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.

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| **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** |
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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 are resident) |  |
| 5b | Total number of residential places at the school |  |
| 5c | Number of children who are resident at the time of the inspection |  |
| 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 schoolIf 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: |
| 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: |
| 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** |
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| **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 |  |
| 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  |   |
| 31 | Please supply a list of staff who work in the residential provision and their role/roles and locationIf needed continue on the ‘Additional information page’ at the end of the form.  |  |
| 32 | For schools with a governing body or board of trustees, please state the names and roles as applicable.  |
| **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) |
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| **Section 3. Dates of checks and updates** |
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| **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? |  |
| 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** |
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| Please attach documents where relevant |
| **No.** | **Item** | **Answer** |
| 50a | Do all residential children have access to the appropriate health care provision? |  Yes: [ ]  No: [ ]  |
| 50b | Please provide details |  |
| 51a | Are all residential children registered with a dentist? If not, provide reasons.  |  Yes: [ ]  No: [ ]  |
| 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: [ ]  No: [ ]  |
| 54 | Have you taken any action as a result of any medication error, in relation to residential children?  |  Yes: [ ]  No: [ ]  |

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