



Llywodraeth Cynulliad Cymru  
Welsh Assembly Government

**NATIONAL MINIMUM STANDARDS  
FOR ACCOMMODATION OF STUDENTS UNDER 18  
BY FURTHER EDUCATION COLLEGES**

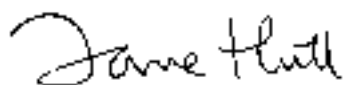
**WELSH ASSEMBLY GOVERNMENT**



A statement of national minimum standards applicable to

- i) residential special schools,
- ii) boarding schools, and
- iii) further education colleges that accommodate students under the age of 18

made by the Minister of Health and Social Services of the Welsh Assembly Government under the powers conferred by section 107 of the Care Standards Act 2000



Minister for Health and Social Services  
Welsh Assembly Government  
9 February 2003

The statement is applicable to residential special schools, boarding schools and further education colleges that accommodate students under 18 from 1 February 2003.

The statement is accompanied, for explanatory purposes only, by an introduction to the three sets of standards.



**National Assembly for Wales**

**Accommodation of Students Under 18  
by Further Education Colleges**

**National Minimum Standards**



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## INTRODUCTION

These standards relate to the welfare of students aged under 18 who are accommodated in or by Further Education colleges in Wales, for whom colleges have a statutory duty, under section 87 of the Children Act 1989, to safeguard and promote welfare. This statutory duty requires colleges to make particular welfare provision for students aged under 18, which may differ from provision for older students. The standards do not relate to the welfare or accommodation of students aged 18 or over, who are thus adults and not subject to the provisions of the Children Act, although the establishment of standards for the care and accommodation of students under 18 may affect provision for those over 18 sharing the same accommodation or facilities.

Similarly, the standards do not apply to students not accommodated by or in the college, but since they relate to wider welfare issues for accommodated students than solely residential provision itself, they will also affect the college's provision for non-residential students.

These standards are primarily concerned with "mainstream" colleges rather than specialist colleges accommodating students with disabilities. Such specialist colleges are required to register with the Care Standards Inspectorate for Wales as care homes; such colleges will then be subject to the statutory Regulations and national minimum standards for care homes in relation to all their residential students, both under and over 18, rather than the standards in this document. They will also be subject to any specific conditions of their registration. A college is required to register as a care home if it provides accommodation, together with nursing or personal care, wholly or mainly for students who are or have been ill, are or have had a mental disorder, are disabled or infirm, or are or have been dependent on alcohol or drugs, and the care provided includes assistance with bodily functions where such assistance is required.

This definition does not however require care home registration solely because a mainstream college provides nursing or personal care, either on a temporary or permanent basis, to a small proportion of their students.

The Care Standards Inspectorate for Wales and any other inspecting body appointed by the National Assembly for Wales to carry out inspections of Further Education Colleges under Section 87 of the Children Act 1989, will assess whether the college is satisfactorily safeguarding and promoting the welfare of accommodated students under 18 by reference to these standards. The National Assembly for Wales will refer where relevant to these standards in any enforcement action it may take against a college on student welfare grounds.

The standards are published here in full so that all involved in providing or running residential student provision in Further Education Colleges, as well as parents, students and those involved in regulating colleges, know clearly what standards are expected.

The standards are "minimum" standards, in the sense that they constitute the requirements that all colleges should meet in accommodating students. They are statements of "good residential practice" rather than "best possible practice".

Many colleges will more than meet the minimum standards, and will aspire to exceed them in many ways. Assessments against the standards will look at how far the college is meeting its legal requirements to safeguard and promote the welfare of residential students.

### **Further Information**

These national minimum standards are the responsibility of the National Assembly for Wales, but it is the responsibility of the Care Standards Inspectorate for Wales to apply them to individual establishments. The Care Standards Inspectorate for Wales may be approached in the first instance regarding the application of the standards in particular circumstances. Other queries, for example about the policies behind the standards, can be addressed to the National Assembly for Wales at this e-mail address:

**[www.childrenfirst.wales.gov.uk](http://www.childrenfirst.wales.gov.uk)**

# 1. WELFARE POLICIES AND PROCEDURE

## Statement of principles and practice

### OUTCOME

A clear statement of the principles of residential provision and student support at the college is available to those needing this information.

### STANDARD 1

- 1.1 A suitable statement of the college's welfare accommodation and student support policies and practice is available to parents, students and staff.**
- 1.2** The statement (which may be included in a Prospectus, Handbook or similar document) covers the following issues:
- the college's admission policies and procedures affecting residential students
  - the nature and organisation of accommodation at the college
  - whether or not students under 18 are accommodated separately from older students
  - whether any students under 18 are accommodated other than in college owned and run premises, and, if so, the nature of, and the extent to which the college inspects and monitors, such other accommodation arranged by or for the college, and the basis for selection of students under 18 to be accommodated elsewhere than in college premises
  - how rooms are allocated to students, the extent of choice in selection of accommodation, and the extent to which students may request a change of accommodation
  - an outline of the welfare and support facilities available to students
  - the nature, extent and limitations of the college's supervision and monitoring of students under 18, specifically including evenings, weekends and at night
  - the college's policies and practice in meeting or supporting students with particular religious, dietary, language or cultural needs
  - an outline of the recreational provision and any activity programme provided or organised for students.

(The statement may be a collection of documents, rather than all elements being included in a single document.)

- 1.3** This statement is up to date and is made available to parents, prospective parents, staff and students.

- 1.4** The college makes clear to students the standards of conduct and behaviour and any specific rules or prohibitions it expects them to follow, and provides these expectations in writing to all students.
- 1.5** The statement reasonably reflects the actual current practice at the college.

## Countering bullying and harassment

### OUTCOME

Students are protected from bullying and harassment.

### STANDARD 2

- 2.1 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.**
- 2.2** The college policy on countering bullying and harassment covers both measures to prevent bullying or harassment and to respond to observed or reported bullying or harassment. It covers bullying or harassment by other students, by staff and other adults working at the college. The policy includes how the college will respond to student reports of bullying and harassment of its students in the local community.
- 2.3** The college has a definition of bullying which extends to name calling, being "picked on" and the use of prejudicial remarks or actions which is reviewed frequently with staff and children, and which includes bullying by staff, by children and by visitors and bullying that may occur elsewhere than in the college;
- 2.4** This policy is available and known to both staff and students, including junior, ancillary, regular visiting and recently appointed staff. The policy should be included in any induction material for new staff.
- 2.5** There are no "initiation ceremonies" intended to cause pain, anxiety or humiliation.

## Student protection, response to allegations

### OUTCOME

Students are protected from abuse.

### STANDARD 3

- 3.1 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.**
- 3.2** The college has a written student protection policy which is consistent with the requirements of *Working Together to Safeguard Children (National Assembly for Wales, 1999)* the local Area Child Protection Committee procedures and which includes the requirement for timely referral (in writing or with written confirmation of telephoned referral) of allegations or suspicions of abuse<sup>1</sup> to the local social services department to carry out child protection investigations, rather than internal investigation by the college.
- 3.3** The college's student protection policy includes procedures for all staff (including college medical and nursing staff<sup>2</sup>) and others employed by the college, who receive allegations of abuse or suspect that abuse may be occurring at college or at home or elsewhere, from adults or peers, to consider measures that may be necessary to protect individual students, to avoid asking leading questions or giving inappropriate guarantees of confidentiality, to make and keep written records, and to report the matter to the college's designated person for further action.
- 3.4** The college explicitly prohibits sexual relationships between staff and students under 18.
- 3.5** The college's student protection policy is available to all staff, students and adults working at the college.
- 3.6** All staff, at all levels (including newly appointed and ancillary staff), have been given briefing or training on responding to suspicions or allegations of abuse and know what action they should take in response to such suspicions or allegations.

1 The statutory guidance refers to situations in which a student under 18 may be suffering, or may be at risk of suffering, significant harm (including abuse from adults or other students).

2 The policy should be clear on action should the college's usual designated recipient of such reports themselves be subject to allegation or suspicion.

- 3.7** A senior member of staff is designated to take responsibility for the operation of the student protection policy, to liaise with the social services authority, and to co-ordinate action with social services and (where applicable) the police following any allegation or suspicion of abuse or significant harm affecting a student. This staff member has received training in child protection, and holds copies of relevant government child protection guidance ("**Working Together**") and local Area Child Protection procedures.
- 3.8** There is an effective working relationship between the college and Social Services especially whenever suspicion or allegations of abuse have occurred.
- 3.9** Any senior student given a position of responsibility in relation to other students is briefed on appropriate action to take should they suspect or receive any allegations of abuse.

## Student disciplinary policy and restraint

### OUTCOME

Use of discipline with students is fair and appropriate.

### STANDARD 4

- 4.1 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.**
- 4.2** The college's student disciplinary policy clearly states both the types of behaviour and breaches of college discipline which will lead to consideration of sanctions, and the sanctions which the college may take. The policy provides for suspension or expulsion of a student if their behaviour places the welfare of others at significant risk.
- 4.3** The college's student disciplinary policy requires that a student alleged to have breached acceptable standards of behaviour or breached college discipline must be informed of what they are alleged to have done, and given an opportunity to put their side of the matter. Decisions on sanctions fully take into account any statement from the student and any relevant circumstances, and are made by a person other than someone who has investigated, or has a direct involvement in, the matter.
- 4.4** Observed standards of student behaviour are generally satisfactory.
- 4.5** No unreasonable or excessive sanctions are used in relation to students<sup>3</sup>.
- 4.6** Students are not given powers to administer sanctions to other students, beyond reporting to staff.
- 4.7** Any suspension or expulsion of a residential student under 18 from residence at the college is only implemented when the college is able to return the student to the care of a parent of the student, or to other accommodation arranged by the student's parent.

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<sup>3</sup> Examples of unreasonable or excessive sanctions would include any form of corporal punishment, deprivation of sleep, food or drink as a sanction, suspension or expulsion from a course for a minor offence not justifying that level of sanction, restriction of freedom to contact parents or family, any form of humiliation or use of ridicule or isolation from others, punishment of a group for an individual's offence, substantial fines, confiscation of personal possessions which are not a source of risk to self, others or to property, or restriction to a room or area of a building. Acceptable sanctions, provided proportionate to the offence, might include minor or token fines, reparation tasks for damage done, loss of college privileges, report to parents, and in extreme cases, suspension or expulsion.



- 4.8** A central record is kept of the administration of any significant sanction against a student, giving the name of the student concerned, the reason for the sanction, and the responsible member of staff.
- 4.9** Any use of physical restraint with a student is by reasonable and non-injurious means, only for the minimum time necessary to prevent injury to self or others or very serious damage to property, and always recorded in writing.

## Responding to complaints

### OUTCOME

Student's complaints are adequately responded to.

### STANDARD 5

- 5.1** 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.
- 5.2** The policy provides for consideration of major complaints to involve a person independent of the college such as local Learning and Skills Council.
- 5.3** Students and their parents are informed by the college of how they can contact the Care Standards Inspectorate for Wales regarding any complaint concerning their welfare.
- 5.4** A written record is kept of serious complaints and their outcome, and is regularly reviewed by a senior member of staff.
- 5.5** There is evidence that any recent complaints have been resolved either to the complainant's satisfaction, or with an otherwise appropriate outcome which balances the rights and duties of students.

## Under-age drinking, substance abuse, obscene material

### OUTCOME

Under-age drinking, substance abuse and possession of obscene material by students are appropriately countered.

### STANDARD 6

- 6.1 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.**
- 6.2** The college has appropriate policies on countering and responding to incidents of under-age purchase of alcohol; excessive consumption of alcohol; possession, use or sale of illegal drugs; and possession of obscene material.
- 6.3** All reasonable measures are taken to ensure as far as is practicable that current laws on purchase and consumption of alcohol, and in relation to possession, sale and use of drugs, are complied with by students of all ages while accommodated by the college.
- 6.4** The college maintains a close working relationship with police , especially in respect of policy and practice relating to illegal activity within the student community.
- 6.5** Any college provided bar has effective systems and practices in place to counter under-age drinking, and no student under 18 works in a college bar providing alcohol.

## Students' health records

### OUTCOME

The safeguarding and promotion of students' health and welfare is supported by appropriate records.

### STANDARD 7

- 7.1 Where students and parents provide the information,adequate records are kept in relation to individual students' health and welfare needs and issues.<sup>4</sup>**
- 7.2** There are individual records for students under 18 containing relevant health and welfare information provided by parents or students themselves, which specifically set out any individual health needs that require to be met while the student is at college(where the college has been informed of them), and the means by which the college will meet, or assist the student in meeting, these needs.
- 7.3** Students' records include identification of the persons with parental responsibility for students under 18, contact details for parents and any other emergency contact arrangements, and any court orders affecting parental responsibility or the care of the student. Such records should be reviewed annually.
- 7.4** Students' records (eg college, rather than NHS, records kept by college nursing or matron staff ) show any significant known drug reactions, major allergies and notable medical conditions, and this information is available to staff likely to administer medication or treatment to those students or to supervise the student in administering their own medication. This information is available to that member of staff.
- 7.5** Welfare needs and any special provision to be made for individual students are effectively made available to those staff with a need to know that information.
- 7.6** Personal information about students is treated with appropriate confidentiality.

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<sup>4</sup> This standard does not relate to any NHS records which may be held at the college or kept by a college nurse or college doctor, but includes any non-NHS college records kept by a college nurse or other staff.

## Organisation and Management

### Management and development of residential provision

#### OUTCOME

There is clear leadership of residential provision in the college.

#### STANDARD 8

- 8.1 There is clear management accountability for the accommodation and welfare of students under 18.**
- 8.2** Responsibility for the accommodation and welfare of students aged under 18 accommodated by or at the college is clearly carried by one or more designated members of the college's senior staff, with clear lines of accountability for the day to day management of those functions.
- 8.3** The college corporation or other governing body makes specific budgetary and resource provision for the maintenance and development of both accommodation and student welfare services.
- 8.4** The college has effective measures in operation, through both its contractual arrangements and monitoring procedures, to ensure as far as is practicable that contracted out services provided to students on its behalf meet the standards in this document and do not compromise student welfare.
- 8.5** The college implements a process of regular self-assessment of its residential and student welfare practice.
- 8.6** All staff with student accommodation or welfare responsibilities receive induction training on first taking up those duties, and opportunities for appropriate subsequent training.
- 8.7** There is a satisfactory staff disciplinary procedure, which includes provision for precautionary suspension of staff where necessary pending investigation or final decision following allegations or concerns having a potential significant effect on student welfare.
- 8.8** The college's policy and practice explicitly requires staff to report to a senior official of the college, or to the Care Standards Inspectorate for Wales, any concern or allegation about college practices or the behaviour of colleagues which is likely to put students at risk of abuse or other serious harm, and provides immunity from retribution or disciplinary action against such staff for "whistleblowing" if this was done in good faith.

## CRISIS MANAGEMENT

### OUTCOME

Crises affecting students' welfare are effectively managed.

### STANDARD 9

- 9.1 The college is capable of satisfactorily managing crises affecting students' welfare.**
- 9.2** There are reasonable plans in place for the management of a range of foreseeable crises involving students' welfare, including emergency accommodation of students if a college residential unit becomes uninhabitable (eg through fire).
- 9.3** In making decisions in any crisis or emergency affecting student welfare, staff do what is reasonable in all the circumstances of the case to safeguard and promote the welfare of the students concerned.

## Organisation and age range of accommodation

### OUTCOME

The college's organisation of residential provision safeguards students' welfare.

### STANDARD 10

- 10.1 Student accommodation does not lead to welfare concerns where students under 18 are accommodated with adult students, or where both genders are accommodated together.**
- 10.2** There is no major discrepancy in quality of accommodation and facilities for different genders.
- 10.3** Students under 18 do not share bedrooms with students of the opposite gender or share with adult students where that might be detrimental to their welfare.
- 10.4** Where the college either accommodates students under 18 and adults in the same building or unit, or accommodates students under 18 in a building or unit accommodating students of both genders, the college carries out a regular (at least annual) written risk assessment in relation to any adverse welfare implications of these arrangements, and takes appropriate action to minimise such implications in the light of those risk assessments and any adverse welfare incidents that may occur.

## Activities and free time

### OUTCOME

Students have access to a range and choice of activities.

### STANDARD 11

- 11.1 An appropriate range and choice of recreational activities and provision is made for students under 18.**
- 11.2** The college organises, or supports students to organise, a range and choice of activities for students out of class time.
- 11.3** Students have appropriate access to college sports, recreational and hobby facilities outside class time.
- 11.4** Where students are resident at the weekend, there is a significant range of activities at weekends and students and parents are fully informed about what is available prior to enrolment.



## Student consultation and involvement

### OUTCOME

Students are enabled to contribute to the operation of residential provision in the college.

### STANDARD 12

- 12.1 Students under 18 are consulted over accommodation and welfare provision.**
- 12.2** There are formal opportunities (eg college councils, meetings, surveys) for students under 18 to express views on relevant aspects of their accommodation, welfare and welfare support, either directly or through student representatives.
- 12.3** Students' appropriate views and concerns, properly expressed, are taken into account in the provision and development of accommodation and welfare provision for students, and action is taken in response to legitimate student concerns relating to their accommodation or welfare.

### 3. WELFARE SUPPORT

#### Staff support to students

##### OUTCOME

Students receive personal support from staff.

##### STANDARD 13

- 13.1 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.**
- 13.2** The college designates staff to whom students can take personal concerns and requests for guidance, and whose role is specifically to provide welfare guidance and support to students. Students are able to discuss personal matters with such staff in private.
- 13.3** The college provides each student under 18 with a personal tutor with particular responsibility (in addition to any academic tutorial role) to support and advise that student on personal and welfare matters.
- 13.4** The college identifies to students at least one person outside the academic or residential management staff of the college (who may be a counsellor or a person external to the college) whom they may contact directly about personal problems or concerns at college.
- 13.5** All persons identified to students for such contact have been subject to the same Criminal Records Bureau checks for this role as college staff having regular contact with students, with a satisfactory outcome.
- 13.6** Students are advised of the telephone numbers of appropriate helplines outside the college that they may contact for advice and support.
- 13.7** There are effective communication systems between staff supervising student accommodation, student welfare staff, and teaching/lecturing staff to support the safeguarding and promotion of student welfare, which communicate necessary information about students on a need to know basis, but do not unnecessarily breach student confidentiality.

## Medical treatment and first aid

### OUTCOME

Students receive first aid and health care as necessary.

### STANDARD 14

- 14.1 Appropriate first aid and minor illness treatment are available to students at college, with access to medical and dental services as required.**
- 14.2** Students are registered with a doctor of their own choice, who may be a local GP, or (if acceptable to the student) a visiting college medical officer.
- 14.3** The college has satisfactory arrangements to secure access to medical, dental and sexual health help and advice for students as necessary, without undue delay.
- 14.4** The college enables students to visit or be visited by their GP when the student wishes. Students are not required to inform staff of their reasons for wishing to consult their GP.
- 14.5** Any designated college nursing staff hold a current registration with the nursing registration body, and the college has confirmed on appointment that they are registered with the Nursing and Midwifery Council]. The title of 'nurse' is not used for staff not so registered.
- 14.6** If the college has a designated college nurse, that nurse has access to a named doctor for professional guidance and consultation.
- 14.7** First aid and minor illness treatment are available at college by competent designated staff (eg by or under the supervision of a qualified nurse or first aider).
- 14.8** Students normally look after and administer their own medication. The college makes clear to students and parents their policy on storage and administration of medication for students under 18.
- 14.9** A written college<sup>5</sup> record is kept of all medication, treatment and first aid administered to students, giving name, date, medication/treatment, reason for administration (if not prescribed), which is signed by the responsible member of staff and is regularly monitored by an appropriate designated senior member of staff. A record is also kept of any refusals to accept and take medication usually administered by college staff, and of the return of any medication being kept and/or administered for a student to that student at the student's request.

<sup>5</sup> ie separately from any NHS records

- 14.10** A written college record is kept of all significant illnesses of, accidents by or injuries to students (either as part of the above college medication and treatment records or separately), whether at the college or elsewhere while being looked after by the college.
- 14.11** The college sets out in their information for parents and students their policy on parental permission for securing access to medical or dental treatment on behalf of the students when required.
- 14.12** The college seeks and follows medical advice in relation to any outbreak of infectious disease amongst students.

## Care of ill students

### OUTCOME

Students are adequately supervised when ill.

### 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.**

## Management of health and personal problems

### OUTCOME

Students are supported in relation to any health or personal problems.

### STANDARD 16

- 16.1 Significant health and personal problems of individual students are identified and managed appropriately.**
- 16.2** The college takes reasonable steps to identify any special medical or personal needs of each student on enrolment as a residential student.
- 16.3** Students with medical difficulties or disabilities, or requiring special treatment or management because of health or welfare problems, are given suitable support, and activities are adapted as appropriate.
- 16.4** Where a student has health or personal support needs sufficient to require awareness and monitoring by a number of staff, the college establishes a personal care plan for the student, in consultation with the student and that student's parent, which is communicated to staff with a need to know its content, and is followed effectively.
- 16.5** Those who are homesick are suitably supported at college.
- 16.6** Those undergoing times of personal stress (eg because of problems at home, bereavements, or social or educational pressures) are suitably supported.
- 16.7** Any student identified by staff as at significant risk of suicide is suitably supported.
- 16.8** Outside professional services (eg counsellor, psychologist) are used where needed by individual students.

## Discrimination and equal opportunities

### OUTCOME

Students do not experience inappropriate discrimination.

### STANDARD 17

- 17.1 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<sup>6</sup> and students who do not "fit in" to the college, residential unit or student body.**
- 17.2** College documents demonstrate an appropriate approach to equal opportunities and avoidance of inappropriate discrimination of all forms.
- 17.3** Appropriate provision is made where feasible and requested for students with particular cultural or religious needs or customs.
- 17.4** Whether Welsh or English is the main language of the college, appropriate support is provided for students for whom English is not their first language, in residential provision as well as through learning at the college.
- 17.5** The college provides appropriate guidance, takes any further appropriate action to safeguard and promote the student's welfare, and informs the student's parents, where a student is believed to be participating in any group or activity which goes beyond normal expectations of freedom of thought or expression, information, assembly or association, conscience or religion, and presents a significant risk to the welfare of the student, to public safety or public order, health or morals, or to the rights and freedoms of others<sup>7</sup>.

<sup>6</sup> This standard does not prevent a college from legitimate admissions criteria related to the nature of its foundation, aims and provision - eg relating to academic or sporting ability or aptitude, required language skills to pursue a course, or where a college provides for a particular faith or denomination.

<sup>7</sup> Colleges are advised to take legal advice in major cases of this nature, on the protective action appropriate to fulfil Children Act and Human Rights Act requirements in the particular circumstances.

## Contact with parents and families, telephones

### OUTCOME

Students can maintain private contact with their parents and families.

### STANDARD 18

- 18.1** The college enables students to contact their parents and families in private.
- 18.2** The college provides one or more land-line telephones (such as payphones) for student use, in numbers which avoid significant queuing for their use, in locations which are readily accessible from each area of student accommodation, which afford a reasonable level of privacy in use, and which are maintained and repaired as necessary to keep them in working order.
- 18.3** The college facilitates students' contact with parents, and visits by parents at college, at reasonable times.
- 18.4** Unless the student does not consent to it, the college contacts parents concerning major welfare concerns relating to students.
- 18.5** The college actively encourages parents of students under 18 to visit the college and its residential provision and to discuss the college's residential arrangements and supervision of students before their children arrive as students.



## Students' money and possessions

### OUTCOME

Students' personal possessions and money are protected.

### STANDARD 19

- 19.1 The college provides reasonable protection for students' personal possessions and any student's money looked after by the college.**
- 19.2** If the college provides an internal "banking" service or safekeeping for student's money, the arrangements made provide satisfactory security and a proper written record of deposits, withdrawals and balances is kept, including countersignatures by the student concerned.
- 19.3** Each student has a suitably secure place to keep personal possessions and valuables safe, with reasonable access by the student (eg a lockable drawer, cupboard, or locker).

## Guidance on arrival and leaving the college

### OUTCOME

Students receive guidance, both on arrival at the college and in preparing to leave the college.

### STANDARD 20

**20.1 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.**

**20.2** New students are given suitable information about college routines and rules, particularly concerning residential arrangements and provision, including key information in writing.

## Risk assessment and records

### OUTCOME

Risk assessment and college record keeping contribute to students' welfare.

### STANDARD 21

- 21.1 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.**
- 21.2** Records of risk assessments, any sanctions taken against students, complaints and accidents are regularly (at least once a term) monitored by a designated senior member of staff.
- 21.3** Reasonable action is taken to reduce risks identified by risk assessments and in relation to any concentration or trend in recorded sanctions, breaches of college discipline, complaints or accidents.

## Catering

### OUTCOME

Students receive good quality catering provision.

### STANDARD 22

- 22.1 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.**
- 22.2** The college provides 3 meals a day for students under 18 (unless there are satisfactory arrangements for students to cater for themselves or to take meals out of college) – this may include provision shared with day or adult students.
- 22.3** Meals provided for students are nutritious, reasonably balanced, and adequate in quantity, quality, hygiene and temperature.
- 22.4** Students have a choice of main dish at main meals, including a vegetarian choice.
- 22.5** Students with special dietary, medical or religious needs requiring special catering provision are adequately catered for.
- 22.6** Crockery and cutlery is sufficient and properly clean.
- 22.7** Dining rooms and furnishings are suitable and of sufficient size for the numbers and ages of students dining.
- 22.8** Catering provision is available for residential students at weekends and other times when reduced numbers of students are on site.
- 22.9** There is sufficient time at mealtimes, taking into account any necessary queuing time, for students to finish their meals properly.
- 22.10** Staff and students involved in preparing food for others have received appropriate training in food handling and hygiene.
- 22.11** There are no significant outstanding recommendations of the Environmental Health Service.

## Drinking water, snacks and student kitchens

### OUTCOME

Students have access to food and drinking water in addition to main meals.

### STANDARD 23

- 23.1 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.**
- 23.2** Drinking water is available in all residential accommodation at all reasonable times (if this provision is by washbasin taps, the college has confirmed that the water supply is of drinking quality).
- 23.3** Drinking water is available to students during the college day at reasonable times in addition to mealtimes.
- 23.4** Students have kitchen or similar facilities to store food and to prepare their own hot and cold snacks and drinks hygienically<sup>8</sup>.

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<sup>8</sup> It is fully acceptable for the college to prohibit students from using kettles or cooking equipment in their rooms, and from having refrigerators in their rooms, on safety and hygiene grounds.

## Fire precautions and drills

### OUTCOME

Students are protected from the risk of fire.

### STANDARD 24

- 24.1 Students and staff with residential provision duties are aware of emergency evacuation procedures from residential accommodation. Such procedures should include any special arrangements for staff or students with disabilities. Any recommendations of the Fire Service are implemented within given timescales and maintained.**
- 24.2** Records demonstrate that fire drills have been regularly (at least once per term) carried out in "residential time".
- 24.3** Records demonstrate regular testing of emergency lighting, fire alarms and fire fighting equipment.
- 24.4** The college's records demonstrate that risk assessments in relation to fire risks and fire precautions have been carried out (these being required under the Fire Precautions (Workplace) Regulations 1999).

## Onerous demands on students

### OUTCOME

Student welfare is not compromised by unusual or onerous demands.

### STANDARD 25

- 25.1 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.**
- 25.2** Onerous demands on students (eg course requirements for agricultural students in the very early morning) have been identified and are satisfactorily managed to avoid damaging student welfare (for example by ensuring that early morning rotas for attention to animals avoid prolonged periods of such duties for students under 18).
- 25.3** Students have reasonable free time each day alongside any other major demands on their time.

## Accommodation of young people other than students

### OUTCOME

The welfare of any young people accommodated by the college other than its own students is safeguarded and promoted.

### STANDARD 26

**26.1 The college makes satisfactory provision for the welfare of any young people aged under 18 it accommodates other than its own students.<sup>9</sup>**

**26.2** Any residential activities in which the college accommodates and looks after young people under 18 other than its own students (eg on residential holiday activities) provide satisfactorily for the supervision, welfare and protection of those young people while accommodated by the college.

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<sup>9</sup> The college accommodates children other than its own students if the college, or any member of its staff as part of their work for the college, is responsible for looking after them during their stay at the college. Visiting young people under 18 staying in college accommodation, even accompanied by their own staff, should be regarded as 'temporary students'. This standard does not apply where the college has let its accommodation to another organisation which is itself responsible for looking after the young people concerned.



## High risk activities and risk assessment

### OUTCOME

Students' safety and welfare is protected during high risk activities.

### STANDARD 27

- 27.1 Identifiably high-risk activities provided for students are competently supervised and accompanied by adequate and appropriate safety measures.**
- 27.2** The college carries out risk assessments, recorded in writing, in relation to identifiably high risk activities for students (including recreational, "enhancement" and course related activities), which identify significant hazards to students.
- 27.3** The college takes reasonable measures to minimise unnecessary risks to the health, safety or welfare of students.
- 27.4** Identifiably high risk activities (both course related and recreational or enhancement activities) are instructed or supervised by adults holding a relevant qualification to teach, instruct or supervise the activity concerned.
- 27.5** Safety measures are taken, and safety equipment provided, for students participating in identifiably high risk activities, in accordance with established good practice for the activity or course concerned, or where applicable the recommendations of the appropriate national sport or activity governing body or association.
- 27.6** Written parental permission is obtained for students under 18 to participate in identifiable high risk course, recreational or enhancement activities run by the college, or arranged by the college with other groups or organisations, or organised by students themselves while accommodated by the college.
- 27.7** Where the college takes students to a centre providing activities requiring licensing under the Adventure Activities Licensing Regulations, the college can demonstrate that it has checked that the centre is so licensed<sup>10</sup>

<sup>10</sup> Licensing is likely to be required where a commercial company or local authority provides caving, climbing, abseiling, trekking, horse trekking, mountain biking, off-piste skiing, or watersports such as canoeing, rafting and sailing. Licensing concerns safety provision, and does not include checks on suitability of staff to work with young people.

## Supervision of students

### OUTCOME

Students are appropriately supervised during free time.

### STANDARD 28

**28.1 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.**

**28.2** The extent to which the college monitors and supervises the activities of students under 18 during their free time - including any restrictions upon their activities, any arrangements for monitoring their time away from the college premises or campus, the extent (if any) to which students under 18 are required to notify staff or seek permission to leave the college premises, and the extent (if any) to which supervision of students under 18 differs from that of adult students in the same accommodation or on the same courses - is clearly stated to, and agreed in writing by, parents of all residential students under 18 prior to the student's residence at the college (eg through a residence agreement or similar document).

**28.3** Such supervisory arrangements are known to both staff with supervisory duties towards students and to students themselves.

**28.4** The college monitors whether students under 18 are without permission or acceptable reason away overnight, or absent from usual classes or course activities, or are significantly overdue in an expected return to the college, and takes appropriate measures to check the students' whereabouts, welfare and reason for absence.

**28.5** Where the college identifies a substantial welfare concern, or a risk of significant harm to the health, safety or welfare of a student under 18, either from absence from the college or from inappropriate activities in which the student is involved, they:

- advise the student on appropriate conduct and avoidance of the identified risk
- inform the student's parent(s) (unless this is not feasible)
- where feasible and for a reasonable period increase the level of monitoring and supervision of the student's whereabouts and activities, and
- consider (with parents as appropriate) and, if feasible, take any appropriate further specific action necessary to safeguard and promote that student's welfare.

**28.6** Any organised community service activities by students outside the college are suitable and suitably supervised with acceptable levels of safety.

## 4. STAFFING

### Organisation of supervision of students

#### OUTCOME

Students are adequately supervised by staff.

#### STANDARD 29

- 29.1 While resident at the college or in college arranged accommodation, students know which member of staff is responsible for them and is able to contact them when necessary.**
- 29.2** There are sufficient staff, in numbers and availability, to maintain adequate supervision of students on all college sites outside teaching time, taking into account the age and nature of the student population, the layout of the college and grounds, and the range and nature of any activities involved.
- 29.3** Students are adequately supervised by staff whom they can contact if needed when away from the college site on college organised or college approved visits, trips or journeys (supervision may be by staff accompanying the group of students or alternatively by staff approving the relevant arrangements and remaining contactable by students at all times).
- 29.4** There are satisfactory arrangements for the supervision of any students remaining in college accommodation during college holiday periods (including students carrying out paid work during the holiday but still accommodated by the college).
- 29.5** There are satisfactory cover arrangements for supervisory staff sickness and absence.
- 29.6** The college has, and follows, a satisfactory policy for the safety and supervision of students during college organised journeys, covering college transport, use of private vehicles and college use of public transport.
- 29.7** The staff group supervising residential students includes staff of both genders where this is practicable within the college's staffing structure.
- 29.8** There are means for staff to know which students under 18 are sleeping in each building or unit each night (eg in case of fire or of a student being missing).

## Staff job descriptions, induction, supervision, training

### OUTCOME

Staff responsible for residential students have specific residential and welfare duties, with adequate induction and continued training.

### STANDARD 30

- 30.1 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.**
- 30.2** The college has produced job descriptions for staff with responsibilities for supervision of residential students or the provision of student welfare services, which accurately and clearly reflect their current responsibilities and duties.
- 30.3** Staff with responsibilities for supervision of residential students or provision of student welfare services have relevant qualifications and/or experience and competence for the tasks and level of responsibility they undertake.
- 30.4** The college has clear arrangements for the supervision of ancillary and contract staff and any temporary or agency staff or volunteers working at the college.
- 30.5** The college has an appropriate induction training programme in supervising, and in safeguarding and promoting the welfare of, residential students, for newly appointed staff with responsibilities for supervision of residential students or the provision of student welfare services.
- 30.6** The college's staff induction and training programme includes guidance on child protection relevant to the circumstances, courses, activities and staffing structure of the college.
- 30.7** Staff with responsibility for supervision of students under 18 or the provision of student welfare services have received basic guidance in identifying and supporting students who may present a significant risk of suicide, and on how to secure appropriate external support for such students.
- 30.8** The college has an appropriate process for the regular review of the performance of each member of staff with responsibilities for supervision of residential students or the provision of student welfare services, by a more senior or experienced member of staff (eg through individual supervision meetings or a staff appraisal system).

- 30.9** Job descriptions clearly state, and staff are themselves clear about, the person to whom each member of staff with responsibilities for supervision of residential students or the provision of student welfare services is accountable.
- 30.10** The college provides opportunities for training and updating in residential and student welfare practice for all its staff with responsibilities for supervision of residential students or the provision of student welfare services, which includes such opportunities for both recently appointed and experienced staff.

## Staff guidance on residential and welfare practice

### OUTCOME

Students are looked after by staff following clear residential and welfare policies and practice.

### STANDARD 31

- 31.1 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.**
- 31.2** There is an up to date staff handbook or similar written guidance readily available to all staff with responsibilities for supervision of residential students or the provision of student welfare services.
- 31.3** Such guidance adequately covers the college's approach to student supervision and the safeguarding and promotion of students' welfare; child protection, anti-bullying and sanctions policies; the college's warden or equivalent systems; the college's tutor or equivalent systems; the nature and limitations of any roles given to senior students in relation to other students or student accommodation; responding to students' personal problems; the handling of complaints by students and parents; and any special features of the college's residential or welfare provision.
- 31.4** Such guidance adequately covers day to day practice in monitoring and supervising residential students under 18; any restrictions placed on students under 18; any differences required in the supervision of residential students under 18 compared with that of adult students; the monitoring of and required response to student absences; and the identification and required response to any substantial welfare concern or risk of significant harm to a student under 18.

## Staff/student relationships

### OUTCOME

There are sound relationships between staff and students.

### STANDARD 32

**32.1 Staff understand the importance of developing sound relationships with the student body and have an understanding of the impact of their professional role on their rights and responsibilities in their relations with students.**

## Privacy

### OUTCOME

Students' personal privacy is respected.

### STANDARD 33

- 33.1 Staff supervision of students avoids intruding unnecessarily on students' privacy.**
- 33.2** Supervision of students is by appropriate patrolling and availability in residential accommodation and college premises and grounds, and staff do not intrude upon students or their individual bedroom or toilet/washing accommodation inappropriately or in a way that embarrasses students.
- 33.3** Room checks or searches of students' bedrooms are not carried out without either the permission of the student concerned or a sound reason concerned with the welfare of that student or of others, and are not carried out without the presence of the student concerned (unless the student does not wish to be present, or their presence is not practicable). (This does not prevent the entering of bedrooms if this is necessary to check on students who have failed to turn up for class or search for illicit activities such as drug taking).



## Staff recruitment and checks on other adults

### OUTCOME

#### STANDARD 34

**34.1 Recruitment of all staff (including ancillary staff and those on a contract/sessional basis) and volunteers who work with students under eighteen<sup>11</sup> includes checks through the Criminal Records Bureau checking system (enhanced as appropriate) with a satisfactory outcome. There is a satisfactory recruitment process recorded in writing.**

**34.2** The college's system for recruiting staff (including ancillary staff, contract/sessional staff and volunteers) who will work with students under eighteen includes all the following before appointment, which can be verified from recruitment records:

- i. check of identity against an official document;
- ii. Criminal Records Bureau checks, at the highest available level, with a written record demonstrating that these checks have been done with a satisfactory outcome;
- iii. written references, including the most recent employer, with a reference request letter that specifically asks all referees to state any known reason why the person should not be employed to work with young people and that there should be no material mis-statement or omission relevant to the suitability of the applicant;
- iv. direct contact by the college with each referee to verify the reference;
- v. interview, with a written record of the outcome;
- vi. check on proof of relevant qualifications, with a written record of its completion;
- vii. requirement that applicants supply a full employment history, stating that any previous employer may be approached by the college;
- viii. contact by the college with each previous employer involving work with children, young people or vulnerable adults to check the reasons the employment ended;
- ix. explanation of any gaps in cv, with a written record by the college that explanations for any gaps have been sought and are satisfactory.

<sup>11</sup> Definition of working with children is as used by the Criminal Justice and Court Services Act 2000.

- 34.3** The college provides all adults resident in college accommodation, including those not employed by the college (i.e. adult members of staff households) with guidance which clearly sets out the standards of conduct and probity expected of them as residents on college premises. This should include guidance on contact with students and their responsibilities to supervise their visitors. Such guidance should also include information on the sanctions available to the college in the event that these standards of conduct are breached.
- 34.4** Offers of appointment to staff and others subject to the above recruitment checks are made subject to satisfactory completion of Criminal Records Checks and satisfactory references if not all yet received.
- 34.5** Staff members (and others) subject to the requirements set out in 37.2 do not begin work (or residence) at the school until satisfactory completion of all checks and receipt of references. Exceptionally, a member of staff may begin work if some references/checks are outstanding, but all Criminal Records Bureau checks must have been completed. In such cases, there must be evidence that every effort has been made to chase the checks and references, and the person must be supervised so that they do not have substantial unsupervised access to residential students under 18.
- 34.6** The college either has a satisfactory system for carrying out Criminal Records Bureau checks on agency staff who have regular contact with young people under 18 or has satisfactory arrangements to ensure that the college does not give such staff substantial unsupervised access to students under 18 or has proof that the agency has carried out the necessary checks within the past 12 months.

## Adult access to students and accommodation

### OUTCOME

Students are protected from unsupervised contact with adults who have not been subject to the college's complete recruitment checking procedures.

### STANDARD 35

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

**35.2** As far as is practicable, all adults visiting residential accommodation for students under 18 (eg visitors, outside delivery and maintenance personnel) are kept under sufficient staff supervision to prevent their substantial unsupervised access to students under 18 or their accommodation.

## Reporting of unsuitable staff

### OUTCOME

The college contributes to the national system to protect children and young people from contact with unsuitable adults.

### STANDARD 36

- 36.1 The college meets its statutory requirements to report a person who is dismissed for misconduct or who resigns in circumstances in which the college would have considered dismissing the person for misconduct.**

## 5. PREMISES

### Student accommodation<sup>12</sup>

#### OUTCOME

Students are provided with satisfactory living accommodation.

#### STANDARD 37

- 37.1 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.**
- 37.2** Furnishing of residential units and other areas for students is suitable, comfortable and in satisfactory condition.
- 37.3** Students' accommodation and its furniture, fittings and equipment are generally free from breakages and from numerous or significant items requiring maintenance.
- 37.4** Circulation areas (such as entrance lobbies, stairways, corridors) are of adequate size or layout.
- 37.5** Student residential accommodation is not unnecessarily noisy.
- 37.6** Student accommodation buildings and units, and their furniture and equipment, are not subject to significant unrepaired vandalism damage or graffiti.
- 37.7** Where there are students with disabilities, their accommodation is suitable or suitably adapted for their access to all areas and facilities they need to use.
- 37.8** The layout and location of student sleeping, dining, recreational and teaching accommodation do not present significant difficulties of access or travel between them to students.

12. Accommodation standards should be met in residential accommodation provided for students by housing associations or other organisations under arrangements made with the college, even if individual students have their own licences or tenancies with that organisation, but not to accommodation arranged by the college in private houses, where the lodgings standard 47 applies.

## Access to and security of accommodation

### OUTCOME

Students have their own living accommodation, secure from public intrusion.

### STANDARD 38

- 38.1** **Students' residential accommodation should be reserved for the use of those students designated to use it, and protected from access by the public.**
- 38.2** Students' accommodation areas are for the exclusive use of the students to whom they are allocated, other than by the reasonable invitation of those students.
- 38.3** There is a clear and appropriate college policy on access to college premises and students by people from outside the college, which is implemented in practice.
- 38.4** Suitable and adequate security measures are in place to prevent unauthorised access by the public to student residential accommodation and other college buildings used by students (eg where applicable, security locks, restrictors on vulnerable windows, use of intruder alarms).
- 38.5** Where feasible given the nature of the college site, reasonable measures are taken to prevent or deter unauthorised public access to the college buildings and grounds.
- 38.6** Any public use of college facilities does not establish substantial and unsupervised access to students under 18, or to residential accommodation for students under 18 while occupied by students, by members of the public (including members of organised groups using college facilities).

## Security and surveillance measures

### OUTCOME

Any security or surveillance measures provide security to protect students without compromising their privacy.

### STANDARD 39

- 39.1 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.**
- 39.2** Students are made fully aware by the college if security staff are employed on college premises, and if CCTV or any other electronic or mechanical security or monitoring devices are used on college premises, so that no surveillance of student activities or premises used by students is covert or unknown to students concerned.
- 39.3** Any CCTV or other electronic or mechanical surveillance devices used by the college do not cover student bedroom, toilet or washing areas, nor the interior of kitchens or common rooms in residential areas or units and do not otherwise unacceptably intrude on the privacy of students (ie they should normally be confined to monitoring outdoor areas, entrances and access points to the site and buildings from outside, and should be limited indoors to main circulation areas only).

## Bedrooms

### OUTCOME

Students have satisfactory sleeping accommodation.

### STANDARD 40

#### **40.1 Student bedrooms are suitably furnished and of sufficient size for the accommodation and needs of the students accommodated.**

- 40.2** Students either have single bedrooms, or share a room with one or more students of the same gender by continuing agreement of all students concerned. No more than four students should be accommodated in any one room.
- 40.3** Beds are single, of a traditional or 'cabin unit' type, not bunk beds, and are of sufficient size, stable, of sound construction and in good condition, with mattresses which are of reasonable thickness, clean and in sound condition.
- 40.4** Bedding is clean, suitable and sufficient, and is sufficiently warm in winter<sup>13</sup>.
- 40.5** Beds have adequate space around them for students to change comfortably, and sufficient headroom above them.
- 40.6** Student bedrooms are not overcrowded or of inadequate size<sup>14</sup>.
- 40.7** All bedrooms have a window which can be opened for ventilation, which provides a satisfactory level of natural light by day, and has curtains or blinds which can be drawn at night.
- 40.8** Student bedrooms, in addition to a bed, also contain a desk or suitable surface for study, with a satisfactory level of lighting (or a reading light) for study, at least one chair<sup>15</sup>, a bedside cabinet or table, electrical sockets sufficient in number and appropriately located for the electrical equipment used without excessive or dangerous use of trailing extension cables, a safe source of heating controllable from within the room, storage provision for clothing, storage or shelving for course and study material, and provision to keep personal items in a lockable cupboard or drawer.

<sup>13</sup> It is acceptable for students to be expected to bring their own bedding, provided that the college provides bedding for any student who does not bring their own, and where additional bedding is needed.

<sup>14</sup> Where reference to a physical space standard is required in assessing borderline or disputed room sizes, or in planning new accommodation, the guidelines should be followed of at least of 6m<sup>2</sup> of usable floor area for a single bedroom, and of at least 1.6 m<sup>2</sup> plus 4.2 m<sup>2</sup> per student in a room for two or more students. 'Usable floor area' includes bedroom floor taken up by room furniture or behind doors when open, but not unfurnished areas below low or sloping ceilings where students cannot stand upright. These guidelines are based upon the School Premises Regulations.

<sup>15</sup> Wherever space permits, an upholstered easy chair should be provided, as well as a desk chair.



- 40.9** Students are able to lock their own bedrooms (it is permissible for staff to hold pass and spare keys).
- 40.10** Sleeping areas are either carpeted or have other suitable floor covering which does not risk splinters or cuts to bare feet or present risk of tripping. The floor covering is of acceptable cleanliness and condition.
- 40.11** Students can if they wish personalise their bedrooms within reason with posters and personal items.

## Toilet and washing provision

### OUTCOME

Students have adequate and adequately private toilet and washing facilities.

### STANDARD 41

#### 41.1 Adequate toilet and washing facilities should be readily accessible to students, with appropriate privacy.

**41.2** There is an adequate number of toilets. By 2005, where student rooms do not have individual en suite toilets, each student residential building or unit has at least one toilet for every 5 students who do not have en suite WC provision (in units accommodating only male students, urinals may be provided instead of no more than two thirds of this required number of toilets).

**41.3** Toilets are:

- reasonably near and accessible to all bedroom and living areas
- in separate rooms or cubicles, with partitions and doors which do not have sufficiently large gaps above or below to be susceptible to invasion of privacy
- in working order, with paper (and for female students, suitable sanitary disposal facilities)
- fitted with room/cubicle locks that are observed to be in working order
- satisfactorily clean and adequately ventilated
- there are washbasins, with soap, hot water and hand drying facilities adjacent to all WCs and urinals
- where there are bedrooms which do not contain washbasins, each building provides at least one washbasin for every 3 students who do not have a washbasin in their room, near to and readily accessible from their bedrooms
- where student rooms do not have en suite showers, each residential building or unit has at least one shower or bath for every 10 students who do not have en suite showers, most of this provision comprising showers. In relation to this provision
- showers are reasonably near and accessible to all bedrooms
- all showers and baths are in individual rooms or cubicles with satisfactory privacy
- shower and bath facilities are clean and adequately ventilated.

- 41.4** The plumbing and hot water supply are sufficient to maintain adequate water supply to showers and baths.
- 41.5** Toilet and individual bathroom doors in colleges accommodating disabled students should where practicable open outwards, and have locks openable from the outside in emergency.

## Common room and recreation areas

### OUTCOME

Students have access to a range of recreational areas.

### STANDARD 42

**42.1 Students have access to a range and choice of safe recreational areas, both indoors and outdoors.**

**42.2** There is a range and choice of common room or other recreational areas available to students outside teaching time, in the evenings and at weekends, sufficient for the numbers of students using them, either in or near to their residential accommodation. (Common rooms may be combined with kitchen provision for students.)

**42.3** There is a range and choice of safe outdoor areas within the college grounds, or readily and safely accessible from the college buildings, available to students for outdoor recreation at suitable times.

**42.4** Students have access to their own bedrooms at all times.

**42.5** Common room provision includes provision of access to a television.

## Safety hazards and risk assessment

### OUTCOME

Students are protected from safety hazards.

### STANDARD 43

- 43.1 Indoor and outdoor areas used by, or accessible to, students are free from reasonably avoidable safety hazards.**
- 43.2** Windows presenting a significant risk of access by intruders, injury to passers by when open, or of falling for students, are fitted with effective restrictors.
- 43.3** Windows where there is significant risk of impact are either made of safety glass (of a type satisfying the relevant British Standard), or are otherwise suitably protected.
- 43.4** There are reasonable and effective measures for the safety and security of students using isolated buildings or areas (such as remotely located sports facilities, car parks, accommodation away from the main campus area, remote driveways and paths, animal husbandry areas).
- 43.5** The college has a policy, implemented in practice, for controlling or supervising students' use of, and access to, high risk areas within the college buildings and grounds (eg areas such as gymnasia, machinery areas, laboratories, workshops, swimming pools).
- 43.6** The college has a satisfactory health and safety policy, available to all staff.
- 43.7** The college has an effective system of risk assessment, with written records (including consultation with students) to identify and reduce risk to students from inherent hazards in the college buildings, activities or grounds, including hazards that students may access without permission (eg roads, river frontage, flat roofs, hobby equipment, firearms, cleaning materials, plant and equipment rooms) and hazards that may arise from the time of day that students are present (eg early morning animal husbandry work).

## Accommodation for students when ill

### OUTCOME

Students are suitably accommodated when ill.

### STANDARD 44

#### **44.1 Suitable accommodation and care are available for the care of students who are ill.**

**44.2** Any sick bay accommodation for students includes accessible toilet and washing facilities separately from those used by other students, is not excessively small or overcrowded when fully occupied<sup>16</sup>, and meets the other accommodation standards in this document.

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<sup>16</sup> In assessing borderline sick bay accommodation, in planning new accommodation, or where there is disagreement on sufficiency of size, a guideline of a minimum of 7.4m<sup>2</sup> of floor space per bed, with beds at least 1.8m apart, should be followed.

## Laundry

### OUTCOME

There are arrangements to ensure that students' clothing and bedding are adequately laundered.

### STANDARD 45

- 45.1 Adequate laundry provision is made for students' clothing and bedding.**
- 45.2** Students have satisfactory, sufficient and accessible facilities to wash and dry their own clothing.
- 45.3** Where the college provides, or contracts with an external provider, laundry services to students, their bedding and clothing are regularly and frequently laundered by the college.
- 45.4** Any students' clothing laundered by the college or under a college contract is satisfactorily stored and issued to the right student following laundering.

## Purchase of food, stationery and personal items

### OUTCOME

Students can buy food and personal requisites while accommodated at college.

### STANDARD 46

**46.1 Students are able to purchase basic foods and minor necessary personal and stationery items while accommodated at college.**

**46.2** Students are able to purchase personal toiletries, stationery and basic foods, either from a college shop, or from a shop near to the college site.



## Lodgings

### OUTCOME

The welfare of students placed by the college in lodgings is safeguarded and promoted.

### STANDARD 47

**47.1 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.<sup>17</sup>**

**47.2** It is clearly stated to parents of students under 18, and to students themselves, whether any lodgings accommodating students are arranged by the college or by parents themselves.

**47.3** Any lodgings provided or arranged in private houses by the college provide:

- each student with either a single bedroom or a bedroom shared with one other student under 18 of the same gender
- bedroom accommodation not shared with any member of the 'host' family
- suitable bed, bedding and storage space
- adequate lighting and heating
- access to usual and adequate toilet, washbasin and bath or shower facilities, in private
- adequate, suitable and regular meals, provided under hygienic conditions, for meals not taken in college
- a telephone enabling students to make and receive calls at reasonable times, with only 'at cost' payment for calls made
- access for students to enter and leave the lodgings at all reasonable times, without being 'locked out' at any time they would be expected by the college to be at their lodgings

<sup>17</sup> College arranged lodgings are those provided or arranged in private houses for a student under 18 by the college, any member of its staff as part of their work for the college, or by an agent or organisation acting for the college, rather than by the student's parent or by an outside agent or organisation acting on the parent's behalf. They include term time use of lodgings instead of on-site residential accommodation, holiday lodgings arranged for students under 18 by or on behalf of the college, lodgings used during block release, and students lodging with staff members during holidays. Where the college provides accommodation lists, these should be accompanied by a clear statement of whether the college, or the parent, is responsible for the accommodation of the student (if the college is responsible, these standards apply; if the parent is responsible, they do not). A college is also responsible for the accommodation of young people under 18 who are not pursuing courses at the college, but are attending (eg) holiday activities or language courses, if this accommodation is directly arranged by the college, but not otherwise. This standard does not apply to any type of accommodation which is not arranged by or on behalf of the college.

- adequate provision for laundering of students' bedding and clothing, either by the 'host family' or by the student, if not done at college
  - adequate private sitting and studying space for each student, either in a 'bed-sitting' room or in a room for students' use separate from the host family's own rooms
  - accommodation free of obvious significant health and safety hazards (eg dangerous electrical fittings or equipment, fire risks)
  - a satisfactory level of general hygiene, decoration and cleanliness.
- 47.4** For lodgings provided or arranged by the college, the college can demonstrate that adult members of the host family are checked through the Criminal Records Bureau, with a satisfactory outcome known before any student is placed.
- 47.5** The college has a satisfactory written agreement with each adult providing lodgings for student on its behalf.
- 47.6** The college provides satisfactory written guidance to host families accommodating students on behalf of the college, covering the college's policy and practice for lodging students.
- 47.7** A suitable and competent member of the college staff visits all potential lodgings, and interviews the adult who will be responsible for the accommodation of the student(s) in each lodging, and has recorded a satisfactory assessment, before any student is placed there.
- 47.8** The college has documentary evidence that at least once per college term a member of staff discusses their lodgings separately with each student accommodated by or on behalf of the college in lodgings, recording the student's assessment in writing and taking action on any concerns or complaints.
- 47.9** The college has documentary evidence that at least once a college year a member of staff visits all lodgings in which it accommodates students to check the continued suitability of the accommodation and to review provision with the adult responsible for the student(s) in each lodging, recording assessments in writing and taking action on any concerns identified.
- 47.10** There are arrangements for adults providing lodgings for students to seek and receive advice on problems, including satisfactory arrangements for contact with college support staff at evenings and weekends.

## Off-site accommodation

### OUTCOME

The welfare of students is safeguarded and promoted while accommodated away from the college site.

### STANDARD 48

**48.1 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 before use, and is monitored by the college during use.**

**48.2** Students under 18 staying in accommodation away from the college are able to contact and obtain support if necessary from responsible college staff, or local supervisory staff identified to them by the college, near to their location and at all reasonable times.

**48.3** The college has documentary evidence that it has assessed the suitability of any accommodation to be used for students under 18 away from the college site prior to students being accommodated there, through information other than that provided by the provider of the accommodation itself; through an assessment visit by college staff, information obtained from other users of the accommodation concerned, from local contacts of the college, or from previous use of the accommodation.

**48.4** Short stay accommodation (including accommodation for field trips, activities and camping accommodation) provided for students away from college provides:

- sufficient and suitable bed and bedding for each student (or the camping equivalent)
- separate sleeping provision for each gender wherever practicable
- sufficient access to toilet and washing facilities (separate for each gender if possible) appropriate to the nature of the activity
- regular provision of sufficient and appropriate food and drink, stored and prepared under sufficiently hygienic conditions to minimise risk of disease
- ability to contact medical services, and provision for return to college or home, in case of accident or illness
- satisfactory and contactable adult supervision of students, competent to supervise activities involved and with back up staffing to deal with emergencies
- for high risk activities, instructors/supervisors with an appropriate qualification (eg from the relevant national governing body or association)

- ▶ appropriate equipment, safety equipment and facilities, and briefing/instruction for any high risk activities to be undertaken
- ▶ sufficient clothing, suitable for the activities to be undertaken, and sufficient to ensure adequate warmth
- ▶ adjustment of activities for any special needs of individual students (eg disability, asthma, enuresis, dietary needs, allergies)
- ▶ safe storage and provision for administration of any student's medication, by the student or by staff if the student wishes.

**Appendix 1****List of Policies and Documents****The following college policies and documents are required under the National Minimum Standards:**

Staff Handbook/guidance for residential staff

*[this document may include many of the following specific policy documents]*

Statement of the college's residential and student support principles and practice

Countering bullying and harassment

Student protection

'Whistleblowing' by staff

Student disciplinary policy (including sanctions and restraint)

Complaints procedure

Countering under-age drinking, substance abuse and possession of obscene material

Monitoring of contracted out services to students

Self assessment of residential and welfare provision

Risk assessment

Plans for foreseeable crises

Staff induction, training and development programme

Staff disciplinary procedure

Duties and responsibilities given to any senior students

Key written information for new students

Staff duty rotas outside teaching time

Job descriptions for staff with residential and welfare duties

Safety and supervision on college journeys

Access to college premises by people outside the college

Student access to risk areas of college buildings and grounds

Health and safety policy

**Where applicable:**

Agreement with any adult providing lodgings to students

Guidance on welfare to host families accommodating students on behalf of the college

## Records

### The following college records are required under the National Minimum Standards:

Student protection allegations or suspicions

Major sanctions against students

Use of physical restraint

Serious complaints

Individual students' records (containing personal, health and welfare information)

Administration of medication, treatment and first aid

Significant illnesses, accidents and injuries

Parental permission for medical and dental treatment, first aid and non-prescription medication

Risk assessments

Staff recruitment records and checks (including checks on others given substantial unsupervised access to students or student accommodation)

Fire precautions and drills

#### Where applicable

Students' money and any personal property looked after by staff

Care plans for students with special needs

Assessment and monitoring of lodgings

Assessment of off-site accommodation.

## Appendix 3

### Glossary

This glossary is intended to be of general assistance to the reader interpreting the standards. The definitions provided do not affect the meaning that a term may have under any relevant legislation.

#### Accommodate (a student)

To provide a student aged under eighteen and therefore legally a child, who is usually but not necessarily a student of the college, with overnight accommodation on college premises, or to arrange the accommodation of a student aged under eighteen elsewhere than on college premises (eg in lodgings, a hostel or at the home of a member of staff of the college).

#### Activity Programme

Recreational and social activities organised by the college for students outside teaching and study time.

#### Agency Staff

Staff not employed directly by the college, but provided by an agency which employs them and contracts to provide staff for a specified period to the college.

#### Ancillary Staff

Staff working at the college in non-teaching and non-boarding capacities, such as domestic, cleaning, catering, maintenance, security and grounds staff, and drivers.

#### Area Child Protection Committee

A group set up to determine the policies and procedures to be followed concerning child protection in a given area.

#### Bullying

The intentional or perceived causing of pain, distress, anxiety, humiliation or social exclusion to one student by one or more other people, by physical or verbal means, or through damage or loss of property.

#### Child Protection

Taking reasonable measures to reduce the risk of physical, emotional or sexual abuse, neglect or significant harm of a person under eighteen, enabling such persons and staff to report concerns about actual or potential abuse or significant harm, and responding appropriately to allegations, occurrences and suspicions of abuse or significant harm of a person under eighteen - at college, at home, or outside the college or home.

#### Common Room

A room available to students for relaxation, socialising and general recreational use, either in residential accommodation or elsewhere in the college.

#### Community Service

Work carried out by students to help others or the local community or environment outside the college.



**Contract Staff**

Staff not employed directly by the college, but by a contractor who carries out work in the college under a contract with the college; eg cleaning, catering, building, security, driving or maintenance staff of an outside contractor working in or for the college.

**Contracted Out Services**

Accommodation or provision for students made by another person, company or organisation on behalf of the college or arranged by the college for its students, whether or not under a formal contract.

**Counsellor**

In this context, a member of staff or person outside the college, with an appropriate qualification as a counsellor and appointed to provide advisory and counselling services to students in relation to personal issues and problems.

**Criminal Records Bureau**

A national organisation conducting police checks to enable an assessment to be made (eg by a college) on the suitability of a person to work with those under eighteen. Different levels of check are available for different levels of regular contact and supervisory responsibility for students under eighteen.

**Fire Drill**

A trial triggering of a fire alarm and practice of the plan to evacuate students from the building concerned to a safe assembly point, identifying any issues requiring attention to improve the speed and efficiency of such evacuation.

**First Aider**

A person holding an up to date qualification in administering first aid, from a recognised body, and designated to provide first aid to students if required.

**Free Time**

Time outside teaching, required study and organised activity time, which students can decide for themselves how to spend (within reason), either choosing between available activities and their own pursuits, or choosing to socialise or spend time alone.

**Harassment**

Any unreasonable or prejudiced action towards a student, by staff, other students or other people, which is intended or likely to cause distress, anxiety, humiliation or social exclusion.

**Helpline**

A telephone number available to students to seek advice on personal issues or problems, provided by a suitable organisation (eg ChildLine, Samaritans, or appropriate advisory services concerning specific problems).

**High Risk Activities**

Activities for students which present significant or unusual hazards to student safety or welfare, requiring risk assessment and positive safety measures, but which are a reasonable concomitant of a worthwhile activity.

**Host Family**

A family accommodating a student in their own home on behalf of the college.

**Induction**

Initial training or guidance given at the start of involvement in residential accommodation at a college - guidance for a new student on arrival at the college; and initial training on the college's student accommodation and welfare policies and practice for a member of staff commencing student accommodation or welfare responsibilities.

**Initiation Ceremony**

A tradition or ceremony imposed upon new students on arrival at a college, usually by established students, which is likely to cause pain, anxiety or humiliation.

**Job Description**

A written, agreed and up to date statement of the main tasks and responsibilities of a staff member's job within the college, including overall definition of their role and the person to whom they are accountable.

**Lodgings**

Accommodation arranged by the college for a student outside college premises (eg in a family home, in a student flat or with a landlord).

**Mainstream College**

A Further Education College not wholly or mainly accommodating students with disabilities, and not required to register with the Care Standards Inspectorate for Wales as a Care Home.

**Matron**

Member of college non-teaching staff (who may or may not also be a nurse) with responsibilities for residential students usually involving welfare, domestic, supervisory and healthcare duties.

**National Governing Body (for an activity)**

The national organisation or association, or where more than one, the recognised leading organisation or association, which establishes qualifications for instruction and supervision of a sport or activity, together with guidance on its safe practice.

**Non-Prescription Medication**

Medicines suitable for students (such as appropriate analgesics) which can be bought "over the counter" without prescription.

**Nurse**

A person with a current registration and qualification to practice as a nurse in the UK.

**Personal Care Plan**

An agreement on how the college will meet a student's special health or personal support needs.

**Prospectus**

A document provided to all parents of residential students under eighteen (and often of other students at the college) containing essential information about the college and its residential and welfare policies and practices for students under eighteen.

**Residential Unit**

A building or part of a building accommodating a number of residential students.

**Restraint**

Use of reasonable physical intervention or force to prevent injury or serious damage to property.

**Risk Assessment**

The process of identifying hazards to safety or welfare of students, estimating their seriousness and likelihood, and identifying reasonable measures to minimize unnecessary hazards, recorded in writing as the basis for an action plan and decision making to reduce unnecessary hazards to students.

**Security Staff**

College or contracted staff employed to patrol or monitor the college grounds or premises, to counteract unauthorised access to buildings and grounds and unacceptable behaviour or damage, often taking responsibility for checking that doors, gates and windows are closed and locked as required.

**Self Assessment (of welfare practice)**

Evaluation of the college's accommodation and welfare provision for students, or elements of that provision, carried out by college staff or students to provide information to assist in the maintenance or improvement of standards of provision.

**Sick Bay**

Room or rooms designated exclusively for the accommodation and care of students who are ill at college.

**Significant Harm**

Any physical, sexual, or emotional harm, neglect, accident or injury which is sufficiently serious adversely to affect the student's expected or normal development, progress and enjoyment of student life.

**Specialist College**

A college wholly or mainly accommodating students with disabilities, thus required to register as a Care Home with the Care Standards Inspectorate for Wales under the Care Standards Act 2000.

**Standard**

A statement of what should be provided or done in order adequately to safeguard and promote the welfare of residential students aged under eighteen.

**Stock (of medication)**

Medication kept for general use for any student needing it, rather than prescribed medication which is kept only for the individual for whom it was prescribed.

**Student**

A person attending a course at a college or arranged by a college, or resident on college premises or elsewhere arranged directly by the college.

**Student Services Staff**

College staff with particular responsibility for the welfare of students and provision of support services to students.

**Student Welfare Services**

Specific provision by the college to safeguard and promote the welfare of students, including supervisory, support and advisory services and facilities, often provided centrally by the college in addition to day to day supervision and support of students in their residential units.

**Substantial Unsupervised Access (to students)**

Where an adult has regular or prolonged contact with students, or access to students' accommodation which provides opportunity for such contact, without another adult responsible for the welfare and supervision of the students being present.

**Supervision of young people**

Effective management and care of young people under 18. This does not mean that a member of staff is at all times present, but involves the young person knowing who is responsible for them, how that person can be contacted; and involves the member of staff being present and nearby as and when necessary to ensure that they can take effective responsibility for the welfare of the young person.

**Support Facilities**

Facilities providing students with advice, guidance and services in relation to their accommodation, welfare and any personal problems, rather than their educational or academic requirements.

**Tutor**

Member of college staff with (in this context) particular responsibility for the welfare of a student or group of students.

**Warden**

Member of college staff with responsibility for the residential accommodation of students, or for one or more residential units for students.

**Welfare**

Meeting each individual student's reasonable physical, security, personal, emotional, and spiritual needs, providing support and guidance as needed, and enabling the student's normal development for the future and fulfilment in the present, taking into account the student's age, characteristics and wishes.

**Welfare Staff**

College staff with particular responsibilities for the student welfare, whether or not also responsible for academic matters.