



Making Social Care
Better for People

inspection report

Further Education College Or Boarding School
for Pupils aged 16+

Peter Symonds College

Owens Road

Winchester

Hampshire

SO22 6RX

29th November 2004

Commission for Social Care Inspection

Launched in April 2004, the Commission for Social Care Inspection (CSCI) is the single inspectorate for social care in England.

The Commission combines the work formerly done by the Social Services Inspectorate (SSI), the SSI/Audit Commission Joint Review Team and the National Care Standards Commission.

The role of CSCI is to:

- Promote improvement in social care
- Inspect all social care - for adults and children - in the public, private and voluntary sectors
- Publish annual reports to Parliament on the performance of social care and on the state of the social care market
- Inspect and assess 'Value for Money' of council social services
- Hold performance statistics on social care
- Publish the 'star ratings' for council social services
- Register and inspect services against national standards
- Host the Children's Rights Director role.

Inspection Methods & Findings

SECTION B of this report summarises key findings and evidence from this inspection. The following 4-point scale is used to indicate the extent to which standards have been met or not met by placing the assessed level alongside the phrase "Standard met?"

The 4-point scale ranges from:

- 4 - Standard Exceeded (Commendable)
- 3 - Standard Met (No Shortfalls)
- 2 - Standard Almost Met (Minor Shortfalls)
- 1 - Standard Not Met (Major Shortfalls)

'O' or blank in the 'Standard met?' box denotes standard not assessed on this occasion.

'9' in the 'Standard met?' box denotes standard not applicable.

'X' is used where a percentage value or numerical value is not applicable.

COLLEGE INFORMATION**Name of College**

Peter Symonds College

Address

Owens Road, Winchester, Hampshire, SO22 6RX

Tel No:

01962 852764

Fax No:**Email address:****Name of Governing body, Person or Authority responsible for the college**

Peter Symonds College

Name of Principal

Neil Hopkins

Name of person responsible for welfare and accommodation of students under 18

Ann Parry

Is the Establishment a Boarding School whose pupils are all aged over 16?**CSCI Classification**

Further Education College

Type of college

FEC

Date of last welfare inspection:

Date of Inspection Visit		29th November 2004	ID Code
Time of Inspection Visit		10:00 am	
Name of CSCI Inspector	1	Peter McFadden	
Name of CSCI Inspector	2	Maureen Webb	
Name of CSCI Inspector	3	Brian McQuoid	
Name of CSCI Inspector	4		
Name of Lay Assessor (if applicable) Lay assessors are members of the public independent of the CSCI. They accompany inspectors on some inspections and bring a different perspective to the inspection process.		None	
Name of Establishment Representative at the time of inspection		Ann Parry	

Introduction to Report and Inspection

Inspection visits

Brief Description of the college and of accommodation for students on site and in any lodgings arrangements

Part A: Summary of Inspection Findings

What the college does well in accommodating students under 18

What the college should do better in accommodating students under 18

Conclusions and overview of findings on accommodation of students under 18

Notifications to Secretary of State

Implementation of Recommended Actions from last Inspection

Recommended Actions from this Inspection

Advisory Recommendations from this Inspection

Part B: Inspection Methods Used and Findings

Inspection Methods Used

1. Welfare Policies and Procedures

2. Organisation and Management

3. Welfare Support

4. Staffing

5. Premises

Part C: Lay Assessor's Summary (where applicable)

Part D: Principal's Response

D1.1. Principal's comments

D1.2. Action Plan

D1.3. Principal's agreement

INTRODUCTION TO REPORT AND INSPECTION

Further Education colleges accommodating students under 18, or arranging accommodation for them, are subject to inspection by the Commission for Social Care Inspection (CSCI) to determine whether the welfare of students under 18 is adequately safeguarded and promoted while they are accommodated at or by the college.

Inspections assess the extent to which the college is meeting the National Minimum Standards for Accommodation of Students under 18 by Further Education Colleges, published by the Secretary of State under Section 87C of the Children Act 1989, and other relevant requirements of the Children Act 1989 as amended.

These standards for Further Education Colleges also apply to boarding schools whose pupils are all aged 16 or over.

This document summarises the inspection findings of the CSCI in respect of Peter Symonds College. The report concerns only the accommodation and welfare of students under 18 accommodated at or by the college, not the college's accommodation or provision for day students or adult students.

The report follows the format of the National Minimum Standards and the numbering shown in the report corresponds to that of the standards.

The report will show the following:

- Inspection methods used
- Key findings and evidence
- Overall ratings in relation to the standards
- Recommended action by the college
- Advisory recommendations on welfare of students under 18
- Summary of the findings
- Report of the Lay Assessor (where relevant)
- The Principal's response and proposed action plan to address findings

INSPECTION VISITS

Inspections are undertaken in line with the agreed regulatory framework under the Care Standards Act 2000 and the Children Act 1989 as amended, with additional visits as required.

The report represents the inspector's findings from the evidence found at the specified inspection dates.

BRIEF DESCRIPTION OF THE COLLEGE AND OF ACCOMMODATION FOR STUDENTS ON SITE AND IN ANY LODGINGS ARRANGEMENTS

Peter Symonds is a further education college for students aged between 16 & 19 years. There are boarding facilities for up to 80 students. Those students who choose to board are accommodated within two houses on the campus site. Each house is mixed gender. Males and females are separated within each house though there are communal areas where they can mix. Accommodation consists of mostly single and double rooms with some rooms having three sharing. There are also some en-suite facilities. House parents and assistant house parents oversee each house. Some house parents also teach in the college. The college offers such facilities as two restaurant/cafes, gymnasium, fitness suite, shop and a theatre. Students who have parents in the armed forces and who live abroad travel from different parts of the world and in particular the Falkland Islands. The college does not arrange lodgings or any other off site accommodation except for the purpose of organised trips.

PART A SUMMARY OF INSPECTION FINDINGS

WHAT THE COLLEGE DOES WELL IN ACCOMMODATING STUDENTS UNDER 18

The college does very well in accommodating students, some in purpose built facilities. Students say that they are very pleased with accommodation arrangements and feel well looked after. Supervision of students is particularly good and well balanced with nurturing self-responsibility. The monitoring of absenteeism is good and there is good communication between boarding and education.

WHAT THE COLLEGE SHOULD DO BETTER IN ACCOMMODATING STUDENTS UNDER 18

Formulating written care plans for students who have particular health and personal problems. Guidance to be given to staff to identify and support students who may present with particular emotional needs.

CONCLUSIONS AND OVERVIEW OF FINDINGS ON ACCOMMODATION OF STUDENTS UNDER 18

The college provides particularly good care for students. During the last 12 months there have been no reported incidents of bullying or any need for physical intervention. This is indicative of the ethos of the college and attitude to students. Of 47 standards assessed only 8 had minor shortfalls, which did not impinge upon the welfare of the students at this time. A further 2 standards were not applicable in this instance. All other standards were satisfactorily met.

NOTIFICATIONS TO SECRETARY OF STATE

Is Notification of any failure to safeguard and promote welfare to be made by the Commission for Social Care Inspection to the Department for Education and Skills under section 87(4) of the Children Act 1989 arising from this inspection?

NO

The grounds for any Notification to be made are:

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IMPLEMENTATION OF RECOMMENDED ACTIONS FROM LAST INSPECTION

Were the Recommended Actions from the last Inspection visit fully implemented?

NA

If No, the findings of this inspection on any Recommended Actions not implemented are listed below:

No	Standard	Recommended actions	

RECOMMENDED ACTIONS IDENTIFIED FROM THIS INSPECTION

Action Plan: The Principal is requested to provide the Commission with an Action Plan, which indicates how recommended actions are to be addressed. This action plan will be made available on request to the Area Office.

RECOMMENDED ACTION

Identified below are the actions recommended on issues addressed in the main body of the report in order to safeguard and promote the welfare of residential students under 18 adequately in accordance with the National Minimum Standards for FE Colleges Accommodating Students under 18. The references below are to the relevant Standards. Non-implementation of recommended action can lead to future statutory notification of failure to safeguard and promote welfare.

No	Standard*	Recommended Action	
1	FE3	Update Child protection policy to include details of Local Social Services and ensure all ancillary staff are briefed.	28/02/05
2	FE4	The college to devise a written policy on physical intervention.	28/02/05
3	FE5	Complaints policy to provide consideration of an independent person for major complaints.	28/02/05
4	FE14	The college to devise policy on self-administering and storage of medication.	28/02/05
5	FE16	The college to devise a format for personal care plans.	28/02/05
6	FE29	The college to ensure a first aid trained person is on site at all times.	30/03/05
7	FE30	Guidance to be given to staff in identifying and supporting students who may be at significant risk of suicide.	28/02/05
8	FE33	The college to consider the value and need for room inspections alongside NMS 33.3	28/02/05

ADVISORY RECOMMENDATIONS

Identified below are advisory recommendations on welfare matters addressed in the main body of the report and based on the National Minimum Standards, made for consideration by the college.

No	Refer to Standard*	Recommendation
1	FE34	The college to adopt a method of personnel filing according to NMS 34.2

Note: You may refer to the relevant standard in the remainder of the report by omitting the 2-letter prefix. E.g. FE10 refers to standard 10

PART B	INSPECTION METHODS AND FINDINGS
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The following inspection methods have been used in the production of this report

Direct Observation	YES
Student Guided Tour of Accommodation	YES
Student Guided Tour of Recreational Areas	NO

Checks with other Organisations and Individuals

• Social Services	YES
• Fire Service	NO
• Environmental Health	NO
• Other Inspectorates	NO
• College Doctor	YES
• Independent Person or Counsellor	NO
• Chair of Governors	YES
• DfES (if a school)	NO
'Tracking' individual welfare arrangements	YES
Group discussion with students	YES
Survey of accommodation/welfare staff	YES
Interviews with key staff	YES
Student survey	YES
Parents' survey	YES
Early morning & late evening visits	YES
Meal taken with students	YES
Inspection of policy/practice documents	YES
Inspection of records	YES
Answer phone for student comments	NO
Visit to Sanatorium	NO
Visits to lodgings	NA
Individual interview with student(s)	NO

Date of Inspection	29/11/04
Time of Inspection	10:00
Duration Of Inspection (hrs.)	24
Number of inspector Days on site	9

COLLEGE INFORMATION

Overall Age Range of Residential Students: From To

Number of Residential Students under 18 at time of inspection:

BOYS	<input type="text" value="37"/>
GIRLS	<input type="text" value="42"/>
TOTAL	<input type="text" value="79"/>

NUMBER OF SEPARATE COLLEGE BUILDINGS OR UNITS ACCOMMODATING STUDENTS

Number of students under 18 accommodated in Lodgings arranged by the College

The following pages summarise the key findings and evidence from this inspection, together with the CSCI assessment of the extent to which standards have been met. The following scale is used to indicate the extent to which the standards have been met or not met by placing the assessed level along side the phrase "Standard met?"

The scale ranges from:

- | | |
|-------------------------|--------------------|
| 4 - Standard Exceeded | (Commendable) |
| 3 - Standard Met | (No Shortfalls) |
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"0" in the "Standard met" box denotes standard not assessed on this occasion.

"9" in the "Standard met" box denotes standard not applicable.

"X" is used where a percentage value or numerical value is not applicable.

WELFARE POLICIES AND PROCEDURES

The intended outcomes for the following set of standards are:

- A clear statement of the principles of residential provision and student support at the college is available to those needing this information.
- Students are protected from bullying and harassment.
- Students are protected from abuse.
- Use of discipline with students is fair and appropriate.
- Students' complaints are adequately responded to.
- Under-age drinking, substance abuse and possession of obscene material by students are appropriately countered.
- The safeguarding and promotion of students' health and welfare is supported by appropriate records.

Standard 1 (1.1 – 1.5)

A suitable statement of the college's welfare, accommodation and student support policies and practice is available to parents, students and staff.

Key Findings and Evidence

Standard met?

3

This standard is fully met and inspectors were able to evidence the information required which is contained in the college prospectus, student handbook, parent handbook and the boarding brochure.

Standard 2 (2.1 – 2.5)

The college has, and follows, an appropriate policy on countering bullying and any form of harassment, which is known to students and staff and which is effective in practice.

Key Findings and Evidence

Standard met?

3

The college has clear policies on bullying and harassment, which are well known by students and staff. The college also has a zero tolerance approach to bullying and harassment. Student survey shows that bullying is not an issue and there have been no reported incidents within the last 12 months. The figure below represents the number of students surveyed which was approximately 75% of total boarding population.

Percentage of residential students under 18 reporting never or hardly ever being bullied:

100 %

Standard 3 (3.1 – 3.9)
The college has, and follows, an appropriate policy on protection of students under 18 from abuse, and response to allegations or suspicions of abuse, which is consistent with local Area Child Protection Committee procedures, and is known to staff and students.

Key Findings and Evidence	Standard met?	2
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The college is in possession of the latest child protection procedures. The policy within the college however should be updated and include the contact details of the local Social Services.
 All ancillary staff are to be 'briefed' on procedures and the timescale for this given by the college is by Christmas 2004.

Number of recorded child protection enquiries initiated by the social services department concerning students under 18 at the college in the past 12 months:	0
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Standard 4 (4.1 - 4.9)
The college has, and follows, a fair and appropriate student disciplinary policy, in relation to unacceptable behaviour and breaches of student discipline, known to students, staff and parents.

Key Findings and Evidence	Standard met?	2
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The college is advised to develop a policy on physical intervention despite not having to use this type of intervention in the last few years.
 Sanctions are recorded in books which should be signed on a regular basis to evidence monitoring.

Standard 5 (5.1 - 5.5)

The college has, and follows, an appropriate written policy on responding to complaints from students and parents about the college's role in safeguarding and promoting the students' welfare, which is known to students, parents and staff.

Key Findings and Evidence**Standard met?**

2

The college has a clear complaints policy and procedure, which is well known by students. Parent survey also indicates that they know how to complain. Inspectors would advise that in accordance with NMS 5.2 the policy should give consideration for the involvement of an independent person for major complaints. Complaints are recorded with actions and outcomes.

Number of college-recorded complaints about welfare of students under 18 in past 12 months

0

NUMBER OF ABOVE COMPLAINTS SUBSTANTIATED:

0

Number of complaints made to CSCI about welfare of students under 18 in past 12 months:

0

NUMBER OF ABOVE COMPLAINTS SUBSTANTIATED:

0

Standard 6 (6.1 - 6.5)

The college has, and follows, appropriate policies on countering and responding to under-age purchase of alcohol, excessive consumption of alcohol, substance abuse, and possession of obscene material, which are known to students and staff and are effective in practice.

Key Findings and Evidence**Standard met?**

3

There are clear policies, which are known by students and staff. Student services within the college are particularly pro-active in promoting awareness of these topics. The college has a good working relationship with the Police and will not hesitate to call them if and when required.

Standard 7 (7.1 - 7.6)

Where Students and parents provide the information, adequate records are kept in relation to individual students' health and welfare needs and issues.

Key Findings and Evidence

Standard met?

3

Inspectors were able to evidence from student records that this standard is fully met.

ORGANISATION AND MANAGEMENT

The intended outcomes for the following set of standards are:

- There is clear leadership of residential provision in the college.
- Crises affecting students' welfare are effectively managed.
- The college's organisation of residential provision safeguards students' welfare.
- Students have access to a range and choice of activities.
- Students are enabled to contribute to the operation of residential provision in the college.

Standard 8 (8.1 - 8.8)

There is clear management accountability for the accommodation and welfare of students under 18.

Key Findings and Evidence

Standard met?

3

There is a clear management structure within the residential provision and students were able to state who has accountability and in what areas. The college is also implementing a self-assessment tool, which will enable them to carry out their own self-audit alongside the National Minimum Standards.

Standard 9 (9.1 - 9.3)

The college is capable of satisfactorily managing crises affecting students' welfare.

Key Findings and Evidence

Standard met?

3

There is a very clear procedure and policy in the college on what to do in a crisis situation. Inspectors were also able to see the emergency stores that the college has should they be needed.

Standard 10 (10.1 - 10.4)		
Student accommodation does not lead to welfare concerns where students under 18 are accommodated with adult students, or where both genders are accommodated together.		
Key Findings and Evidence	Standard met?	3
The college fully meets this standard, the inspectors noted that doors between male and female floors are alarmed; they also noted and were able to see risk assessments that are carried out on a regular basis with regard to accommodation layout.		

Standard 11 (11.1 - 11.4)		
An appropriate range and choice of recreational activities and provision is made for students under 18.		
Key Findings and Evidence	Standard met?	3
There is a good range of activities for students such as recently introduced film nights in the college theatre; there are sports facilities and a café, which is open two nights per week. The college is also very close to the town centre and students are able to organise their own activities.		

Standard 12 (12.1 - 12.3)		
Students under 18 are consulted over accommodation and welfare provision.		
Key Findings and Evidence	Standard met?	3
Inspectors were able to evidence through discussion with students that consultation takes place on a regular basis. Students say that menus were changed after they had discussions with the catering manager. House meetings do take place regularly and there is also a student union for the whole college.		

WELFARE SUPPORT

The intended outcomes for the following set of standards are:

- Students receive personal support from staff.
- Students receive first aid and health care as necessary.
- Students are adequately supervised when ill.
- Students are supported in relation to any health or personal problems.
- Students do not experience inappropriate discrimination.
- Students can maintain private contact with their parents and families.
- Students' personal possessions and money are protected.
- Students receive guidance, both on arrival at the college and in preparing to leave the college.
- Risk assessment and college record keeping contribute to students' welfare.
- Students receive good quality catering provision.
- Students have access to food and drinking water in addition to main meals.
- Students are protected from the risk of fire.
- Student welfare is not compromised by unusual or onerous demands.
- The welfare of any young people accommodated by the college other than its own students is safeguarded and promoted.
- Students' safety and welfare are protected during high-risk activities.
- Students are appropriately supervised during free time.

Standard 13 (13.1 - 13.8)

Each student has one or more members of staff to whom he or she can confidently turn for personal guidance or with a personal problem.

Key Findings and Evidence

Standard met?

3

Student survey indicated that there are a number of people that they can speak to, discussion with students confirmed this. The college has two fully trained counsellors as well as identified tutors with pastoral duties. Counselling is open to all between 08:30 and 17:00 each day.

Standard 14 (14.1 - 14.13) Appropriate first aid and minor illness treatment are available to students at college, with access to medical and dental services as required.		
Key Findings and Evidence	Standard met?	2
The college has a doctor who visits on a weekly basis and students may also visit the local surgery should they require. There are a number of staff who are first aid trained but it was not apparent to inspectors that there is someone with this training on site at all times. The college should also have a written policy on self-administering and the storage of medication.		

Standard 15 (15.1) There are satisfactory arrangements in place to ensure that students who are ill while at college or in college arranged accommodation are regularly checked and are able to summon assistance readily and rapidly when necessary.		
Key Findings and Evidence	Standard met?	3
During discussion with students they said that they were very well looked after when ill and that the care that they received was particularly good. Inspectors were also able to see specific written policy about actions to be taken when students are ill.		

Standard 16 (16.1 - 16.9) Significant health and personal problems of individual students are identified and managed appropriately.		
Key Findings and Evidence	Standard met?	2
Staff in the boarding houses was able to identify specific student needs and the range of support being given. No personal care plans were seen and inspectors advised that a format for a care plan be drafted to assist with practice and in particular identifying students who may be at risk of suicide. It was noted by inspectors that the college does particularly well in supporting students who suffer with such things as homesickness and personal stress.		

Standard 17 (17.1 - 17.5)
 The college does not inappropriately discriminate on grounds of gender, disability, race, religion, cultural background, linguistic background, political beliefs, sexual orientation or academic or sporting ability. The college takes these factors into account in its care of students, and appropriately supports and integrates identifiable minority groups amongst students and students who do not "fit in" to the college, residential unit or student body.

Key Findings and Evidence	Standard met?	3
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The college has a very clear equal opportunities policy, which is published in all handbooks and prospectus. The college also has a particularly good learning support department, which covers a wide range of needs such as Dyslexia, Aspergers syndrome and physical disability.

Standard 18 (18.1 - 18.5)
 The college enables students to contact their parents and families in private.

Key Findings and Evidence	Standard met?	3
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Students stated that they are able to contact family and friends whenever they choose. There is access to telephones and e-mail, some students also have their own mobile phones.

Standard 19 (19.1 - 19.3)
 The college provides reasonable protection for students' personal possessions and any student's money looked after by the college.

Key Findings and Evidence	Standard met?	3
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Students manage their own monies and there are also lockable storage facilities in both boarding houses.

Standard 20 (20.1 - 20.3)
There are appropriate processes of induction and guidance for new students arriving at the college, and guidance and preparation for students prior to leaving the college.

Key Findings and Evidence	Standard met?	3
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Students come to the college for an interview and introduction to the boarding facilities. Those students who are overseas and unable to attend prior to admission are given a full weeks induction programme prior to the beginning of term. There is also a well resourced careers advice centre which offers help with applications for higher education, work or training opportunities.

Standard 21 (21.1 - 21.3)
A senior member of the college's staff regularly monitors the college's records of risk assessments, sanctions against students, complaints and accidents, to identify any issues requiring action.

Key Findings and Evidence	Standard met?	3
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The college has a very good record of risk assessments as well as recording of complaints and sanctions. Complaints are regularly monitored by vice-principal and similarly the sanctions are monitored by the Head of Boarding.

Standard 22 (22.1 - 22.11)
Meals are provided to students, which are adequate in quantity, quality, choice and provision for special dietary, medical or religious needs, with clean and suitable cutlery, crockery and dining facilities.

Key Findings and Evidence	Standard met?	3
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Discussion with students revealed that they felt that food could be improved and that the main restaurant was often overcrowded. Inspectors were able to participate in meal times and noted that the food was good particularly in the evening. There was a range of choices including vegetarian options. The catering manager said that they are able to cater for special diets as required for either medical or religious purposes. During lunchtimes however inspectors noted that the restaurant was overcrowded and places to sit were at a premium. This is an issue that the college are very much aware of and a suitable solution has yet to be found. A voucher system is used at lunchtimes and the value of each voucher is £2.35. Students can choose what to buy with their vouchers and therefore it is not always possible to monitor what each student is buying to maintain a healthy diet.

Standard 23 (23.1 - 23.4)
Students have access to drinking water in both residential and teaching areas, and to food or the means of preparing food at reasonable times in addition to main meals.

Key Findings and Evidence	Standard met?	3
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This standard is fully met and inspectors saw where students can prepare food outside of restaurant hours in each boarding house. It was also noted that some students choose to use a local pizza delivery company during the evening.

Standard 24 (24.1 - 24.6)
Students and staff with residential provision duties are aware of emergency evacuation procedures from residential accommodation. Such procedures should include any special arrangements for students or staff with disabilities. Any recommendations of the Fire Service are implemented within given timescales and maintained.

Key Findings and Evidence	Standard met?	3
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Evacuation procedures are promulgated in each bedroom and inspectors saw record of fire drills including evacuation. Equipment such as smoke alarms and emergency lighting is regularly tested with the last test date being September 2004 and extinguishers last tested August 2004.

Standard 25 (25.1 - 25.3)
Colleges where there are unusual or especially onerous demands on students ensure that these are appropriate to the students concerned and do not unacceptably affect students' welfare.

Key Findings and Evidence	Standard met?	3
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No onerous demands are made upon students.

Standard 26 (26.1 - 26.2) The college makes satisfactory provision for the welfare of any young people aged under 18 it accommodates who are not its own students.		
Key Findings and Evidence	Standard met?	9
This standard does not apply.		

Standard 27 (27.1 - 27.7) Identifiably high-risk activities provided for students, particularly outside the normal educational day, are competently supervised and accompanied by adequate and appropriate safety measures.		
Key Findings and Evidence	Standard met?	3
The college operates a hazardous pursuit policy and activities of this nature are fully risk assessed and parental consent obtained.		

Standard 28 (28.1 - 28.6) Students under 18 are sufficiently supervised during free time to reduce significant risks to their welfare, given their legal status as children, while preserving their freedom to participate in student activities and to access local facilities outside the college.		
Key Findings and Evidence	Standard met?	3
There is always a member of staff on duty in the boarding houses and each house has signing in and out procedures. Absenteeism is closely monitored throughout the college. Should students go into town then staff know who with and where and their expected return time.		

STAFFING

The intended outcomes for the following set of standards are:

- Students are adequately supervised by staff.
- Staff responsible for residential students have specific residential and welfare duties, with adequate induction and continued training.
- Students are looked after by staff following clear residential and welfare policies and practice.
- Sound relationships between staff and students.
- Students' personal privacy is respected.
- There is careful selection and vetting of all staff and volunteers working with students.
- Students are protected from unsupervised contact with adults who have not been subject to the college's complete recruitment checking procedures.

Standard 29 (29.1 - 29.13)

While resident at the college or in college arranged accommodation, students know which member of staff is responsible for them and are able to contact them when necessary.

Key Findings and Evidence

Standard met?

2

All students spoken to say that they know who is responsible for them and they know who to contact when necessary. As mentioned in Standard 14 the college should have a first aid trained member of staff on site at all times. This is in accordance with NMS 29.4.

Standard 30 (30.1 - 30.11)

All staff with particular responsibilities for the supervision of residential students or the provision of student welfare services have job descriptions reflecting those duties, have appropriate competence, receive induction training in those responsibilities when newly appointed, and receive regular review of their supervisory and student welfare practice, with opportunities for continuing training.

Key Findings and Evidence

Standard met?

2

All boarding staff at the college have job descriptions and are suitably qualified for the role. There are systems in place for annual appraisals and regular meetings also take place with boarding staff involving the Principal and Vice Principal. As previously mentioned staff with boarding responsibilities should have guidance in identifying and supporting students who may be at risk of suicide.

Standard 31 (31.1 - 31.4)		
All staff with responsibilities for supervision of residential students or the provision of student welfare services are provided with up to date written guidance on the college's policies and practice for the supervision of residential students and the safeguarding and promotion of their welfare. (This document is not necessarily a single document.)		
Key Findings and Evidence	Standard met?	3
All boarding staff are provided with a handbook outlining policies and procedures. There is also a main college handbook that contains all policies and is available to all staff.		

Standard 32 (32.1 - 32.3)		
There are sound staff/student relationships including an understanding of respective roles, rights and responsibilities.		
Key Findings and Evidence	Standard met?	3
Discussions with both staff and students reveal that overall relations are good. Students say that if there are any problems they are able to address them appropriately.		

Standard 33 (33.1 - 33.3)		
Staff supervision of students avoids intruding unnecessarily on students' privacy.		
Key Findings and Evidence	Standard met?	2
Students say that staff do respect their privacy and always knock before entering their rooms. Inspectors were made aware that room inspections were carried out in one boarding house on a weekly basis. It is advised that this practice is ceased and that room checks are carried out in accordance with NMS 33.3.		

Standard 34 (34.1 - 34.7)
Recruitment of all staff (including ancillary staff and those on a contract/sessional basis) and volunteers who work with students under eighteen includes checks through the Criminal Records Bureau at the Standard or Enhanced level as applicable to their role with a satisfactory outcome. There is a satisfactory recruitment process recorded in writing.

Key Findings and Evidence	Standard met?	2
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Inspectors noted some areas in which the files could be arranged for easier reading in accordance with NMS 34.2 and in particular information obtained in relation to NMS 34.2 (iii) & NMS 34.2 (viii).

Standard 35 (35.1 - 35.3)
The college does not allow any member of staff (including ancillary staff, sessional/contract staff or volunteers) to have regular contact with students under 18 unless that member of staff has been satisfactorily checked with the Criminal Records Bureau.

Key Findings and Evidence	Standard met?	3
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All staff are appropriately checked.

PREMISES

The intended outcomes for the following set of standards are:

- Students are provided with satisfactory living accommodation.
- Students have their own living accommodation, secure from public intrusion.
- Any security or surveillance measures provide security to protect students without compromising their privacy.
- Students have satisfactory sleeping accommodation.
- Students have adequate and adequately private toilet and washing facilities.
- Students have access to a range of recreational areas.
- Students are given reasonable protection from safety hazards.
- Students are suitably accommodated when ill.
- There are arrangements to ensure that student's clothing and bedding are adequately laundered.
- Students can buy food and personal requisites while accommodated at college.
- The welfare of students placed by the college in lodgings is safeguarded and promoted.
- The welfare of students is safeguarded and promoted while accommodated away from the college site on a short stay basis.

Standard 36 (36.1 - 36.8)

Student residential accommodation (including sleeping and living areas), and other accommodation provided for students, are appropriately lit, heated and ventilated, suitably furnished, accessible to any students accommodated who have disabilities, and adequately decorated, cleaned and maintained.

Key Findings and Evidence	Standard met?	
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Students say they are very happy with their accommodation. Inspectors were able to see both boarding houses and the standard of accommodation and furnishings were particularly good.		
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Standard 37 (37.1 - 37.6)		
As far as is practicable, students' residential accommodation is reserved for the use of those students designated to use it, and protected from access by the public.		
Key Findings and Evidence	Standard met?	3
Residential accommodation in the college is not used for any other purposes. There is a clear policy on visitor's access. Entry to living areas is controlled by keypad entry and there are signing in and out procedures.		

Standard 38 (38.1 - 38.4)		
Any security measures, provision of security staff, and CCTV or other surveillance equipment on college premises contributes positively and effectively to student safety and welfare, but does not compromise or intrude upon their reasonable privacy.		
Key Findings and Evidence	Standard met?	3
There are 14 CCTV cameras in operation around the exterior of the boarding houses. These do not impinge upon student privacy.		

Standard 39 (39.1 - 39.11)		
Student bedrooms are suitably furnished and of sufficient size for the accommodation and needs of the students accommodated.		
Key Findings and Evidence	Standard met?	3
All rooms are suitably furnished and well maintained.		

Standard 40 (40.1 - 40.5) Adequate toilet and washing facilities should be readily accessible to students, with appropriate privacy.		
Key Findings and Evidence	Standard met?	3
Many rooms have en-suite facilities. There are also communal showers and issues of privacy have been addressed.		

Standard 41 (41.1 - 41.5) Students have access to a range and choice of safe recreational areas, both indoors and outdoors.		
Key Findings and Evidence	Standard met?	3
There are a number of common rooms available for students although Falkland lodge can be a little overcrowded at times. There are sports and fitness facilities available and students say that they would like these open more at weekends.		

Standard 42 (42.1 - 42.7) Indoor and outdoor areas used by, or accessible to, students are free from reasonably avoidable safety hazards.		
Key Findings and Evidence	Standard met?	3
All areas of the college have been extremely well risk assessed. This is an ongoing process.		

Standard 43 (43.1 - 43.2) Suitable accommodation and care area available for the care of students who are ill.		
Key Findings and Evidence	Standard met?	3
There are no separate facilities and students are cared for in their own rooms. As mentioned previously students say that they are very well cared for particularly when ill.		

Standard 44 (44.1 - 44.4) Adequate laundry provision is made for students' clothing and bedding.		
Key Findings and Evidence	Standard met?	3
Both boarding houses have very well equipped laundry facilities.		

Standard 45 (45.1 - 45.2) Students are able to purchase basic foods and minor necessary personal and stationery items while accommodated at college.		
Key Findings and Evidence	Standard met?	3
The college has a shop facility on site and students can make purchases during opening times.		

Standard 46 (46.1 - 46.10) Any lodgings arranged directly by the college to accommodate students under 18 provide satisfactory accommodation and supervision, are checked by the college before use, and are monitored by the college during use.		
Key Findings and Evidence	Standard met?	9
This standard does not apply.		

Standard 47 (47.1 - 47.5) Any off-site short-stay accommodation arranged by the college for any of its students provides satisfactory accommodation and supervision, is checked by the college, where reasonably practicable, before use, and is monitored by the college during use.		
Key Findings and Evidence	Standard met?	3
Any off site accommodation arranged for students only applies for organised field trips such as Duke of Edinburgh Award schemes are thoroughly checked for their suitability. Inspectors were able to evidence this through risk assessment documents.		

PART C

LAY ASSESSOR'S SUMMARY

(Where Applicable)

Empty box for Lay Assessor's Summary.

Lay Assessor _____ **Signature** _____

Date _____

D.1 Principal's comments/confirmation relating to the content and accuracy of the report for the above inspection.

We would welcome comments on the content of this report relating to the Inspection conducted on 29 November 2004 and any factual inaccuracies:

Please limit your comments to one side of A4 if possible

We found the process of inspection to be a positive one. It was helpful to focus on the issues and analyse our performance with the purpose of self-improvement.

Inspectors were very polite, encouraging and helpful and the inspection caused only minimal disturbance to students. We felt the relationship fostered between the inspectors and staff was one in which we could approach them for advice in the future. We welcome the recommendations and look forward to completing the implementation of these in the near future.

Action taken by the CSCI in response to Principal's comments:

Amendments to the report were necessary	<input type="checkbox"/>
Comments were received from the provider	<input type="checkbox"/>
Principal's comments/factual amendments were incorporated into the final inspection report	<input type="checkbox"/>
Principal's comments are available on file at the Area Office but have not been incorporated into the final inspection report. The inspector believes the report to be factually accurate	<input type="checkbox"/>

Note:

In instances where there is a major difference of view between the Inspector and the Principal both views will be made available on request to the Area Office.

D.2 Please provide the Commission with a written Action Plan by 20 January 2005, which indicates how recommended actions and advisory recommendations are to be addressed and stating a clear timescale for completion. This will be kept on file and made available on request.

Status of the Principal's Action Plan at time of publication of the final inspection report:

Action plan was required	<input type="checkbox"/>
Action plan was received at the point of publication	<input type="checkbox"/>
Action plan covers all the statutory requirements in a timely fashion	<input type="checkbox"/>
Action plan did not cover all the statutory requirements and required further discussion	<input type="checkbox"/>
Provider has declined to provide an action plan	<input type="checkbox"/>
Other: <enter details here>	<input type="checkbox"/>

D.3 PRINCIPAL'S AGREEMENT

Principal's statement of agreement/comments: Please complete the relevant section that applies.

D.3.1 I _____ of _____ confirm that the contents of this report are a fair and accurate representation of the facts relating to the inspection conducted on the above date(s) and that I agree with the recommended actions made and will seek to comply with these.

Print Name _____
Signature _____
Designation _____
Date _____

Or

D.3.2 I _____ of _____ am unable to confirm that the contents of this report are a fair and accurate representation of the facts relating to the inspection conducted on the above date(s) for the following reasons:

Print Name _____
Signature _____
Designation _____
Date _____

Note: In instance where there is a profound difference of view between the Inspector and the Principal both views will be reported. Please attach any extra pages, as applicable.

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