

# Farleigh Further Education College

Inspection report for further education college

---

<b>Unique reference number</b>	SC061362
<b>Inspection date</b>	10 September 2007
<b>Inspector</b>	Wendy Anderson
<b>Type of Inspection</b>	Key

---

<b>Address</b>	105 Bath Road SWINDON SN1 4AX
<b>Telephone number</b>	01793 613406
<b>Email</b>	fionabuccannon@priorygroup.com
<b>Registered person</b>	Farleigh Further Education College
<b>Head of care</b>	
<b>Head / Principal</b>	Stephen Wallace Bradshaw
<b>Date of last inspection</b>	9 March 2006

---

© Crown copyright 2007

Website: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

This document may be reproduced in whole or in part for non-commercial educational purposes, provided that the information quoted is reproduced without adaptation and the source and date of publication are stated.

You can obtain copies of The Children Act 2004, Every Child Matters and The National Minimum Standards for Children's Services from: The Stationery Office (TSO) PO Box 29, St Cripins, Duke Street, Norwich, NR3 1GN. Tel: 0870 600 5522. Online ordering: [www.tso.co.uk/bookshop](http://www.tso.co.uk/bookshop)

## About this inspection

The purpose of this inspection is to assure children and young people, parents, the public, local authorities and government of the quality and standard of the service provided. The inspection was carried out under the Care Standards Act 2000.

This report details the main strengths and any areas for improvement identified during the inspection. The judgements included in the report are made in relation to the outcome for children set out in the Children Act 2004 and relevant National Minimum Standards for the establishment.

## The inspection judgements and what they mean

Outstanding:	this aspect of the provision is of exceptionally high quality
Good:	this aspect of the provision is strong
Satisfactory:	this aspect of the provision is sound
Inadequate:	this aspect of the provision is not good enough

## **Service information**

### **Brief description of the service**

Farleigh Further Education College is based in Swindon. The College provides education for young people aged 16 to 19 years. In 2004 The College became part of the Priory Group. The Priory Group and Priory Education Services provide specialist post 16 provision for young people with Asperger's Syndrome and Autistic Spectrum Disorder. The College caters for up to 35 residential and day young people with Asperger's syndrome, autistic spectrum disorders and accompanying difficulties. The majority of young people at the College are male. The young people are able to access mainstream education which is delivered in partnership with local mainstream Further Education Colleges. The College aims to meet the needs of young people, with differing levels of cognitive ability, ranging from those with moderate learning difficulties to university entrants. The College offers residential provision in two comfortable residential homes, Bath Rd and Okus Rd. They provide support for the young people on campus at Swindon College, North Star site in the learning and resource centre. This supportive college environment enables the young people to work toward independence via a range of learning opportunities. Young people follow a structured daily programme and work towards an appropriate level of independence. The residential provision at Okus Rd promotes independence with young people able to look after themselves, eg self catering, but still with staff support. Fairview House is the administrative and therapeutic centre. At the time of inspection 18 young people were resident at the College.

### **Summary**

This announced inspection took place on 10, 11 and 12 September 2007. The inspection was carried out by two inspectors who were on site for 56.5 hours. Prior to the inspection questionnaires were sent to young people, staff, parents and other individuals involved with the young people accessing the service. The inspectors received 11 young people questionnaires and four from parents. During the inspection the College central records were inspected as were the records held at Bath and Okus Rd and the learning support centre at Swindon College. Young people's individual records were also inspected. Inspectors met with staff and young people.

The overall quality rating is good.

This is an overview of what the inspector found during the inspection.

### **Improvements since the last inspection**

Since the last inspection the College has purchased Okus Rd as accommodation for the young people. There has also been a new Principal and Head of Care appointed. There has been an increase in the in-house therapeutic facilities. The College has fully implemented three out of four of the recommendations from the last interim visit. Those actions fully implemented include a complete review of the College's staff policies and guidance given to staff. There is a designated child protection officer who has completed a multi-disciplinary child protection training course booked for shortly after the inspection. Also the College's child protection procedures are consistent with those of the Local Safeguarding Children's Board.

### **Helping children to be healthy**

The provision is satisfactory.

The College has clear policies and procedures regarding under age drinking, substance misuse and obscene material. The College's approach to these matters is very practical and sensible. They know that some of these areas will effect the young people in their care and staff will need to address them. Young people interviewed said that they were aware of the College's views and expectations in these areas. The young person's handbook also clearly states the College's policy on these issues. The College has a good working relationship with the Police. The College has the appropriate first aid boxes in all three of it's sites. The Deputy Head of Care has a list of what each box must contain and carried out regular checks of the first aid boxes. The young people receive appropriate first aid and medical treatment. They have easy access to Doctors and dentists. Young people are also able to stay registered with their GP at home. Young people are supported by staff in attending medical appointments but this support is tailored to the individual young person and in consultation with them. Young people said that staff would go to the GP with them but would wait outside the consulting room if the young person wanted this. This demonstrated a clear respected for young peoples wishes and privacy. The College has an appropriate policy and procedure which allows young people to self administer their medication The College has central records of all medication administered to individual young people a copy of this information must be kept on young people's individual file. The College has not got a controlled drugs book. The labels on some medication was not legible and also some medication was not being dispensed as prescribed. There was no evidence of prescribed medication being reviewed and information on a review being included in young people's placement plans. Medication is appropriately stored and refusals and disposal of medication are clearly recorded. The College has a list of 'homely' medicines that they will use. Young people and parents sign up to this list. Of the six young people's files inspected two did not have medical consent forms signed. The College records all young people's accidents and illness appropriately. Young people said that staff look after them well when they are ill. This was supported by the response to the young people and parental questionnaires. The College provides good support for young people with special medical and/or personal needs. These needs are assessed and form part of the risk assessments for individual young people. There was a lack of evidence of these risk assessments being reviewed and updated. The College has carried out a risk assessment for ligature points in the three sites in response to the assessment process. Where an individual need has been identified the College has access to speech and art therapy. They can also access an occupational therapist where required. Food on all three sites is excellent. Menus are well balanced and very varied. Young people are able to have input into the menus. If they do not happen to like one of the usually four options available and alternative will be provided. Young people at Okus Rd are supported by staff to prepare their own meals. Young people are also encouraged to cook at Bath Rd and this can form part of their college day at the base room the College has at Swindon College North Star Campus. During the day young people have access to the Swindon College cafeteria. At Okus Rd and Bath Rd the dining areas are well furnished and pleasant. At Bath Rd clear records of fridge and freezer temperatures are kept but this does not happen at Okus Rd or the base room at Swindon College North Star Campus. Also the freezer at the base room had a thick coating of ice and was grubby inside. The Head of Care said that this had been defrosted and cleared over the summer holidays but he would follow this up. Young people have good access to drinking water, snack and food. At Bath Rd they have their own kitchen separate from the Chef's kitchen and at Okus Rd young people cook in a domestic style kitchen.

### **Protecting children from harm or neglect and helping them stay safe**

The provision is satisfactory.

The College has clear policies and procedures to counter bullying. Young people in their questionnaires and in discussion did not identify bullying as an issue. They did say on the rare occasion it has happened the staff have dealt with this quickly and appropriately. Throughout the College there are posters and information regarding bullying. The Head of Care said that they are always sensitive about the literature and poster they put up as some young people who have experienced bullying can become distressed by what they see as reminders of an upsetting experience. Staff were well aware of the policies of the College regarding bullying and the actions to be taken. The College has the appropriate policies and procedure regarding child protection. Staff interviewed had a good working knowledge of these and knew who the designated child protection officer was at the College. Some staff did not know that the Deputy Head of Care took on this role when the Head of Care is absent. Staff receive training and regular updates on child protection and the Head of Care is about to attend a multi disciplinary child protection course. The College has a good policy on appropriate relationships between staff and young people which staff were aware of. The ancillary staff interviewed also had good child protection knowledge and were clear on what they would do if they witnessed or heard of anything inappropriate. The College is extremely proactive in ensuring that all staff receive child protection training. In their questionnaires and in discussion with young people they said that they felt discipline in the College was fair. However they said that there was rarely need for them to be disciplined. The College has clear policies and procedures which provide staff with guidance including a list of what sanctions are permissible and who can give these. Both staff and young people were well aware of this guidance. The College has the appropriate systems in place to record sanctions. Young people's behaviour during the inspection was excellent. They were polite, helpful, courteous, accommodating and a pleasure to spend time with. They are a credit to themselves and the College. Staff have received training in non violent intervention crisis techniques. The College has a comprehensive complaints policy and procedure of which the staff and young people had a good working knowledge. Evidence was seen in the College's records of a complaint being dealt with appropriately, quickly and to the complainants satisfaction. Young people and staff were clear on what action should be taken if there is a fire. Young people said that they have regular fire drills. There were some gaps in the fire records at both Okus Rd and Bath Rd. At Okus Rd there was no evidence of the smoke detectors being regularly tested and no fire risk assessment. At Bath Rd there was not evidence of the fire closures or call points being checked. The remaining fire records did contain all the required information. The College has detailed risk assessments covering the required areas. However there is a lack of evidence of these risk assessments being reviewed and updated. There is also a lack of consistency in the individual young people's files regarding consent for those young people under 18 years and for high risk activities. All the young people said that the staff respected and promoted their privacy. This was witnessed during the inspection as staff said that they needed to ask the young people's permission before the Inspectors could go in their room. The majority of the bedrooms have en suite facilities this further promotes privacy for young people. During this inspection nine staff files were inspected. All had CRB clearance at an enhanced level. However there were gaps in the other required information. Only one of the nine files had evidence of verbal contact having been made with a referee. Several had references written 'to whom it may concern'. On two files there were no record of interview notes and three had no evidence of the person's identity. The College's reference request does not ask all referees to state any known reason why the person should not be employed to work with young people. The College has clear procedures about visitors' access to all of its sites. There are key pads on Bath Rd external doors. At all sites visitors have to sign the visitors' book and are issued with identification badges. As stated previously in this report the College has

detailed risk assessments but there is a lack of evidence of these being reviewed and updated. The College has comprehensive Health and Safety policies and procedures. The College carries out, where needed, risk assessments regarding window restrictors on individual young people and acts appropriately.

### **Helping children achieve well and enjoy what they do**

The provision is outstanding.

Young people at the College have the choice of an excellent range of activities. There is a list/timetable of activities in to which the young people have input. This list/timetable is regularly reviewed and updated again with the young people's involvement. During the inspection this involvement of the young people was evidenced as young people new to the College were asked for their ideas. Young people were seen to be genuinely excited about the activities on offer. Due to the large number of staff on duty the College is able to offer a large number of activities each evening. This also provided the opportunity for individual activities. Staff at the College can provide the young people with support throughout the entire day. This support is tailored to the individual young person's needs and also their requests for either support or independence. Young people have access to a College Councillor, Personal Tutor as well as their Learning Support Worker. The young people's handbook contains numbers of help lines and organisations young people may wish to contact. There are clear communication systems in place between those staff who work during the day or the evening. Some staff do work both day and evenings. The College has a clear Senior Management structure, Principal, Head of Care, Head of Education and Head of Therapy. All College staff have been CRB cleared. The College has clear policies and procedures on diversity and equality. There is an appointed equalities and diversity co-ordinator and regular meetings are held to discuss a range of topics including race, colour, religion, sight, font size on documents. At the time of inspection it was the start of the College year and they were in the process of seeking a young person to be part of these meetings. All the College information for young people is available in the appropriate formats. Within this information is contact details for local ethnic groups including contact names and the aims of the group. The majority of the College residents are male but there was evidence of clear respect for the different genders from the young people as well as the staff. The Chef has themed food night incorporating foods from different cultures. The College environment and furnishings promote equality and have been adapted to in response to individuals' needs. No onerous demands are made on young people. The common rooms on all three sites are well furnished and comfortable. The lounges at Bath Rd and Okus Rd are very homely and welcoming.

### **Helping children make a positive contribution**

The provision is outstanding.

The College hold regular young people's meetings. During the inspection one young person meeting was seen. This was the first one of the new College year. One of the points was the re-formation of the students' council and seeking nominations. Minutes of young person's meetings from the previous College year were inspected. In discussion with young people and via their questionnaires they said they felt that their views were listened to but also sought by staff. Within the minutes of the staff meetings there was evidence of consultation with the young people. The College carries out annual surveys of young people and staff so as to gain their views and input. This information is then collated and influences the plans for the coming year. Most of the young people at the College have mobile phones. There is a payphone at

Bath Rd but at the time of inspection this was not working. The Head of Care said this may be due to the refurbishment that has taken place over the summer holidays and that the Head of Care would see that this is addressed immediately. Young people said that there were no problems in contacting family or friends. They said they were always able to use the College phone. Inspectors heard staff discussing with a young person getting their phone unbarred. Parents also said in their questionnaires that there was good contact with their son or daughter. Young people's friends are able to visit the College but there is a clear code of conduct which all the young people knew and agreed with as it respected all who live at the houses. The College had a clear induction process, this is a strength of the College. There is a pre admission open day so young people can come and meet the staff and see all three of the sites and Fairview House; the administration and therapy centre. Clear concise information is provided for both young people and their parents. There is a staggered admission process of young people which includes introduction meetings designed to ease the stress felt by the young people. The young person's hand book is at the core of the information provided to the young people. Young people said they felt that the Colleges induction process was good and made them feel at ease, welcome and well supported. There are excellent staff/young people relationships. These were observed throughout the inspection. Staff treat young people with respect and courtesy and this is reciprocated by the young people. Young people were very positive about the staff they work with. They see their relationships with the learning support workers as key. This was reflected in the young people's and parental questionnaires. Some said that being at Farleigh College had 'saved their lives'.

### **Achieving economic wellbeing**

The provision is good.

The College does accommodate under and over 18 year olds in the same building. However this is carefully risk assessed and reviewed. Also there are only single bedrooms at the College. There is no discrepancies in the accommodation and facilities for different genders or different houses. All young people have their own bank accounts. On occasions when young people wish to save and save with the College they have an appropriate pro forma for recording this. The pro forma includes both young people and staff signing all deposits and withdrawals. The accommodation at both Bath Rd and Okus Rd are of a high standard. The furnishings are homely, comfortable and welcoming. Young people said they liked their accommodation and some said in the past they have been involved in purchasing items for their house. Where required the College has made arrangements for the house to meet the environmental needs of young people with disabilities. Young people are encouraged to personalise their bedrooms but also have input to the communal areas. All bedrooms are well furnished and have adequate storage. Bedrooms are well ventilated and lit. As both houses are close to the centre of Swindon, there are good transport links to both of Swindon Colleges sites and local amenities. At Bath Rd all the young people have their own en suite bathrooms. At Okus Rd most have en suite with two young people sharing a bath room. All bathrooms are well equipped and decorated. At Bath Rd there has just been a new water and boiler system installed. At both houses there are adequate laundry facilities. Young people are supported in doing their own laundry. This was observed during the inspection with a member of staff showing a young person how to do their washing and ironing. Young people have good access to Swindon town centre so can purchase what they need regarding personal item and stationary. Young people especially at Okus Rd are supported and enabled to buy and cook their own food. During the inspection this was evidenced by hearing a young person discussing with their learning support worker menus and shopping lists.



## Organisation

The organisation is good.

The College has a clear Statement of Purpose which contain all the required information. This includes an appendix linking this with other policies and procedures at the College. This cross referencing provided the young people with clear information on the standard of conduct and behaviour and specific rules and prohibition the College expects the young people to follow. This information is also in the young people's guide to the College. The College keeps clear medical records which contain comprehensive medical histories on individual young people. These records identify specific health needs including any disability and action required to assist individual young people. The College has a clear management structure with management roles and responsibilities being identified. The Senior Management Team meet on a regular basis to discuss the management and development of the residential provision. Minutes are taken at these meetings. The College has an appropriate disciplinary process for staff which includes support for staff who are subject to the disciplinary procedure. There has a robust self assessment process for the work it undertakes. The College has a thorough staff induction programme for all staff. This covers all aspects of caring for the young people and working for the Farleigh Group. Training is seen as essential for the development of its staff team. Staff said that there are set courses that the College expect all staff to undertake but if they found a course of particular interest to them that would benefit the young people they can apply to do the course. The rotas at the houses always have a senior learning support worker on shift. There is a comprehensive policy and procedure for the management crisis. The College has a detailed risk assessment pro forma. This is very detailed but there was a lack of evidence of some of these risk assessments being reviewed and updated. Also on some of the risk assessments there was no evidence of who carried out the risk assessment but there was evidence of who monitors them. The Head and Head of Care said that the risk assessments are audited and reviewed each term but there was not evidence to support this. Due to the large number of staff on duty the staff to young people ratio is excellent. Staffing levels are regularly reviewed and adjusted to meet the young people's needs with input from young people to monitor the level of supervision and adjust this as appropriate as the young people become more independent. As stated before in this report the level of staff supervision for activities with young people is excellent but it is again tailored to the individual young person's needs and independence. The staff at the College clearly record information on young people including the comings and goings between each site. Young people said they always knew who was on duty and how to contact them. Staff have all the young people's mobile numbers and ensure that all the College's numbers are in the young person's mobiles. There is always a member of staff on duty who has an appropriate first aid qualification. During the inspection 10 staff files were inspected. All the files inspected had a copy of staffs job descriptions. There was evidence of supervision taking place. The College implements a system of peer appraisal last year which was very good. This was done in staff groups and led initially by facilitators but staff then requested to facilitate this themselves. This change has meant that not all groups now meet. Thus making the system less effective. The Head and Head of Care said that the change had taken place after consultation with staff but they were in the process of reviewing this system. As stated before in this report there is a comprehensive staff induction programme. As stated before in this report the College provides comprehensive guidance, policies and procedures for it's staff. All the College's policies and procedures are written not just for the staff but for the young people and their families or carers.

## What must be done to secure future improvement?

### Statutory requirements

This section sets out the actions, which must be taken so that the registered person meets the Care Standards Act 2000, and the National Minimum Standards. The Registered Provider must comply with the given timescales.

Standard	Action	Due date
----------	--------	----------

### Recommendations

To improve the quality and standards of care further the registered person should take account of the following recommendation(s):

- ensure the Deputy Head of Cares role a designated child protection officer when the Head of care is absence need to be reiterated to staff.
- ensure there is a controlled drugs book.
- ensure that all labels on prescribed medication are legible.
- ensure that prescription medication is administered as required.
- ensure that medication prescribed is reviewed and information on this review need to be included in young peoples' placement plans.
- ensure risk assessments for young people with special medical and/or personal needs are reviewed and updated.
- ensure all risk assessments are reviewed and updated.
- ensure fridge and freezer temperatures are taken and recorded at Okus Rd and the base room at Swindon College North Star Campus
- ensure the freezer at the learning and resource centre base room is clean
- ensure smoke detectors at Bath Rd and Okus Rd are regularly tested
- ensure there is a fire risk assessment for all sites.
- ensure the fire closures or call points are checked at Bath Rd.
- ensure all staff files must contain all the information as required under Std 34.2

## Annex

## Annex A

### National Minimum Standards for further education college

#### Being healthy

**The intended outcomes for these standards are:**

- under-age drinking, substance abuse and possession of obscene material by students are appropriately countered (NMS 6)
- students receive first aid and health care as necessary (NMS 14)
- students are adequately supervised when ill (NMS 15)
- students are supported in relation to any health or personal problems (NMS 16)
- students receive good quality catering provision (NMS 22)
- students have access to food and drinking water in addition to main meals (NMS 23)
- students are suitably accommodated when ill (NMS 43)

**Ofsted considers 14 and 16 the key standards to be inspected.**

#### Staying safe

**The intended outcomes for these standards are:**

- students are protected from bullying and harassment (NMS 2)
- students are protected from abuse (NMS 3)
- use of discipline with students is fair and appropriate (NMS 4)
- students' complaints are adequately responded to (NMS 5)
- students are protected from the risk of fire (NMS 24)
- the welfare of any young people accommodated by the college other than its own students is safeguarded and promoted (NMS 26)
- students' safety and welfare are protected during high risk activities (NMS 27)
- students' personal privacy is respected (NMS 33)
- there is careful selection and vetting of all staff and volunteers working with residential students (NMS 34)
- students are protected from unsupervised contact with adults who have not been, subject to the college's complete recruitment checking procedures (NMS 35)
- students have their own living accommodation, secure from public intrusion (NMS 37)
- any security or surveillance measures provide security to protect students without compromising their privacy (NMS 38)
- students are given reasonable protection from safety hazards (NMS 42)

**Ofsted considers 2, 3, 4, 5, 24, 33, 34, 35, 37 and 42 the key standards to be inspected.**

#### Enjoying and achieving

**The intended outcomes for these standards are:**

- students have access to a range and choice of activities (NMS 11)
- students receive personal support from staff (NMS 13)
- students do not experience inappropriate discrimination (NMS 17)
- student welfare is not compromised by unusual or onerous demands (NMS 25)
- students have access to a range of recreational areas (NMS 41)

**Ofsted considers 13 and 17 the key standards to be inspected.****Annex A****Making a positive contribution****The intended outcomes for these standards are:**

- students are enabled to contribute to the operation of residential provision in the college (NMS 12)
- students can maintain private contact with their parents and families (NMS 18)
- students receive guidance, both on arrival at the college and in preparing to leave the college (NMS 20)
- there are sound relationships between staff and students (NMS 32)

**Ofsted considers 12 and 18 the key standards to be inspected.****Achieving economic well-being****The intended outcomes for these standards are:**

- the college's organisation of residential provision safeguards students' welfare (NMS 10)
- students' personal possessions and money are protected (NMS 19)
- students are provided with satisfactory living accommodation (NMS 36)
- students have satisfactory sleeping accommodation (NMS 39)
- students have adequate and adequately private toilet and washing facilities (NMS 40)
- there are arrangements to ensure that students' clothing and bedding are adequately laundered (NMS 44)
- students can buy food and personal requisites while accommodated at college (NMS 45)
- the welfare of students placed in lodgings by the college is safeguarded and promoted (NMS 46)
- the welfare of students is safeguarded and promoted when accommodated away from the college site on a short-stay basis (NMS 47)

**Ofsted considers 46 and 47 the key standards to be inspected.****Organisation****The intended outcomes for these standards are:**

- a clear statement of the principles of residential provision and student support at the college is available to those needing this information (NMS 1)
- the safeguarding and promotion of students' health and welfare are supported by appropriate records (NMS 7)
- there is clear leadership of residential provision in the college (NMS 8)
- crises affecting students' welfare are managed effectively (NMS 9)
- risk assessment and college record keeping contribute to students' welfare (NMS 21)
- students are appropriately supervised during free time (NMS 28)
- students are adequately supervised by staff (NMS 29)
- staff responsible for residential students have specific residential and welfare duties, with adequate induction and continued training (NMS 30)
- students are looked after by staff following clear residential and welfare policies and practice (NMS 31)

**Ofsted considers 1, 21, 29 and 30 the key standards to be inspected.**