when residential children went missing and number of children involved since the last full inspection '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:
10	Number of times when residential children were absent and number of children involved since the last full inspection. '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:
11	Number of residential children that are looked after (by the local authority) at the school	
12	Number of residential children who are on a child protection plan	
13	Number of exclusions of residential children since the last full inspection	Fixed-term exclusions: Permanent exclusions:

Section 1. Information about children who stay in the residential provision		
No.	Item	Answer
14	Number of causes for concern that did not meet the threshold for a child protection referral regarding residential children	No. of cause for concern: No. of children: No. of staff:
15	Number of allegations made against staff	
16	Number of referrals made to the local authority designated officer regarding any member of staff in residential	
17a	Number of complaints from children s and number of children involved	No. of complaints: No. of children:
17b	How many complaints were withdrawn before they could be investigated?	
18	Number of complaints about children from others and number of children involved	No. of complaints: No. of children:
19	Please attach a separate list of the children who are resident by house group and or what academic year they are in (if applicable). If children share bedrooms, indicate those who share the same room	

Section 2. Staffing and other information		
No.	Item	Answer
20	Please state the qualifications held by the head of residential provision relevant to this role	
21	Please state how long the head of residential provision has been in this role	

Section 2. Staffing and other information		
No.	Item	Answer
22	Please state what additional duties and responsibilities the head of residential provision undertakes within the school	
23	Number of new residential staff since the last full inspection	
24	Number of residential staff who have left since the last full inspection	
25a	How many times have agency or other non-permanent staff been used in a care role since the last full inspection?	Agency: Other non-permanent staff:
25b	How many different people have been employed in these roles?	
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 staff qualified to NVQ 3/Diploma level 3	
29	Number of staff undertaking appropriate qualifications and the date they expect to be qualified	People: Date(s):
30	Number of volunteers	

Section 2. Staffing and other information		
No.	Item	Answer
31	<p>Please supply a list of staff who work in the residential provision and their role/roles and location</p> <p>If needed continue on the 'Additional information page' at the end of the form.</p>	
32	<p>For schools with a governing body or board of trustees, please state the names and roles as applicable.</p>	
	Name	Role
		Governor responsible for oversight of the residential provision (national minimum standard 2.2)
		Governor who visits the residential provision (national minimum standard 2.2)

Section 3. Dates of checks and updates		
No.	Item	Answer
33	Date statement of the school's residential principles and practice was last updated	
34	Names of any policies that have been updated as a result of a recommendation at the last inspection	
35	Date of last gas installations check	
36	Date of last portable appliance testing (PAT) check	
37	Date of last health and safety risk assessment	
38	Date of last fire risk assessment	
39	Date of last fire service visit	
40	Dates and times of last fire drills in the residential house(s) since the last inspection	Dates: Times:
41a	Name and contact details of the independent visitor (national minimum standard 3.1)	
41b	Dates of their visits to the residential provision	
42	Name and contact details of the independent person (national minimum standard 17.2)	
43	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
44	Please provide any details of any changes that have been made as a result of contact with the independent person	
45a	Name of the designated safeguarding lead for residential provision	
45b	Any other roles they carry out and/or their full-time role	
46	Details of any external advocacy services available to any child in residential provision	
47	Number of times the school has made a referral to an external advocacy service	
48	Number of children placed by a local authority who live more than 30 miles away from the school	
49	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
50a	Do all residential children have access to the appropriate health care provision?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
50b	Please provide details	
51a	Are all residential children registered with a dentist? If not, provide reasons.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
51b	If 'no', please provide reasons	
52a	Have staff received specific training since the last inspection in relation to residential children's healthcare needs? if so, give details	
52b	Please provide details	
53	Do you have systems in place to ensure that the administration of medication to residential children is accurate?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
54	Have you taken any action as a result of any medication error, in relation to residential children?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

Section 5. Additional information

If needed, use this section to provide additional information



The Office for Standards in Education, Children's Services and Skills (Ofsted) regulates and inspects to achieve excellence in the care of children and young people, and in education and skills for learners of all ages. It regulates and inspects childcare and children's social care, and inspects the Children and Family Court Advisory and Support Service (Cafcass), schools, colleges, initial teacher training, further education and skills, adult and community learning, and education and training in prisons and other secure establishments. It assesses council children's services, and inspects services for children looked after, safeguarding and child protection.

If you would like a copy of this document in a different format, such as large print or Braille, please telephone 0300 123 1231, or email enquiries@ofsted.gov.uk.

You may reuse this information (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence. To view this licence, visit www.nationalarchives.gov.uk/doc/open-government-licence, write to the Information Policy Team, The National Archives, Kew, London TW9 4DU, or email: psi@nationalarchives.gsi.gov.uk.

This publication is available at www.gov.uk/government/organisations/ofsted.

Interested in our work? You can subscribe to our monthly newsletter for more information and updates: <http://eepurl.com/iTrDn>.

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

© Crown copyright 2024