

# Onboarding Report Lake Haven

## Visit Summary

<b>Address of Provider</b>	Lake Haven, Bazzard Road, Nuneaton, Warwickshire, CV11 6Q
<b>Name of Provider</b>	Lake Haven
<b>Contact Person(s) on the Day of the Visit</b>	Lindsay Taylor
<b>Name &amp; Contact Details of (Head of Centre)</b>	Lindsay Taylor <i>Ltaylor.lakehaven@gmail.com</i> 07789748486
<b>Date of Visit</b>	18th January 2023
<b>Visit completed by</b>	Neil Harrison – Quality Assurance Officer for Commissioned Education and Learning Provision (WCC)
<b>Report Author</b>	Neil Harrison
<b>Provider Ofsted Registered:</b>	Pending Registration

## Provider Info and Background

### Provider Description:

Lake Haven is a brand-new independent specialist provision based in Nuneaton, Warwickshire, opening its doors in January 2023. Lake Haven is owned and run by Lindsay Taylor and Alexandra Marshall; an application has been made to Ofsted for registered independent school status. As this registration can take several months Lake Haven will offer alternate provision in the interim. Lake Haven is a provision for children with autism spectrum condition, emotional based school avoidance and anxiety. The underlying ethos of Lake Haven has been distilled into three school values; nurture, belonging and respect. The goal of Lake Haven is for all children on roll to gain an education in an environment where they feel safe, respected and as if they belong. Messages of positivity are prominent throughout the building, including these key school values.

As well as offering a full curriculum for primary school pupils, Lake Haven can also offer a variety of therapies including, but not limited to, Lego Therapy, Animal Therapy and Speech and Language Therapy (SALT).

**Reason for Visit:**

Lake Haven have requested approved provider status in Warwickshire as they would like to offer act as an Alternative Provider whilst waiting for the Oftsed registration to be completed.

### Health and Safety

**Date Questionnaire Received:** December 2022

**Premises:**

The land Lake Haven sits on is owned by Makins Fishery, however the site itself is not shared with any other company. Lake Haven's site is fully fenced with cameras throughout and access to the site is always locked.

**Policies:**

Copies of all health and safety policies were shared via email or made accessible through Google Drive. All policies were within date, and it is Lake Haven's policy to review these regularly to ensure they remain fit for purpose.

Alexandra Marshall is the named member of staff responsible for Health and Safety at Lake Haven.

Copies of all risk assessments were made available to view using Google Drive. At the time of the visit Lake Haven had completed almost 40 in depth risk assessments including several that covered potential risks posed by animals on school site.

**Fire:**

Staff fire training had been completed. Policies and procedures had been set up following the Warwickshire Fire and Rescue Service advice and guidance. Lake Haven requested that Warwickshire Fire and Rescue Service visit to audit the procedures to ensure maximum safety, but this request was denied. Lake Haven were advised that as long as all guidance was followed they could operate safely.

A fire drill had not been conducted at the time of my visit. It is recommended that a practise drill be carried out prior to children arriving on site to ensure the process was running as efficiently and safely as possible. Fire alarms should also be tested weekly.

On my walkabout the site was immaculate and all walkways were clear of obstacles. Fire exits and gathering points were clearly marked and these were free of obstructions. Escape routes are visible in all classrooms. Fire alarms and detectors were visible throughout the premise and all fire extinguishers I checked were less than a year old and therefore had not needed servicing. Fire extinguishers must be serviced every twelve months.

**Statutory Testing:**

All relevant statutory testing had been done in October 2022 and paperwork was available to view. Lake Haven do not use oil fired boilers or lifting equipment, so these were not needed.

Several pieces of electrical equipment were checked; these had all been PAT tested regularly and were safe to use.

The site does not contain asbestos.

Alexandra Marshall (Proprietor), Lindsay Taylor (Proprietor and Headteacher) and Sarah Hill (Family Support lead) are all first aid trained.

### Safeguarding

**Date Questionnaire Received:** Dec 2022

**Designated Safeguarding Lead (DSL):** Lindsay Taylor

**Date of last Training:** August 2022

**Deputy DSL:** Alexandra Marshall, Sarah Hill, Julie Millard (Deputy Headteacher and SENDCO)

**Date of Last Training:** August 2022 for Alexandra Marshall and November 2022 for Sarah Hill and Julie Millard

**Safeguarding Governor:** Alexandra Marshall

**Date of Last Training:** August 2022

**Policies:** Copies of all Safeguarding policies and procedures were shared via email or made accessible through Google Drive. All policies were within date and will be regularly reviewed to ensure they remain fit for purpose.

Details of the DSL's and safeguarding procedures are clearly posted in several locations around the site.

The gates onto the site are always locked and a newly built fence surrounds the premises. The school reception is clearly signposted for visitors. As no pupils were on site during the visit I was not asked to show my identification so this process was not observed. It is expected that all visitors will be required to show ID where required and that signing in and out records will be kept.

Lake Haven are having a website built by Primary Site through Juniper Education. It is expected that all policies and procedures be easily available to view on the website once fully constructed. The process was on week 8 of a 12 week build.

Lake Haven use Horizons as their management information system. Horizons will hold all attendance data and can also store safeguarding information in lockable files. Horizons is also run by Juniper Education.

During the visit staff I spoke with understood the procedures and processes for sharing and recording safeguarding concerns. Staff also had an awareness of the main safeguarding issues including CSE, DV, FGM etc. Current members of staff have completed all safeguarding training and new staff members will be expected to complete any training that they do not already have. Training will be renewed when required. Lake Haven utilise Noodle Now for training purposes. Lake Haven also have a new starter folder which contains all school policies and procedures, all new staff members are expected to read these and sign to say they have understood.

Lindsay Taylor has been trained in Team Teach although this has now expired. Lake Haven do not currently want to use physical restraint, although there is an understanding that this may become needed in the future.

Lake Haven has an attendance policy and procedures are in place should a pupil fail to attend. First day calling procedures are in place and these are expected to be completed by 9.30am at the latest. It is Lake Haven's policy to offer support to pupils who are unable to attend with the goal of being able to breakdown any potential barriers that may exist. It is Lake Haven's policy to start the day with a breakfast club, therefore giving all children the opportunity to eat should this be required and to help reduce levels of anxiety in children who may have become dysregulated during the morning 'rush'.

Lake Haven have a single central register (SCR) which covers all current staff. Most of the required information was present on the SCR although there were one or two statutory columns not present on the SCR. These were shared with the school and will be added as soon as possible. Contractors will need to be added to the SCR if they are to attend the site more than 4 times a month. At the time of the visit there were no contractors employed so there were none on the SCR.

Areas for improvement	Actions	By when	By whom	Date completed
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Single Central Register	Ensure that all mandatory information is included on the Single Central Register.	ASAP		
Fire Safety Procedures	Carry out a full fire drill prior to children arriving on site to ensure procedures are working efficiently and safely.	ASAP		
	Test all fire alarms on a weekly basis to ensure they working correctly.	Ongoing		
	Ensure all fire alarm tests and fire drills are recorded and stored in the fire folder.	Ongoing		