

British Schools Overseas

Advice Note for a Progress Monitoring Visit

School name	The British School of Gran Canaria			
Address	The British School of Gran Canaria Ctra. Tafira a Marzagán s/n El Sabinal 35017 Las Palmas de Gran Canaria Las Palmas			
Headteacher	Mr Julian Clark			
Chair of governors	Ms Araceli Beatriz Domínguez			
Number of pupils on roll	663			
	Boys	319	Girls	344
	EYFS	75	Juniors	282
	Seniors	233	Sixth Form	73
Date of visit	30 April 2019			

1. Introduction

Characteristics of the school

- 1.1 The British School of Gran Canaria is a day school for boys and girls aged 3 to 18. The school was founded in 1966 and is located on two sites. The main school, comprising primary and secondary sections, is located near Tafira in the north east of Gran Canaria. An additional, separate primary section opened in 1998 near Maspalomas in the south of the island. Ultimate responsibility for the running and management of the school is held by the board of governors, which is elected by the parents of the school, all of whom are *de facto* members of the School Association during their time as parents at the school.
- 1.2 Most pupils are Spanish; the remaining pupils represent over 30 different nationalities. Pupils come largely from families with a wide range of professional and business backgrounds. More than nine out of ten pupils speak English as an additional language (EAL); only 14 of these require and receive additional support for their English. The school has identified 57 pupils with a range of special educational needs and/or disabilities (SEND); all of these receive additional support.

Purpose of the visit

- 1.3 This was a progress monitoring visit to check that the school has fully implemented the action plan submitted following the British Schools Overseas (BSO) inspection in October 2018.

Regulations which were the focus of the visit	Team judgements
Part 3, paragraph 7 (safeguarding)	Met
Part 4, paragraphs 18–21 (suitability of staff, supply staff and proprietors)	Met
Part 8, paragraph 34 (quality of leadership and management)	Met

2. Inspection findings

Welfare, health and safety of pupils – safeguarding [BSO Part 3, paragraph 7]

- 2.1 At the previous inspection, the school did not meet the Standard relating to the safeguarding of pupils because there were shortcomings in the way checks on the suitability of staff were carried out before they started work at the school. In all other respects, the school had extremely thorough arrangements to safeguard and promote the welfare of pupils and took into account both local requirements and guidance provided for schools in England.
- 2.2 Since the previous inspection, the school has implemented new procedures for checking the suitability of staff. These procedures ensure that all staff are checked before they start work at the school for their suitability to work with children. As a result, the school now has robust and wide-ranging procedures for ensuring all aspects of the safety of pupils throughout the school.
- 2.3 **The school meets the Standard for safeguarding pupils [paragraph 7].**

Suitability of staff, supply staff and proprietors [BSO Part 4, paragraphs 18–21]

- 2.4 At the previous inspection, criminal record checks and checks for medical fitness had not been carried out on all staff and not all those staff appointed from the UK had been checked against the list of those barred from working with children and/or the list of those prohibited from teaching. Some checks were carried out after staff had started working at the school. The school did not always receive written confirmation from supply agencies that all of the required checks had been carried out on supply staff. Proprietors had not been checked for their right to work in the country, and information on the single central register of appointments (SCR) was incomplete.
- 2.5 Following the previous inspection, the proprietors and the school's senior leaders have completely revised the procedures for checking the suitability of staff. The recruitment policy has been rewritten to provide clear guidance on the checks which need to be undertaken, the process for doing so, and the responsibilities of different staff in ensuring that these processes are carried out in a timely manner. The electronic SCR indicates which checks are required and confirms that all checks have been carried out before the new member of staff starts work. Staff files contain copies of the documents which have been checked to ensure each person's suitability and to provide evidence to support the dates recorded on the SCR.
- 2.6 For all staff appointed since the previous inspection, including teaching, maintenance, cleaning, kitchen and administrative staff, the school has received at least two references from previous employers. Each person's medical fitness has been checked. All relevant criminal record and background checks have been undertaken, including checking that staff appointed from the UK have not been barred from working with children or prohibited from teaching. All other checks have continued to be undertaken correctly. All of the required checks for each appointment have been undertaken before commencement of employment, and the dates of all checks have been recorded accurately on the SCR. Where the school has used the services of a supply teacher, it has received written confirmation from the supply agency that all of the necessary checks have been undertaken. Any missing checks for proprietors and staff appointed before the previous inspection have been completed retrospectively. A scrutiny of a representative sample of staff files shows that the school has retained sufficient evidence where required to verify that the checks have been undertaken.
- 2.7 In addition to improving its procedures, the school has ensured suitable training for all those who are involved in recruiting new staff and oversight has been improved. A senior manager signs off each stage of the recruitment process and no person is allowed to start work until the headteacher verifies that all checks have been undertaken. In addition, the chair of the governing body checks from time

to time that processes are working correctly. All involved show effective understanding of the recruitment checks required.

2.8 The school meets the Standards relating to the suitability of staff, supply staff and proprietors [paragraphs 18-21].

Quality of leadership and management [BSO Part 8, paragraph 34]

2.9 At the previous inspection, the school did not meet the Standard relating to leadership and management because the proprietors and senior leaders did not have an adequate understanding of the requirements for checking the suitability of staff and the school's process for ensuring that all checks were carried out before new staff started work lacked sufficient rigour.

2.10 Since the inspection, the governing body has ensured that the issues highlighted in the previous inspection have been rectified quickly and thoroughly. Minutes show that governors have reviewed progress in dealing with the action points at every meeting of the governing body. Governors and school leaders have sought effective advice, have developed their understanding and have ensured training for both governors and members of staff involved in the recruitment process. The action has resulted in a rigorous new system with built-in safeguards to ensure, as far as it possibly can, that the school does not appoint any person who is unsuitable to work with children.

2.11 The school meets the Standard relating to the quality of leadership and management [paragraph 34]

3. Action points

- 3.1 The school now meets all the Standards for British Schools Overseas and no further action is required as a result of this inspection.

4. Summary of evidence

Written materials

- Staff recruitment policy
- Single central register of appointments
- Staff recruitment files

Meetings with school personnel

- Meeting with the head – to discuss arrangements for the visit and to provide initial thoughts on areas specified as focus for the visit
- Meeting with those responsible for carrying out staff recruitment checks – to review the school's recruitment procedures, to scrutinise the single central register of appointments and to check staff recruitment files
- Meeting with three members of the governing body – to discuss progress in dealing with action points from the previous inspection