



BRITISH ACCREDITATION COUNCIL INSPECTION REPORT

INTERIM INSPECTION (Short Course Provider)

ORGANISATION: Inspire Education (UK) Ltd

ADDRESS: 39 Lamarsh Road
Oxford
OX2 0LD

HEAD OF ORGANISATION: Mr Sean Duvall, Managing Director

Accreditation status: Accredited

Date of inspection: 4 August 2015

ACCREDITATION COMMITTEE DECISION AND DATE: 10 September 2015

PART A - INTRODUCTION

1. Background to the organisation

Inspire Education (UK) Ltd (Inspire Summer or Inspire) was established in October 2013 by the Managing Director with the backing of a number of investors and is a company limited by guarantee. The investors and Managing Director are directors. The Managing Director initially gained experience of teaching sports at summer school programmes for young people while at university. He went on to serve as Course Director for a provider for several years before assuming overall responsibility for that provider's language school provision. In May 2013 he gave up that position to set up Inspire as an independent English language-based summer school. The first summer school was held in 2014.

The registered office for the company is in a private home, but office premises are rented for part of the year to prepare for summer courses, when administration moves to the host school site.

2. Brief description of the current provision

Inspire operated two two-week residential summer schools in June and July 2014, open to UK and European students between 12 and 17 years of age and held at Bradfield College, a premium independent coeducational school in Berkshire offering excellent residential, teaching and recreational facilities.

The programme, established last year, comprises three elements: Academic English, a structured morning programme in English as a foreign language for 15 hours weekly in small classes (maximum of nine students); Focus Choices, which are afternoon enrichment studies for two hours each weekday, including additional English language or the opportunity to use English in the practice of subjects including photography, fashion, film, arts and crafts, woodcraft and entrepreneurship; and social and recreational activities in the late afternoons, evenings and at weekends. Participants are assessed on performance and Inspire issues certificates in respect of both the Academic English and Focus Choice components of the programme.

Tutors, who are all TEFL-qualified and/or qualified school teachers, undertake two or three sessions each day, plus residential duties. All staff involved in the general recreational activities are therefore teaching Academic English and/or Focus Choices.

The pattern of two two-week summer courses was repeated at Bradfield College in 2015, but with an additional course for younger students aged nine to 12 during the second two-week block. Originally advertised as taking place at another independent school site, the course for younger students was relocated to Bradfield to reduce financial risk. A preparatory course for the International Baccalaureate Diploma was advertised but did not operate.

A total of 40 students were enrolled on the two 12-17 courses, and 13 students on the junior course. Overall enrolment was therefore about 25% higher than in 2014.

A number of UK-based native-speaking students of the same age group as the regular participants also attended the courses as "English hosts" on a no-charge basis. They took part in all aspects of the programme.

Participants registered from a variety of European and Asian countries.

Inspire also ran a closed group language course for 44 students in June 2015, based at the Harrow campus of Westminster University.

3. Inspection process

The inspection was undertaken by one inspector in one morning. The inspection took place at Bradfield College, the site of the 2015 summer school, a few days after it had ended. The inspector met with the Managing Director and scrutinised various documents.

4. Inspection history

Stage 2 inspection: 20 March 2014

Full (Stage 3) inspection: 17 July 2014

PART B – JUDGEMENTS AND EVIDENCE

The following judgements and comments are based upon evidence seen by the inspector(s) during the inspection and from documentation provided by the provider

1. Significant changes since the last inspection

All but one of the original investors in the company withdrew in July 2015, and have been replaced by four incoming investors. The five current investors and the former Director (at the time of the last inspection), now designated Managing Director, form the Board of the company. The Board meets at least twice per year.

A junior summer course for students aged nine to 12 was operated for the first time in 2015.

A closed group short course was operated for the first time in June 2015, for which some temporary administrative assistance was arranged.

The introduction of native-speaking students as “English hosts” is a new development.

For summer 2015, the Managing Director appointed an experienced Course Director for the Bradfield College programme to whom most day-to-day responsibility for the course was delegated.

2. Response to action points in last report

The Director should make arrangements to share responsibility, and standardise and document procedures, for making appointments.

A Course Director has been appointed for the duration of the summer course period. The Managing Director did not feel the scale of the operation currently warranted or could justify, financially, the appointment of continuing additional assistance during the year.

Arrangements for recruitment and appointments are not fully documented and this is required.

Inspire Summer must advise participants of BAC's own complaints procedure.

This has been done. The website refers to the BAC complaints procedure, but there is no written preliminary internal complaints procedure and this must be formulated.

It is recommended that Inspire Summer's policies and procedures on avoiding discrimination be summarised for inclusion in handbooks issued to both staff and participants.

This is under consideration as handbooks are produced or reviewed.

3. Compliance with BAC accreditation requirements – spot check

3.1 Management, Staffing and Administration

	Met	Partially met	Not met	NA
The standards are judged to be	✓			
Comments				
Currently any complaints are referred to BAC. Documented internal complaints procedures are required, for parents and participants, with appropriate mention of how unresolved complaints (only) can be taken to BAC.				
The inspector formed an impression of many aspects of good practice, not yet fully documented. Further documentation of procedures is strongly recommended, and in some areas, required, as detailed below.				

3.2 Teaching, Learning and Assessment

	Met	Partially met	Not met	NA
The standards are judged to be	✓			
Comments				

3.3 Participant Welfare

	Met	Partially met	Not met	NA
The standards are judged to be	✓			
Comments				
<p>The Managing Director stated that students are supervised at all times, and are not allowed to leave the premises. It was explained that parents, agents and participants are made fully aware of all aspects of arrangements through personal contact.</p> <p>However, the rules/regime are not clearly set out in writing, although the daily schedule is clearly set out in the brochure and online.</p> <p>Although no concerns emerged about the practical arrangements, explaining these personally to parents and agents is not a sustainable arrangement as the scale of the operation grows, and a written description of the residential regime/rules should be formulated. The close supervision arrangements would be reassuring to some parents and would be too intrusive for some older students. Having these clearly set out in writing is clearly beneficial.</p> <p>The Managing Director explained the yellow/red card system used for providing participants with warnings for misbehaviour or infringement of rules. This is not documented, and doing so would be advisable.</p> <p>There is no Student Handbook at present, and production of one is recommended. Documentation strengthens good practice and facilitates review of procedures.</p> <p>The Managing Director prefers to engage, where possible, tutors who are qualified school teachers who are familiar with safeguarding practice and arrangements in schools. This is helpful in ensuring good practice and in formulation and strengthening of the provider's own procedures and practice.</p>				

3.4 Premises and Facilities

	Met	Partially met	Not met	NA
The standards are judged to be	✓			
Comments				
The brief visit confirmed the very high quality of facilities at Bradfield College.				

PART C – SUMMARY OF STRENGTHS AND ACTION POINTS

<p>Institution's strengths</p> <p>The Managing Director has considerable relevant experience, a clear sense of purpose and courses have a well-designed structure.</p> <p>The premises at Bradfield College provide a very high quality environment for the courses.</p>

Actions required	Priority H/M/L
Documented internal complaints procedures must be formulated for parents and participants, with appropriate mention of how unresolved complaints (only) can be taken to BAC.	M
Safeguarding procedures must be more fully documented, specifically recruitment procedures and checks, including asking referees if there is any reason why the applicant should not be engaged in situations where they have responsibility for or access to persons under 18.	M
A clear written outline of the regime/rules/supervision must be produced, including those relating to attendance and residential arrangements.	M
DBS checks must be undertaken by the provider, or a recent full DBS check result seen.	M
Recommendations:	
The provider is recommended to:	
Include reference to safeguarding and checks undertaken in all documents, advertisements and written correspondence relating to staff recruitment.	
Document the arrangements for dealing with infringements of rules/misbehaviour.	
Produce a Student Handbook.	
Review information required at the time of application and later but before arrival (e.g. emergency contact details, changes in or more detailed medical information).	
Document existing practice more fully.	

COMPLIANCE WITH STATUTORY REQUIREMENTS

Declaration of compliance has been signed and dated.	YES
<p>Further comments, if applicable</p> <p>The Managing Director shows a concern for and commitment to safeguarding and the care of students. He also has experience of this area from his previous employment.</p> <p>There is an appropriate Child Protection Policy document. However, other aspects of safeguarding arrangements are not thoroughly documented, and this must be remedied.</p> <p>On-site risk assessments are undertaken by staff, and then reviewed by the Course Director. Requiring staff to undertake risk assessments themselves is good practice.</p> <p>The Managing Director and Course Director have undertaken safeguarding training but re-training should be scheduled, as appropriate. The Managing Director takes responsibility for safeguarding during the year,</p>	

and the Course Director assumes immediate responsibility during the summer course period.

Staff receive safeguarding training as part of their induction, undertaken by the Course Director and Managing Director. The Managing Director suggested that he would arrange for training to be undertaken by a visiting expert during the induction period. This would be a welcome initiative.

Certain aspects of safeguarding procedures need to be formalised and strengthened:

DBS checks are undertaken for some but not all staff. For others, DBS numbers are provided only. The date and outcome of the checks is not therefore clear. If existing disclosures are used, they must be seen.

There is evidence that the provider's concern for safeguarding is made evident during the recruitment process, but reflecting this in documentation is strongly recommended. It is recommended that all recruitment advertisements, documents and correspondence should, as appropriate, indicate the concern with safeguarding and the requirements for checks.

The actions above must be implemented before the summer courses start in 2016.