



British School  
of Bucharest

February 8<sup>th</sup>, 2019

## Dear parents

We received a 'Progress Monitoring Visit' from ISI (Independent Schools Inspectorate) during January 2019. This organisation confirms our status as a fully accredited BSO (British School Overseas) operating in a manner that is fully aligned with the best UK independent schools and within their regulatory and standards framework. All past Inspection reports are available on our website:

<https://www.britishschool.ro/about-bsb/external-validation/inspection-reports>

Please find attached a copy of the inspection report for this visit that took place in early January which states that we are fully compliant with all BSO Standards. As the inspection was conducted as part of the UK government scheme for British School Overseas, the report will also be sent to the Department for Education (DfE), Ofsted and COBIS confirming our BSO fully accredited status.

In accordance with the standards for British Schools Overseas and as set out in the published guidance, BSB must send a copy of the report to every parent (by post or email) and make the report generally available within two working (term time) weeks from the date of receipt. ISI will upload the report onto the website as soon as possible after that.

Philip Walters  
Headmaster  
British School of Bucharest

**British Schools Overseas**

**Report for a Progress Monitoring Visit**

<b>School name</b>	British School of Bucharest
<b>Address</b>	42 Erou Iancu Nicolae 077190 Voluntari Ilfov County Bucharest Romania
<b>Headmaster</b>	Mr Philip Walters
<b>Proprietor</b>	Crawford House
<b>Date of visit</b>	11 January 2019

## 1. Introduction

### Characteristics of the school

- 1.1 The British School of Bucharest (BSB) is a co-educational day school for pupils between the ages of 2 and 18 years. It is located in a residential suburb north of Bucharest city centre. The school is owned by Crawford House, a not-for-profit foundation. The proprietor is president of the board of the foundation and administrator of BSB Sports and Services. She oversees the management of the school and works with its leadership to support and develop the school's educational provision. There are 503 pupils on roll including 260 boys and 243 girls; 248 in the primary school aged between 2 and 11 years, including 44 in the Early Years Foundation Stage; and 255 in the secondary school including 43 in the sixth form. The school has identified 21 pupils requiring support for special educational needs and/or disabilities. There are 370 pupils for whom English is an additional language, of whom 34 receive support for their English.

### Purpose of the visit

- 1.2 This was a progress monitoring visit to check that the school has fully implemented the action plan submitted following the BSO inspection in February 2018.

Regulations which were the focus of the visit	Team judgements
Part 3, paragraph 7 (safeguarding)	Met
Part 4, paragraph 18(2)(d) (appointment of staff)	Met

## 2. Inspection findings

### **Welfare, health and safety of pupils – safeguarding [BSO Part 3, paragraph 7] and suitability of staff, supply staff and proprietors [BSO Part 4, paragraph 18(2)(d)]**

- 2.1 The school meets the Standards.
- 2.2 Since the previous inspection, the school has implemented both action points relating to the checks carried out on staff before they are appointed. The school now checks a new member of staff's employment history carefully, investigating any identified gaps in employment and retaining copies of relevant documentation. The school's staff recruitment application form has been reviewed and revised. The proprietor has made a new high-level appointment to oversee the recruitment of staff. Senior leaders have undertaken safer recruitment training and additional training has been undertaken by staff responsible for recruitment procedures. Procedures have been introduced to ensure that all aspects of the recruitment process are implemented rigorously. The human resources department, senior leaders and the proprietor routinely monitor recruitment documentation, procedures, record-keeping and the single central register of appointments.
- 2.3 The school has ensured that the safeguarding policy and the safer recruitment policy meet requirements. Both policies explicitly reflect the school's commitment to acting in the best interests of children. Appropriate procedures are clearly set out in the safeguarding policy covering all required areas, including reference to other documentation, for example the staff code of ethical practice, whistleblowing procedures and the recruitment policy. Reviews of safeguarding policies and procedures are carried out termly and recorded.
- 2.4 The safer recruitment policy sets out the detailed stages of recruitment of all staff. More detailed procedures for record-keeping during the appointment process have been introduced, with the result that comprehensive recruitment documentation is compiled for each member of staff. The files of all staff appointed for the current school year have been reviewed to ensure that they contain all required documentation. References are always sought and followed up with telephone calls. Any discrepancies in applications are investigated and taken up with the applicant. Thorough safeguarding questions are always asked during interviews. Offers of appointment are only made subject to satisfactory completion of all pre-appointment checks, including identity, qualifications (where relevant), right to work in Romania, criminal record check, and further checks if the candidate has lived and worked in other countries. The school also checks that the new member of staff is not on the barred list or the list of those prohibited from teaching or, where relevant, the list of those prohibited from management. The school also checks the mental and physical fitness of new staff. All new members of staff receive induction training on appointment, including training in safeguarding.
- 2.5 The school maintains a single central register of appointments that meets requirements.
- 2.6 During the visit, a wide range of other safeguarding aspects was explored in interviews with staff and pupils and through scrutiny of records and documentation, confirming that the school's implementation and monitoring of procedures meets requirements.

### **3. Action points**

- 3.1 The school 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 scrutinised

- Safeguarding policy
- Safer recruitment policy
- Code of ethical practice for staff
- Single central register of appointments
- Selection of staff recruitment files
- Records of staff training with particular reference to recruitment
- Staff recruitment procedures and documentation

### Meetings with school personnel

- Introductory meeting with the head – to discuss arrangements for the day and to provide initial thoughts on areas specified as focus for the visit
- Meeting (via Skype) with the proprietor – to discuss oversight of leadership and management and safeguarding and, in particular, recruitment of staff
- Meeting with the HR manager and 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 the Designated Safeguarding Lead (DSL) – to discuss implementation of safeguarding policy, training and induction of new staff
- Meeting with the head of facilities (during tour of school) – to discuss health and safety arrangements

### Activities on site

- Further scrutiny of policies and documentation as detailed above
- Evaluation of implementation of recruitment procedures
- Tour of the school
- Interviews with pupils in Years 6, 10, 12 and 13 chosen by the reporting inspector