



Making Social Care  
Better for People

# inspection report

Further Education College Or Boarding School  
for Pupils aged 16+

## **Askham Bryan College of Further Education**

Askham Bryan College

Askham Bryan

York

North Yorkshire

YO23 3FR

19th 20th and 21st October 2004

## Commission for Social Care Inspection

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

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

### The role of CSCI is to:

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

## Inspection Methods & Findings

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

### The 4-point scale ranges from:

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

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

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

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

**COLLEGE INFORMATION****Name of College**

Askham Bryan College

**Address**Askham Bryan College, Askham Bryan, York, North  
Yorkshire, YO23 3FR**Tel No:**

01904 772277

**Fax No:**

01904 772288

**Email address:**

GR@askham-bryan.ac.uk

**Name of Governing body, Person or Authority responsible for the college**

Askham Bryan College Corporation

**Name of Principal**

Professor Gareth Rees

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

Ms. J. Ellis and Mr. John Mawson

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

NO

**CSCI Classification**

Futher Education College

**Type of college**College of Further  
Education**Date of last welfare inspection:**

NA

<b>Date of Inspection Visit</b>		19th October 2004	<b>ID Code</b>
<b>Time of Inspection Visit</b>		09:30 am	
<b>Name of CSCI Inspector</b>	<b>1</b>	Monica Hargreaves	137644
<b>Name of CSCI Inspector</b>	<b>2</b>	Chris Taylor	
<b>Name of CSCI Inspector</b>	<b>3</b>		
<b>Name of CSCI Inspector</b>	<b>4</b>		
<b>Name of Lay Assessor (if applicable)</b> Lay assessors are members of the public independent of the CSCI. They accompany inspectors on some inspections and bring a different perspective to the inspection process.			
<b>Name of Establishment Representative at the time of inspection</b>		Ms. Jill Ellis	

**Introduction to Report and Inspection**

**Inspection visits**

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

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**Recommended Actions from this Inspection**

**Advisory Recommendations from this Inspection**

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**Inspection Methods Used**

**1. Welfare Policies and Procedures**

**2. Organisation and Management**

**3. Welfare Support**

**4. Staffing**

**5. Premises**

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

**Part D: Principal's Response**

**D1.1. Principal's comments**

**D1.2. Action Plan**

**D1.3. Principal's agreement**

## INTRODUCTION TO REPORT AND INSPECTION

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

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

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

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

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

The report will show the following:

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

## INSPECTION VISITS

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

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

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

Askham Bryan College is situated a few miles outside the city of York and set in spacious grounds. It offers a range of further and higher education courses, covering subjects mainly related to the land-based industries, including animal care, horticultural and agricultural studies and engineering. The college offers a mixture of learning options and has four other non-residential centres located across North Yorkshire.

Term time accommodation is provided on the York site for students 16 to 18 years of age, in addition to accommodation for students who are over 18 and who are in further or higher education. This accommodation is situated in hostel blocks within the grounds. Each student has his or her own study bedroom and hostels are single sex. They are also separated into blocks for students under and over 18 years of age. Bathroom and kitchen facilities are shared. The college provides a range of student support services, including a dedicated team of wardens specially designated to look after the welfare of students in accommodation. Each hostel for students 16 – 18 years also has a resident student warden. Askham Bryan does not arrange off campus lodgings for students.

## **PART A SUMMARY OF INSPECTION FINDINGS**

### **WHAT THE COLLEGE DOES WELL IN ACCOMMODATING STUDENTS UNDER 18**

- The college has a sound infrastructure of support for students under 18 and maintains an appropriate balance between the supervision of young people and the need to allow students to develop socially. Staff and student wardens are available to offer help with personal problems or concerns and there are good systems of communication regarding student welfare issues within the staff team.
- There is a full range of policies and procedures intended to safeguard the welfare needs of younger students that is made available to all staff. The residential services operating manual is comprehensive and offers guidance to staff in addition to the policies. In particular, the child protection procedure is very clear.
- Staff at the college ensure that parents receive full information about welfare provision for young students before admission and also keep parents informed about issues of concern and discipline.
- The recruitment and selection policy and procedure is robust. There is a process for the induction of new staff within the college that is well documented and staff have regular appraisals of performance.

### **WHAT THE COLLEGE SHOULD DO BETTER IN ACCOMMODATING STUDENTS UNDER 18**

- The quality of the hostel accommodation varies and the larger hostels would benefit from upgrading. In particular the bathing and toilet facilities in some hostels require refurbishment and some do not afford sufficient privacy to students.
- The catering provision within the hostels should be reviewed and the food available within the canteen is the subject of current discussion between the student body and the college management team.
- Communal social areas could be further developed.

### **CONCLUSIONS AND OVERVIEW OF FINDINGS ON ACCOMMODATION OF STUDENTS UNDER 18**

This is the first inspection of Askham Bryan College under the National Minimum Standards and inspectors found that the college generally complies with the standards. Askham Bryan provides a high level of support to students in residence, maintaining an appropriate balance between setting boundaries and permitting young students to develop independent living skills. Inspectors found the atmosphere on campus friendly and familiar and students said they felt safe and properly cared for. Staff were clear about their role in relation to the welfare of young people and had the benefit of a full range of policies, procedures and guidance to support them in their work.

The recommendations made in this report relate to the need to upgrade some of the hostel accommodation and to review the catering provision that is made for students, both in the canteen and in the hostels.

Inspectors would like to record their thanks to all the staff and students of the college they met, who were very helpful during the inspection process.

**NOTIFICATIONS TO SECRETARY OF STATE**

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

NO

**The grounds for any Notification to be made are:**

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**IMPLEMENTATION OF RECOMMENDED ACTIONS FROM LAST INSPECTION**

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

NA

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

No	Standard	Recommended actions	



## RECOMMENDED ACTIONS IDENTIFIED FROM THIS INSPECTION

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

### RECOMMENDED ACTION

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

No	Standard*	Recommended Action	
1	FE23 FE22	The college should review the catering provision with regard to the quality of food and choice and the amount of money made available to students and to consider whether additional kitchen equipment can be provided to enable students to cook meals within hostels. The college is also asked to confirm in writing to the CSCI when actions required by the most recent Environmental Health report have been completed.	31 <sup>st</sup> January 2005.
2	FE40	The college should refurbish some of the older bathing and toilet facilities within the hostels to ensure that all the facilities offer sufficient privacy to students.	1 <sup>st</sup> January 2006.
3	FE41	A review of the communal indoor facilities for students should be undertaken and appropriate furniture provided for all kitchens within hostels.	1 <sup>st</sup> January 2006.

### ADVISORY RECOMMENDATIONS

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

No	Refer to Standard*	Recommendation

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

**PART B****INSPECTION METHODS AND FINDINGS**

The following inspection methods have been used in the production of this report

Direct Observation	YES
Student Guided Tour of Accommodation	YES
Student Guided Tour of Recreational Areas	YES

Checks with other Organisations and Individuals

<ul style="list-style-type: none"> <li>• Social Services</li> <li>• Fire Service</li> <li>• Environmental Health</li> <li>• Other Inspectorates</li> <li>• College Doctor</li> <li>• Independent Person or Counsellor</li> <li>• Chair of Governors</li> <li>• DfES (if a school)</li> </ul>	YES
'Tracking' individual welfare arrangements	YES
Group discussion with students	YES
Survey of accommodation/welfare staff	YES
Interviews with key staff	YES
Student survey	YES
Parents' survey	YES
Early morning & late evening visits	YES
Meal taken with students	YES
Inspection of policy/practice documents	YES
Inspection of records	YES
Answer phone for student comments	NO
Visit to Sanatorium	NA
Visits to lodgings	NA
Individual interview with student(s)	NO

Date of Inspection	19/10/04
Time of Inspection	9.30
Duration Of Inspection (hrs.)	46
Number of inspector Days on site	5

## COLLEGE INFORMATION

**Overall Age Range of Residential Students:** From  To

**Number of Residential Students under 18 at time of inspection:**

BOYS	<input type="text" value="56"/>
GIRLS	<input type="text" value="43"/>
TOTAL	<input type="text" value="99"/>

**NUMBER OF SEPARATE COLLEGE BUILDINGS OR UNITS ACCOMMODATING STUDENTS**

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

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

The scale ranges from:

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

"0" in the "Standard met" box denotes standard not assessed on this occasion.

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

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

## WELFARE POLICIES AND PROCEDURES

The intended outcomes for the following set of standards are:

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

### Standard 1 (1.1 – 1.5)

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

#### Key Findings and Evidence

#### Standard met?

3

The college has a full range of policies and procedures that govern its practice. These are made available to parents and students and are contained in a comprehensive operating manual that is given to all staff with responsibilities for the welfare of students. Policies are regularly reviewed and reflect the actual practice at the college. The disciplinary code that is given to all students and parents makes clear the standards of conduct and behaviour expected and clearly defines the sanctions imposed if rules are not adhered to.

### Standard 2 (2.1 – 2.5)

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

#### Key Findings and Evidence

#### Standard met?

3

There is a written policy on countering bullying and harassment and the college is clear that this is behaviour that will not be tolerated. Students and staff confirmed that there are few incidents of bullying and students stated that staff deal appropriately with any that may arise. Students are made aware of how to raise concerns and those students who spoke to inspectors confirmed that they would feel able to approach staff or student wardens. Students who spoke to inspectors also said that they had not encountered any initiation ceremonies at the college.

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

100 %

<b>Standard 3 (3.1 – 3.9)</b> 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.		
<b>Key Findings and Evidence</b>	<b>Standard met?</b>	<b>3</b>
The college has developed a sound child protection policy that it is consistent with the local ACPC procedures and has also been agreed with the local authority child protection team. This document clearly identifies the procedure that should be followed by staff who receive allegations of abuse or who suspect that abuse may be occurring. The procedure is made available to student wardens living within hostels and all ancillary staff working with students under 18 are given appropriate information regarding child protection issues. Those staff and student wardens who inspectors spoke to during the inspection, were clear about their responsibilities in relation to the reporting of concerns about abuse. Staff policies clearly prohibit sexual relationships between staff and students under the age of 18 years.		
<b>Number of recorded child protection enquiries initiated by the social services department concerning students under 18 at the college in the past 12 months:</b>		<b>0</b>

<b>Standard 4 (4.1 - 4.9)</b> 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.		
<b>Key Findings and Evidence</b>	<b>Standard met?</b>	<b>3</b>
This standard is met. The student disciplinary policy is made clear to all students and their parents before and on admission to the college. This procedure is a system of warnings that can culminate in the suspension or expulsion of a student. The college does not operate any system of sanctions other than this. There is a restraint policy in place for use within the college as a whole. This details the circumstances in which any student may be physically restrained. All staff working with students in the hostels, have completed the North Yorkshire Police 'Doorsafe' training which they described as very useful and which inspectors felt was an appropriate course to enable staff to deal with the challenges that might arise on a college campus.		

**Standard 5 (5.1 - 5.5)**

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

**Key Findings and Evidence****Standard met?**

3

There is a coherent, formal procedure for handling complaints that is a general college procedure, not specific or limited to addressing welfare concerns of resident students. This procedure is made known to students and their parents. Those parents who returned questionnaires confirmed that they had received information about the complaints procedure and the small number who had used it, stated that they felt the process worked and their complaints had been properly addressed. In discussion during the inspection, students said that they understood the complaints process and felt that any issues they raised would be dealt with.

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

0

**NUMBER OF ABOVE COMPLAINTS SUBSTANTIATED:**

0

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

0

**NUMBER OF ABOVE COMPLAINTS SUBSTANTIATED:**

0

**Standard 6 (6.1 - 6.5)**

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

**Key Findings and Evidence****Standard met?**

3

There is a clear, unambiguous policy in place within the college of underage students not purchasing or consuming alcohol. Students under 18 have different coloured college identity badges to avoid them being served alcohol in the college bar. This is applied strictly and students aged under 18 years confirmed that they are not served alcohol at college. Student bedrooms are checked if it is suspected that there might be alcohol or other prohibited substances and anyone under the age of 18 who is found to have alcohol, receives a formal warning. College staff confirmed that the police would be contacted if illegal substances were found on campus. In addition, students are well supported with advice on alcohol and drugs related issues.

**Standard 7 (7.1 - 7.6)**

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

**Key Findings and Evidence****Standard met?****3**

Student files examined as part of the tracking process contained basic health information and the college staff stated that they would expect to be made aware by parents or students themselves, of the specific health needs of individual students. However, it was also acknowledged that given the age of students (16 years and over) there may be occasions when such information has not been given to the college. Staff are made aware of relevant details on a need to know basis and all information is treated with appropriate confidentiality.

## ORGANISATION AND MANAGEMENT

The intended outcomes for the following set of standards are:

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

### Standard 8 (8.1 - 8.8)

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

#### Key Findings and Evidence

Standard met?

3

The accommodation and welfare of students comes under the general management of the Student Support Services Manager who is in turn accountable to the Director of Quality and Customer Support. Lines of accountability are clear and well known to staff. The college has an induction process, whistle blowing and staff disciplinary policies and undertakes annual appraisals of staff performance. Staff confirmed that they are offered training appropriate to the work they do and the college regularly undertakes assessments of its residential and student welfare provision. Students and parents stated that they have been asked to express their views in questionnaires and students are able to make their views known through the Students' Council.

### Standard 9 (9.1 - 9.3)

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

#### Key Findings and Evidence

Standard met?

3

A crisis management plan is in place and was examined during the inspection. One example was given of the management of a recent crisis. This related to the response to a major power cut in the previous winter and the provision made for students with regard to practical and emotional support at that time.

### Standard 10 (10.1 - 10.4)

Student accommodation does not lead to welfare concerns where students under 18 are accommodated with adult students, or where both genders are accommodated together.

#### Key Findings and Evidence

Standard met?

3

All students have single rooms and hostels are separated into provision for under and over 18s and male and female accommodation. The one hostel that offers shared accommodation for students over and under 18 years, is provided for students who are on placements within the college of a week or so. This hostel is divided into a ground floor for over 18s and a top floor for those under 18. The accommodation for the younger students has security codes on the doors to limit access.



<b>Standard 11 (11.1 - 11.4)</b>		
<b>An appropriate range and choice of recreational activities and provision is made for students under 18.</b>		
<b>Key Findings and Evidence</b>	<b>Standard met?</b>	<b>3</b>
<p>Activities are organised by the college staff and the Students' Union. Students are encouraged to attend and to put forward their views on the types of activities they would wish to have arranged. There is a gymnasium and sports hall on site and various sporting activities take place. The college is situated close to the city of York and students can have access to facilities within the city. The Residential Students Manager and Assistant are working hard to involve students as much as possible in the choice of recreational activities and at the time of the inspection were endeavouring to develop a specific committee for residential students where views could be gathered.</p>		

<b>Standard 12 (12.1 - 12.3)</b>		
<b>Students under 18 are consulted over accommodation and welfare provision.</b>		
<b>Key Findings and Evidence</b>	<b>Standard met?</b>	<b>3</b>
<p>As stated earlier, students are encouraged to take their views to the student council and the college is setting up a residential students' committee. During discussion with the Residential Students Manager and Assistant, inspectors formed the opinion that great efforts are made to seek the views of students regarding the college's provision. Parents confirmed in response to questionnaires that their views are sought and students also stated that they feel they are consulted regularly about the welfare provision.</p>		

## WELFARE SUPPORT

The intended outcomes for the following set of standards are:

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

### Standard 13 (13.1 - 13.8)

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

#### Key Findings and Evidence

#### Standard met?

3

Students told inspectors that there are a number of people in whom they would confide if difficulties arose. These include tutors, wardens and student wardens. In particular, students said that they could talk easily to the cleaning staff who work within the hostels and who are likely to see students on a daily basis. The college also employs the services of a trained counsellor to whom students are able to self refer and a new chaplain has recently been appointed. All staff working within the college are appropriately checked through the Criminal Records Bureau. Within hostels, inspectors found details of telephone contacts that students could use in confidence.

### Standard 14 (14.1 - 14.13)

Appropriate first aid and minor illness treatment are available to students at college, with access to medical and dental services as required.

#### Key Findings and Evidence

#### Standard met?

3

Throughout the college, there are a number of staff trained in first aid and one is available at all times. Students are encouraged to register with the local GP practice and can be accompanied to appointments by wardens, if they wish. Wardens also accompany any student who as a result of an accident, may have to be taken to hospital. Students are responsible for keeping and administering their own medication. Parents are asked to give written consent for first aid or treatment.

<b>Standard 15 (15.1)</b>		
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.		
<b>Key Findings and Evidence</b>	<b>Standard met?</b>	3
Students and parents confirmed that the arrangements in place for students who are ill, are satisfactory. The college operates a system that requires attendance registers to be taken of all lectures and classes. These are collated and monitored by the Attendance Administrator who follows up any absences on a same day basis. Students are also asked to let wardens know if they are ill and they can then be checked upon in their rooms and arrangements made, as appropriate. A college mobile phone is made available to any student who is ill and staying in their room, to enable them to summon assistance. Parents are contacted and will take students home. Students are also advised about reporting health concerns.		

<b>Standard 16 (16.1 - 16.9)</b>		
Significant health and personal problems of individual students are identified and managed appropriately.		
<b>Key Findings and Evidence</b>	<b>Standard met?</b>	3
Prior to admission, students and parents attend information meetings and 'taster' days. At these sessions, the college makes clear the policies regarding the welfare provision for students and asks that full information be given about specific health needs. Student and staff wardens offer support and ensure that they make themselves aware of any student who may be homesick or in need of additional help. Students can also have the services of a trained counsellor The college is a friendly, close-knit community and inspectors formed the opinion that staff typically have a good idea of what is going on. There are also sound systems for the recording of any information about students that is relevant to enable the college to monitor their welfare.		

<b>Standard 17 (17.1 - 17.5)</b>		
The college does not inappropriately discriminate on grounds of gender, disability, race, religion, cultural background, linguistic background, political beliefs, sexual orientation or academic or sporting ability. The college takes these factors into account in its care of students, and appropriately supports and integrates identifiable minority groups amongst students and students who do not "fit in" to the college, residential unit or student body.		
<b>Key Findings and Evidence</b>	<b>Standard met?</b>	3
At the time of the inspection, the number of students from ethnic minority groups in the college generally, was very small and there were no students with disabilities resident in the hostels. However, staff and managers who spoke to inspectors demonstrated a positive attitude to inclusion and the college is working to create a more diverse student population. The new student accommodation that is planned is to have specific facilities for students with physical disabilities		

<b>Standard 18 (18.1 - 18.5)</b>		
<b>The college enables students to contact their parents and families in private.</b>		
<b>Key Findings and Evidence</b>	<b>Standard met?</b>	<b>3</b>
The college has a good commonsense approach to contact with the parents of students under the age of 18 years. Parents are contacted about matters that take students into the disciplinary procedure and significant welfare issues. The college hosts parents' evenings and ensures that parents are given full written information about the college, its policies and procedures. Students said that they would use mobile phones to contact their parents and the college also has two pay phones situated close to the student union facilities.		

<b>Standard 19 (19.1 - 19.3)</b>		
<b>The college provides reasonable protection for students' personal possessions and any student's money looked after by the college.</b>		
<b>Key Findings and Evidence</b>	<b>Standard met?</b>	<b>3</b>
All students have single rooms that are lockable and also a lockable drawer within their rooms to keep possessions.		

<b>Standard 20 (20.1 - 20.3)</b>		
<b>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.</b>		
<b>Key Findings and Evidence</b>	<b>Standard met?</b>	<b>3</b>
Prior to admission, students and their parents are able to attend information sessions and 'taster' days where they can see the accommodation and facilities on campus. They are also given full written information about the college life, rules and expectations. The student booklet is comprehensive and readable.		

<b>Standard 21 (21.1 - 21.3)</b>		
<b>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.</b>		
<b>Key Findings and Evidence</b>	<b>Standard met?</b>	<b>3</b>
The college employs a full time health and safety officer who monitors the range of risk assessments that are completed throughout the college, covering all hazards and activities. This officer also monitors the records of accidents and identifies any trends or patterns. As stated earlier in this report, the college does not operate a policy of sanctions other than the disciplinary system of warnings. These are monitored by senior staff.		

**Standard 22 (22.1 - 22.11)**

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

**Key Findings and Evidence****Standard met?****2**

The accommodation for students of 16 to 18 years is half board and it is anticipated that students will use the hostel kitchen facilities to make snacks. Students in residence are provided with a card which allows them to spend up to £24 per week on food in the campus dining room. During the inspection, comments were received from a number of students and their parents regarding the quality of the food provided. The majority stated that the food is poor in quality and some students said that they would not eat in the canteen. Inspectors were told that if the money that is logged onto the card they are given is not spent up each half term, this amount is lost to students. At the time of the inspection, a small number of students said that there was a large amount of money left on their cards and they were having to pay twice for food, that is for the money credited to their card, that they did not use and for the food they had to buy in addition. Inspectors were also told that one student had used up all the credit with 3 weeks left of the half term. Inspectors questioned whether the current system of funding meals is working for the majority of younger students in residence. At the time of the inspection, some of the hostel kitchens had been refurbished but did not have sufficient equipment to allow students to make small meals, either to supplement the allowance they have or to replace meals. The college has been made aware of the views of students regarding the quality of the food and has asked for further suggestions. Inspectors asked that the college review the catering arrangements in place. A recent environmental health inspection had made a number of requirements and the college was asked to write to the Commission when these have been completed.

**See Recommended Action No. 1**

**Standard 23 (23.1 - 23.4)**

Students have access to drinking water in both residential and teaching areas, and to food or the means of preparing food at reasonable times in addition to main meals.

**Key Findings and Evidence****Standard met?****2**

Students have access to drinking water in both residential and teaching areas at all reasonable times in addition to mealtimes. With regard to facilities for the preparing of food, inspectors found that these varied across hostels. Some kitchens have been refurbished and there is a plan to provide seating and tables in kitchen areas. However, there was limited equipment available to enable students to prepare anything more substantial than a small snack and inspectors advised that the college should review this aspect of the catering provision.

**See Recommended Action No. 1**

<b>Standard 24 (24.1 - 24.6)</b> Students and staff with residential provision duties are aware of emergency evacuation procedures from residential accommodation. Such procedures should include any special arrangements for students or staff with disabilities. Any recommendations of the Fire Service are implemented within given timescales and maintained.		
<b>Key Findings and Evidence</b>	<b>Standard met?</b>	<b>3</b>
Records of evacuation drills undertaken were examined during the inspection and confirmed that these take place regularly. Students told inspectors that they understood what actions to take in the event of a fire. The college ensures that a full range of assessments are completed. Records were seen.		

<b>Standard 25 (25.1 - 25.3)</b> 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.		
<b>Key Findings and Evidence</b>	<b>Standard met?</b>	<b>3</b>
Given the nature of the work at the college, it is inevitable that some students will be required to undertake some work early in the day or at weekends, particularly in equine studies. The college ensures that students are required to complete only a limited number of tasks and the same work is expected of students who are not resident. In the view of the students the work required is appropriate to the demands of the course that students have chosen to pursue.		

<b>Standard 26 (26.1 - 26.2)</b> The college makes satisfactory provision for the welfare of any young people aged under 18 it accommodates who are not its own students.		
<b>Key Findings and Evidence</b>	<b>Standard met?</b>	<b>9</b>
This standard is not applicable as the college only provides accommodation for its own students.		

<b>Standard 27 (27.1 - 27.7)</b> Identifiably high-risk activities provided for students, particularly outside the normal educational day, are competently supervised and accompanied by adequate and appropriate safety measures.		
<b>Key Findings and Evidence</b>	<b>Standard met?</b>	<b>3</b>
The college has a system to ensure that all course related and recreational activities are appropriately assessed for risk and all assessments are countersigned by a manager and checked by the health and safety officer. This officer also routinely checks the buildings and grounds within the college for hazards. Parents of young students are also asked to give written permission for activities. Copies of risk assessments that had been undertaken, were made available to inspectors.		

**Standard 28 (28.1 - 28.6)**

**Students under 18 are sufficiently supervised during free time to reduce significant risks to their welfare, given their legal status as children, while preserving their freedom to participate in student activities and to access local facilities outside the college.**

**Key Findings and Evidence****Standard met?**

4

The college works hard to maintain an appropriate balance between the supervision of young people and the need to allow students to develop socially. Parents are fully informed about the levels of supervision within the college environment and a majority of those who responded to questionnaires said that they felt the college provided an appropriate level of supervision, given the age of the students. Students told inspectors that they felt safe within the college and believed that they were appropriately supervised without feeling too closely monitored. The staff and student wardens are consistent figures within the residential environment and in discussion with inspectors demonstrated a knowledge of students and of any issues that might arise. Staff wardens patrol the hostels in the evening when they are on duty and in addition take a specific responsibility for two hostels each. Communication appears to be good within the staff team. The college also employs the services of a security guard, who is a consistent figure and who patrols the grounds during the night.

## STAFFING

The intended outcomes for the following set of standards are:

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

### Standard 29 (29.1 - 29.13)

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

#### Key Findings and Evidence

#### Standard met?

3

There are sufficient staff in numbers and availability, to maintain adequate supervision of students on the college site outside teaching time. The college employs a full time residential students manager and a residential students' manager's assistant. The staff wardens who undertake duty are recruited from within the college staff team and students told inspectors that they know which warden is on duty on which night and how to contact them. A member of staff holding a current first aid qualification is available to students at all times on the college site. The college's recruitment and selection policy ensures that all staff working within the college are properly vetted.

### Standard 30 (30.1 - 30.11)

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

#### Key Findings and Evidence

#### Standard met?

3

Staff members confirmed that they have job descriptions that reflect their duties. The staff induction process is well documented and all staff are appointed on probationary periods, the lengths of which vary according to their post. Staff confirmed that they have regular one to one supervision during which their training needs can be identified. The college's child protection policy and procedure is given to all staff and discussed in induction and further training made available. In discussion, staff demonstrated an understanding of the need to support students who may present a risk of suicide and were clear about the need to communicate concerns within the staff team. The counsellor employed by the college is professionally qualified.



<b>Standard 31 (31.1 - 31.4)</b>		
All staff with responsibilities for supervision of residential students or the provision of student welfare services are provided with up to date written guidance on the college's policies and practice for the supervision of residential students and the safeguarding and promotion of their welfare. (This document is not necessarily a single document.)		
<b>Key Findings and Evidence</b>	<b>Standard met?</b>	<b>3</b>
The college has developed a full range of policies to support staff in their work and ensure a consistency of approach. These are contained in the handbook that is provided to all staff who have responsibilities for supervision of residential students. The document is comprehensive and detailed and gives guidance to staff on all aspects of their work with residential students.		

<b>Standard 32 (32.1 - 32.3)</b>		
There are sound staff/student relationships including an understanding of respective roles, rights and responsibilities.		
<b>Key Findings and Evidence</b>	<b>Standard met?</b>	<b>3</b>
Relationships between staff and students were observed to be good, during the inspection, and communication is positive. Students said that disagreements between staff and students are dealt with reasonably.		

<b>Standard 33 (33.1 - 33.3)</b>		
Staff supervision of students avoids intruding unnecessarily on students' privacy.		
<b>Key Findings and Evidence</b>	<b>Standard met?</b>	<b>3</b>
The Residential Services Operating Manual gives guidance to staff on privacy and confidentiality and students confirmed that staff respect their privacy, knocking before entering rooms and supervising in an unobtrusive manner. The college's policy on room searches is clear and understood by staff and students alike. Students stated that they believe their rooms would only be searched in accordance with the policy.		

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

<b>Key Findings and Evidence</b>	<b>Standard met?</b>	<b>3</b>
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The college has developed a rigorous system for the recruitment and selection of staff. CRB checks are undertaken on all staff before appointment and references taken up. Any inconsistencies are checked by the manager within Human Resources who also completes the initial induction process with all staff within the college. All staff are appointed subject to a probationary period during which their performance is monitored and all staff also have annual appraisals.

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

<b>Key Findings and Evidence</b>	<b>Standard met?</b>	<b>3</b>
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This standard is met. All staff are subject to checks with the Criminal Records Bureau prior to appointment. The hostel accommodation is kept secure by the use of swipe cards that are given only to students living within them and to a limited number of staff. The five smaller hostels have recently installed a key fob system, that allows a computer to track who has entered the building. In addition to the physical systems that maintain security, the college ensures that discussions are held with students about keeping safe.

## PREMISES

The intended outcomes for the following set of standards are:

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

### Standard 36 (36.1 - 36.8)

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

#### Key Findings and Evidence

#### Standard met?

3

The accommodation in general is appropriately lit, heated and ventilated. At the time of the inspection it was adequately decorated, cleaned and maintained although there was some variation in the standard across the different hostels. The smaller units have recently undergone refurbishment and inspectors welcomed the plans to construct new hostel blocks, that it is hoped will be able to proceed within the next year. Inspectors were told that if it proves not to be possible to complete this programme of construction, refurbishment of the older, larger hostels will be undertaken to bring the accommodation up to the same standard throughout.

Students and staff reported that any damage within the hostels is attended to promptly and there were no complaints about the level of noise within the hostels.

<b>Standard 37 (37.1 - 37.6)</b>		
As far as is practicable, students' residential accommodation is reserved for the use of those students designated to use it, and protected from access by the public.		
<b>Key Findings and Evidence</b>	<b>Standard met?</b>	<b>3</b>
Access to the hostel accommodation is restricted to students in residence and a few college staff designated to hold a set of masterkeys. Other persons can only enter student accommodation where invited. The safety of students in residence is further protected through work carried out by wardens and security personnel who patrol the college grounds at night.		

<b>Standard 38 (38.1 - 38.4)</b>		
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.		
<b>Key Findings and Evidence</b>	<b>Standard met?</b>	<b>3</b>
The college uses a limited amount of CCTV equipment mainly covering the students' union and car park areas. Students said they were fully aware of the surveillance equipment in use and did not feel it intruded on their privacy.		

<b>Standard 39 (39.1 - 39.11)</b>		
Student bedrooms are suitably furnished and of sufficient size for the accommodation and needs of the students accommodated.		
<b>Key Findings and Evidence</b>	<b>Standard met?</b>	<b>3</b>
All students have single rooms that are of adequate size and are appropriately furnished. Most students bring their own bedding, but the college has bedding available for students who want or need it. There was evidence that students are able to personalise their rooms. All rooms are lockable and have a lockable drawer or cupboard.		

<b>Standard 40 (40.1 - 40.5)</b> <b>Adequate toilet and washing facilities should be readily accessible to students, with appropriate privacy.</b>		
<b>Key Findings and Evidence</b>	<b>Standard met?</b>	<b>2</b>
<p>Students and parents who completed questionnaires, stated that the bathing and toilet facilities were generally poor. Some students commented that privacy within shower facilities was compromised because of the style and design of the rooms. Some students also complained about the baths and toilets in the larger blocks stating that these were too old and not in good enough condition. Inspectors noted that the recently refurbished provision in the smaller hostel blocks was rather better although the shower screens still do not afford sufficient privacy. The college is aware of this and is seeking to remedy the problem. The proposed new hostels would be provided with en suite facilities. If these plans do not come to fruition within the suggested timescales, the college is asked to review the bathing and toilet facilities within the hostels with a view to refurbishment.</p> <p><b>See recommended action no. 2</b></p>		

<b>Standard 41 (41.1 - 41.5)</b> <b>Students have access to a range and choice of safe recreational areas, both indoors and outdoors.</b>		
<b>Key Findings and Evidence</b>	<b>Standard met?</b>	<b>2</b>
<p>Students have access to their own bedrooms at all times and there is a range and choice of safe outdoor areas within the college grounds available to students for outdoor recreation. With regard to indoor recreational space, hostels offer only limited communal space and this is situated within kitchens available for student use. At the time of the inspection kitchen furniture had been provided for one newly refurbished hostel and more was on order. The Students' union block offers common room space, but inspectors were of the opinion that young students would benefit from common room space within hostels or in an adjacent building. The new hostel scheme has plans for common rooms. If this does not proceed within the proposed timescales, the college is asked to re-assess the issue of appropriate common room space for younger students.</p> <p><b>See recommended action 3.</b></p>		

<b>Standard 42 (42.1 - 42.7)</b> <b>Indoor and outdoor areas used by, or accessible to, students are free from reasonably avoidable safety hazards.</b>		
<b>Key Findings and Evidence</b>	<b>Standard met?</b>	<b>4</b>
<p>The college's approach to health and safety and risk assessment is commendable. There is a health and safety policy in place, that is made available to all staff. Risk assessments completed by staff throughout the college for all course work and activities. These are endorsed by the line manager and checked by the health and safety officer, who makes recommendations or adjustments as necessary. She also checks the buildings and grounds on a regular basis. The health and safety officer ensures that the Senior Management Team is fully informed on health and safety matters.</p>		

<b>Standard 43 (43.1 - 43.2)</b> <b>Suitable accommodation and care area available for the care of students who are ill.</b>		
<b>Key Findings and Evidence</b>	<b>Standard met?</b>	<b>3</b>
There is no separate accommodation provided for students who are ill but they are well looked after, with wardens keeping a regular check on them. Most students who were asked, said they would return home if they were ill.		

<b>Standard 44 (44.1 - 44.4)</b> <b>Adequate laundry provision is made for students' clothing and bedding.</b>		
<b>Key Findings and Evidence</b>	<b>Standard met?</b>	<b>3</b>
The college provides two coin operated laundries on site for student use, although the majority of students take laundry home at the week end.		

<b>Standard 45 (45.1 - 45.2)</b> <b>Students are able to purchase basic foods and minor necessary personal and stationery items while accommodated at college.</b>		
<b>Key Findings and Evidence</b>	<b>Standard met?</b>	<b>3</b>
There is a shop within the students' union building that is available for all students. The college is situated close to the city of York and students also go home every weekend.		

<b>Standard 46 (46.1 - 46.10)</b> <b>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.</b>		
<b>Key Findings and Evidence</b>	<b>Standard met?</b>	<b>9</b>
The college does not arrange lodgings for students.		

<b>Standard 47 (47.1 - 47.5)</b> <b>Any off-site short-stay accommodation arranged by the college for any of its students provides satisfactory accommodation and supervision, is checked by the college, where reasonably practicable, before use, and is monitored by the college during use.</b>		
<b>Key Findings and Evidence</b>	<b>Standard met?</b>	<b>3</b>
Inspectors were informed that there are few trips arranged requiring short stay accommodation, but that full risk assessments would be undertaken in relation to any trips or activities planned. The health and safety officer ensures that such assessments are in order.		

**PART C**

**LAY ASSESSOR'S SUMMARY**

**(Where Applicable)**

Not applicable

**Lay Assessor** \_\_\_\_\_ **Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

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

We would welcome comments on the content of this report relating to the Inspection conducted on 19<sup>th</sup> October 2004 and any factual inaccuracies:

Please limit your comments to one side of A4 if possible

"We are working on the best way to include providers responses in the published report. In the mean time responses are available on request"



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

Amendments to the report were necessary	<input type="checkbox"/> YES
Comments were received from the provider	<input type="checkbox"/> YES
Principal's comments/factual amendments were incorporated into the final inspection report	<input type="checkbox"/> NO
Principal's comments are available on file at the Area Office but have not been incorporated into the final inspection report. The inspector believes the report to be factually accurate	<input type="checkbox"/> YES

**Note:**

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

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

Action plan was required	<input type="checkbox"/> YES
Action plan was received at the point of publication	<input type="checkbox"/> YES
Action plan covers all the statutory requirements in a timely fashion	<input type="checkbox"/> YES
Action plan did not cover all the statutory requirements and required further discussion	<input type="checkbox"/> NO
Provider has declined to provide an action plan	<input type="checkbox"/> NO
Other: <enter details here>	<input type="checkbox"/>

### D.3 PRINCIPAL'S AGREEMENT

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

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

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

Or

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

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

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

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