

# Leeds Menorah School

399 Street Lane, Leeds, West Yorkshire LS17 6HQ

**Inspection date**

7 July 2021

**Overall outcome**

**The school does not meet all of the independent school standards that were checked during this inspection**

## Main inspection findings

### Part 3. Welfare, health and safety of pupils

#### *Paragraph 7, 7(a)*

- School leaders have taken action to address repairs to the building that previously made it an unsafe environment for pupils. Unsafe buildings, for example the bicycle shed, have been demolished. Repairs have been made to all fire doors and exit routes made safe.
- The chair of governors has organised a range of training programmes to take place. The school administrator, for example, has attended training on safer recruitment and single central record processes. All staff have had safeguarding training. Other staff have embarked on teacher training programmes. This training has given staff a better understanding of safeguarding procedures.
- Although improved, risk assessment procedures are not thorough. It is not clear who is responsible for which risk assessments and how and where they will be recorded.
- Leaders are not ensuring that appropriate fire safety checks are made and recorded. Therefore, it is not clear when fire evacuation drills have taken place. Fire safety tests, such as checking if fire call points are working, are not being completed or recorded.
- These standards remain unmet.

#### *Paragraph 7(b)*

- A compliant safeguarding policy is in place and is also available on the school website.
- All staff have received appropriate training. The designated safeguarding lead uses regular quizzes to check that staff have understood the training.
- Following recent training, the school administrator has a good knowledge of how to complete all the required recruitment checks. She has implemented new procedures. For example, the implementation of an application form ensures that all the required information is gathered and issues, such as gaps in employment, can be checked.

- The school administrator has also introduced a training matrix which details all the training that has taken place. This enables her to organise updates in a timely manner and check that training requirements are met.
- Leaders have ensured that the closed-circuit television is now appropriately registered.
- Leaders have commissioned a commercial company to provide appropriate systems to protect pupils when using the internet.
- This previously unmet standard is now met.

#### *Paragraph 12*

- School leaders have ensured that all fire exit doors are in good, safe working order. They have ensured that all exits are kept clear and that external pathways are less hazardous.
- School leaders have commissioned an external company to regularly service fire extinguishers, which are placed strategically around the building.
- Although leaders complete the fire risk assessment annually, it is not thorough.
- The school administrator is the only member of staff who has completed the fire marshal training. This means there is not a fire marshal on site at all times. Two other members of staff are in the process of completing the fire marshal training.
- The proprietor has not ensured that appropriate fire safety checks have been made. It is not clear from fire evacuation records when they took place or who took part.
- The proprietor has not ensured that checks are regularly made to ensure that fire safety equipment is working, for example call points, alarms and electrical circuits.
- This standard remains unmet.

#### *Paragraph 15*

- The school administrator has ensured that the admissions register meets requirements. She also ensures that daily registers are taken twice a day with the correct codes used.
- This previously unmet standard is now met.

#### *Paragraph 16, 16(a), 16(b)*

- The chair of governors has introduced a new template which is being completed for all identified hazards and risks. Although detailed, this does not identify important issues, for example which staff or pupils are taking part in an activity or contact details for staff while they are away from school.
- The risk assessment policy does not match the practice that is taking place in school.
- School leaders have not ensured that it is clear 'when and by whom' risk assessments are being completed. For example, it is not clear who is checking the early years environment on a regular basis. It is also not clear how any hazards identified are recorded and addressed.
- Leaders have ensured that medicines are securely stored, and appropriate information recorded, particularly for younger children.

- School leaders have ensured that two members of staff have appropriate car business insurance, should they need to transport pupils. Other staff are still in the process of checking their insurance details.
- This previously unmet standard remains unmet.

#### Part 4. Suitability of staff, supply staff, and proprietors

*Paragraphs 18(2), 18(2)(a), 18(2)(b), 18(2)(c), 18(2)(c)(i), 18(2)(c)(ii), 18(2)(c)(iii), 18(2)(c)(iv), 18(2)(d), 18(2)(e), 18(2)(f), 18(3), 19(2), 19(2)(a), 19(2)(a)(i), 19(2)(a)(i)(aa), 19(2)(a)(i)(bb), 19(2)(a)(i)(cc), 19(2)(a)(i)(dd), 19(2)(a)(ii), 19(2)(b), 19(2)(c), 19(2)(d), 19(2)(d)(i), 19(2)(d)(ii), 20(6), 20(6)(a), 20(6)(a)(i), 20(6)(a)(ii), 20(6)(b), 20(6)(b)(i), 20(6)(b)(ii), 20(6)(b)(3), 20(6)(c), 21(1), 21(2), 21(3), 21(3)(a), 21(3)(a)(i), 21(3)(a)(ii), 21(3)(a)(iii), 21(3)(a)(iv), 21(3)(a)(v), 21(3)(a)(vi), 21(3)(a)(vii), 21(3)(a)(viii), 21(3)(b), 21(4), 21(5), 21(5)(a), 21(5)(a)(i), 21(5)(a)(ii), 21(5)(b), 21(5)(c), 21(6), 21(7), 21(7)(a), 21(7)(b)*

- Following the successful implementation of training, the school administrator now ensures that all appropriate recruitment checks are made. She records them as required on the single central record.

#### Part 5. Premises of and accommodation at schools

*Paragraph 24(1), 24(1)(a), 24(1)(b), 24(2)*

- School leaders have created a totally enclosed area in the hall which is solely for use as a medical room. This room has a portable sink, and toilets are a short distance away.
- This previously unmet standard is now met.

*Paragraph 25*

- School leaders have completed repairs to the building to ensure it is now a safe place for pupils to be. Unsafe structures outside have been removed. Fire exit routes are now clear. Action has been taken to make windows safe and all ceiling tiles have been repaired or replaced.
- The chair of governors recognises that the standard of decoration and cleanliness in the building needs to be better. He has therefore obtained quotes for the replacement of some floor coverings and for the redecoration of the interior of the building. He has planned for the premises to be deep cleaned during redecoration. The chair of governors is taking steps to ensure that cleaning will be maintained at a higher standard. It is anticipated that this work will take place over the summer period 2021.
- This previously unmet standard is now met.

#### Statutory requirements of the Early Years Foundation Stage

- Section 3, 3.2 requires school leaders to take all necessary steps to keep children safe and well. School leaders have not fully addressed weaknesses in risk assessment and fire safety procedures. Therefore, this requirement is unmet.
- Section 3, 3.55 requires school leaders to take reasonable steps to ensure the safety of children, staff and others on the premises in case of a fire. It also requires

providers to comply with fire safety requirements. School leaders do not currently have an effective system to ensure children will evacuate the building safely in the event of a fire. Neither do leaders check that fire safety equipment is operating correctly. Therefore, this requirement is unmet.

- Section 3, 3.64 requires school leaders to identify aspects of the environment that need to be risk assessed on a regular basis, when and by whom those aspects will be checked, and how the risk will be removed or minimised. The chair of governors has ensured that a risk assessment for the early years environment is in place. However, it is not clear who is checking and actioning identified hazards. It is not clear how regularly this risk assessment is being conducted. Therefore, this requirement is unmet.

## **Compliance with regulatory requirements**

The school does not meet the requirements of the schedule to The Education (Independent School Standards) Regulations 2014 ('the independent school standards') and associated requirements that were checked during this inspection, as set out in the annex of this report. Not all of the standards and associated requirements were checked during this inspection.

## School details

Unique reference number	108110
DfE registration number	383/6099
Inspection number	10198925

This inspection was carried out under section 109(1) and (2) of the Education and Skills Act 2008, the purpose of which is to advise the Secretary of State for Education about the school's suitability for continued registration as an independent school.

Type of school	Other independent school
School status	Independent school
Age range of pupils	3 to 11
Gender of pupils	Mixed
Number of pupils on the school roll	26
Proprietor	The Leeds Menorah Trust
Chair	Mrs E Refson
Headteacher	Mrs E Refson
Annual fees (day pupils)	£4,000 or donations
Telephone number	0113 269 7709
Website	<a href="http://www.leedsmenoralschool.org">www.leedsmenoralschool.org</a>
Email address	<a href="mailto:office.leedsmenorah@gmail.com">office.leedsmenorah@gmail.com</a>
Date of previous standard inspection	29 to 31 January 2019

## Information about this school

- This school, which has a Jewish ethos, accepts pupils aged between 3 and 11 years. It has the capacity to accept up to 55 pupils. Some younger children attend part time.
- The school is situated within the grounds of a synagogue in Leeds.
- At the school's previous standard inspection in January 2019, it was judged inadequate. On subsequent progress monitoring inspections in February 2020 and May 2021, the school did not meet all of the independent school standards checked.
- The headteacher, who is also the proprietor, has been on compassionate leave since April 2020. An acting headteacher has been in post since that date. The acting headteacher is also the designated safeguarding lead.

- The chair of the governing body is also a teacher at the school.
- The school does not use any alternative providers.
- At the last inspection, the proprietor was not listed on the government's website, 'Get information about schools' (GIAS). The proprietor remains unlisted on GIAS.

## Information about this inspection

- The Department for Education commissioned this emergency inspection to monitor the progress the school has made in meeting some of the previously unmet independent school standards.
- The inspection was conducted following 30 minutes notice given to the school.
- Inspectors met with the acting headteacher, who is also the designated safeguarding lead and the school administrator throughout the inspection. They also toured the building inside and outside.
- The lead inspector spoke to the chair of governors via a video call as he was self-isolating at the time of the inspection. She also met with the headteacher informally during the inspection. She held a telephone conversation with an external consultant who is working with the school leaders.
- Inspectors spoke to pupils and staff informally during the inspection.
- Inspectors considered documents, including recruitment checks on staff and other safeguarding documents. They studied risk assessments and fire safety documents relating to the independent school standards.

## Inspection team

Jo Sharpe, lead inspector

Her Majesty's Inspector

Patricia Head

Her Majesty's Inspector

## **Annex. Compliance with regulatory requirements**

### **The school does not meet the following independent school standards**

#### **Part 3. Welfare, health and safety of pupils**

- 7 The standard in this paragraph is met if the proprietor ensures that-
  - 7(a) arrangements are made to safeguard and promote the welfare of pupils at the school; and
- 12 The standard in this paragraph is met if the proprietor ensures compliance with the Regulatory Reform (Fire Safety) Order 2005[12].
- 16 The standard in this paragraph is met if the proprietor ensures that-
  - 16(a) the welfare of pupils at the school is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy; and
  - 16(b) appropriate action is taken to reduce risks that are identified.

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