

|                              |  |
|------------------------------|--|
| Organisation name            | East Midlands School of Business and Management, Leicester |
| Inspection date              | 27 November 2023   |
| Current accreditation status | Accredited   |
| Reason for spot check        | Routine: newly accredited institution                      |

## Recommendation

We recommend continued accreditation. However, evidence must be submitted within three months to demonstrate that weaknesses in Safeguarding under 18s have been addressed.

## Changes to the summary statement

A need for improvement in safeguarding under 18s must be added.

## New summary statement

The British Council inspected and accredited East Midlands School of Business Management, Leicester in February 2022 and November 2023. The Accreditation Scheme assesses the standards of management, resources and premises, teaching, welfare, and safeguarding under 18s and accredits organisations which meet the overall standard in each area inspected (see [www.britishcouncil.org/education/accreditation](http://www.britishcouncil.org/education/accreditation) for details).

This private language school offers courses in general and academic English for adults (18+) and young people (16+).

Strengths were noted in the areas of strategic and quality management and staff management.

The inspection report noted a need for improvement in the area of safeguarding under 18s.

The inspection report stated that the organisation met the standards of the Scheme.

## Updated summary inspection findings

### Safeguarding under 18s

Overall the provision meets the section standard; however, there are weaknesses in some aspects. Policies and training for safeguarding are appropriate, but consent forms and accommodation arrangements are not suitably monitored. Whilst most suitability checks are carried out, some references do not make reference to suitability to work with under 18s. Supervision of students is appropriate, and there are effective arrangements in place for contact between the provider and parents or guardians. There is a need for improvement in *Safeguarding under 18s*.

## Organisation profile

| Inspection history  | Dates/details     |
|---|-------------------|
| First inspection  | 8–9 October 2019  |
| Last full inspection  | 8–9 February 2022 |
| Subsequent spot check(s) (if applicable)                          | N/a               |
| Subsequent supplementary check(s) (if applicable)                 | N/a               |
| Subsequent interim visit(s) (if applicable)                       | N/a               |
| Other related non-accredited activities (in brief) at this centre | N/a               |
| Other related accredited schools/centres/affiliates               | N/a               |
| Other related non-accredited schools/centres/affiliates           | N/a               |

| Student and staff profile                        | At inspection | In peak week: July |
|--|---------------|--------------------|
| Total ELT/ESOL student numbers (FT + PT)         | 31            | 31                 |
| Minimum age (including closed group or vacation) | 17            | 17                 |
| Typical age range                                | 18–54         | 18–54              |
| Typical length of stay                           | 12 weeks      | 12 weeks           |

|  |               |                                  |
|--|---------------|----------------------------------|
| Predominant nationalities                        | Saudi Arabian | Middle Eastern and North African |
| Total number of teachers on eligible ELT courses | 5             | 5                                |
| Total number of managers including academic      | 2             | 3                                |
| Total number of administrative/ancillary staff   | 2             | 2                                |

### Premises profile

|                             |   |
|-----------------------------|---|
| Address of main site        | Mansion House, 41 Guildhall Lane, Leicester LE1 5FQ |
| Additional sites in use     | N/a   |
| Additional sites not in use | N/a   |
| Sites inspected             | Mansion House, 41 Guildhall Lane, Leicester LE1 5FQ |

### Introduction

#### Background

This was a routine spot check to follow up on the new accreditation of East Midlands School of Business and Management in 2022. During the visit, the inspector followed up on points to be addressed from 2022, and also reviewed the area of safeguarding under 18s because there were no under 18s enrolled during the previous inspection, and some criteria were only partially assessed.

#### Preparation

The spot check was carried out by one inspector, who had not been involved in the previous inspection in 2022. The inspector contacted the centre to check if there were any dates which would not be suitable and when key staff would be present. The Accreditation Unit sent the inspector relevant documents. The inspector looked at the school's website.

#### Programme and persons present

The inspector arrived at 11.00 and left at 15.00. Meetings were held with the managing director (owner), the school principal, the director of studies (DoS) and assistant director of studies (ADoS) a group of students and a group of teachers. Upon arrival, the inspector requested a range of documents, all of which were provided.

### Findings

Findings are reported in the following section and in the Action taken on points to be addressed.

### Safeguarding under 18s

| Safeguarding under 18s  | Need for improvement |
|---|----------------------|
| S1 There is a safeguarding policy which specifies procedures to ensure the safety and well-being of all students under the age of 18. A named member of staff is responsible for implementing this policy and responding to child protection allegations. | Met                  |
| S2 The provider makes the policy known to all adults in contact with under 18s through their role with the organisation, and provides guidance or training relevant to its effective implementation.  | Met                  |
| S3 The provider has written parental/guardian consent reflecting the level of care and support given to students under 18, including medical consent.   | Not met              |
| S4 Recruitment procedures for all roles involving responsibility for or substantial access to under 18s are in line with safer recruitment good practice and the organisation's safeguarding policy.  | Not met              |
| S5 There are suitable arrangements for the supervision and safety of students during scheduled lessons and activities.  | Met                  |
| S6 There are suitable arrangements for the supervision and safety of students outside the scheduled programme.  | Met                  |
| S7 There are suitable arrangements for the accommodation of students.   | Not met              |
| S8 There are suitable arrangements to ensure contact between the provider and parents, legal guardians or their nominated representatives concerning the welfare of students.   | Met                  |

### Comments

At the time of the spot-check inspection there were three students aged 17 years old enrolled at the school.

---

S3 The under 18s consent and application form contains sufficient information about the levels of care and support given to students. However, the form is not consistently fully completed or checked by staff.

S4 Some staff references do not include confirmation of the employee's suitability to work with under 18s.

S7 All under 18s are placed in accommodation arranged by their parents. However, the school does not have any contact with the responsible adults and does not sufficiently monitor arrangements.

---

### Action taken on points to be addressed

*Points from the previous full inspection with comments (in bold) to indicate how far these have been addressed.*

#### Management

M21 The complaint policy language level is complex and requires some attention in order for it to be accessible to students with lower levels of English.

**Addressed. The complaints policy has been rewritten to ensure that it is accessible to students with lower levels of English.**

#### Welfare and student services

W2 Emergency planning is limited to response to emergencies requiring the evacuation of the premises and does not cover response to any other emergency that could occur on or off site.

**Addressed. A more robust emergency plan has been developed which includes detailed information about responses to emergencies on or off site.**

W26 The risk assessments do not identify all risks and emergency procedures are not specified.

**Addressed. Risk assessments now identify risks and specify procedures for emergency situations.**

#### Teaching and learning

T15 Strategies are not highlighted and or included systematically in the schemes of work.

**Not yet addressed. While strategies are being developed through reading workshops, schemes of work do not yet highlight or include learning strategies which support independent learning and enable students to benefit from their programmes and continue their learning after the course.**

#### Safeguarding under 18s

S3 The consent form includes required contact details and medical consent. However, information about the level of care and support is in a separate document and is not covered in the consent.

**Addressed. The level of care and support is now covered by the consent form.**

---

### Conclusions

The school has taken steps to meet most of the points to be addressed from the last inspection, and has made good progress in doing so. One point assessed during the spot check inspection has not yet been fully addressed.

---

### Points to be addressed

**[This section will be sent to the provider for action planning but removed before publication of the report]**

### Points to be addressed not checked during this visit

None.

### Outstanding points to be addressed

#### Teaching and learning

T15 Schemes of work do not highlight or include learning strategies which support independent learning and enable students to benefit from their programmes and continue their learning after the course.

### New points to be addressed arising from this visit

#### Management

M10 Some copies of staff qualifications on file have not been signed and dated.

#### Safeguarding under 18s (to be addressed within three months)

S3 Consent forms are not consistently completed by parents or guardians nor checked by staff.

S4 Some staff references do not include confirmation of the employee's suitability to work with under 18s.

S7 When accommodation arrangements for under 18s are made by the parents, the school does not have any contact with the responsible adults and does not sufficiently monitor arrangements.

---

### Action plan

It is a requirement of M7 that an Action plan showing progress on all points to be addressed is submitted within six months of the date of the committee meeting at which the report was considered. Therefore, your action plan must be sent to the Accreditation Unit by 6 September 2024. However, action on any points to be addressed with a specific earlier deadline must still be submitted by the deadline given in the results letter.

---

---

Once submitted the Action plan should be kept up to date (but not submitted unless requested) ready to be assessed in the year following inspection and at any subsequent spot check or interim inspection.

---