

# inspection report

Further Education College Or Boarding School  
for Pupils aged 16+

## **Sparsholt College Hampshire**

Sparsholt

Winchester

Hampshire

SO21 2NF

22nd November 2004

## Commission for Social Care Inspection

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

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

### The role of CSCI is to:

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

## Inspection Methods & Findings

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

### The 4-point scale ranges from:

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

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

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

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

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

Sparsholt College Hampshire

**Address**

Sparsholt, Winchester, Hampshire, SO21 2NF

**Tel No:**

01962 776441

**Fax No:**

01962 776587

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

Sparsholt College Hampshire

**Name of Principal**

Mr T D Jackson

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

Mr Richard Gregory

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

Futher Education College

**Type of college**

Land-Based further

Education College

**Date of last welfare inspection:**

<b>Date of Inspection Visit</b>		22nd November 2004	<b>ID Code</b>
<b>Time of Inspection Visit</b>		10:00 am	
<b>Name of CSCI Inspector</b>	<b>1</b>	Brian McQuoid	075696
<b>Name of CSCI Inspector</b>	<b>2</b>	Bridgette Lowe	
<b>Name of CSCI Inspector</b>	<b>3</b>	Peter McFadden	
<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>		Mr Tim Jackson	

**Introduction to Report and Inspection**

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**Inspection Methods Used**

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**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 Sparsholt College Hampshire. 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.

<b>BRIEF DESCRIPTION OF THE COLLEGE AND OF ACCOMMODATION FOR STUDENTS ON SITE AND IN ANY LODGINGS ARRANGEMENTS</b>
<p>Sparsholt College is a specialist land-based college located a short distance outside of Winchester, Hampshire. The college offers a variety of courses both full and part-time and in other areas as well as land-based subjects. Students can be of any age from 14 upwards. Sparsholt is the only college of it's kind within Hampshire and has been designated as a centre of vocational excellence in two specialist areas of land-based learning. Examples of land-based subjects offered include equine studies, horticulture, agriculture, countryside management and fishery studies. The college campus is extensive and encompasses a large working farm, an equine unit, an animal management unit, an aquatics training centre, a small lake and a horticultural area. Additional facilities include a sports field, sports hall and gym, a rifle range, large library and an IT centre. The residential accommodation for students on-site comprises of 16 separate hostels of which 9 accommodate under 18 students. All residential students have single rooms, the great majority of which have en-suite toilet and washing facilities. Catering and recreational facilities for students are located centrally within the campus. There are self-catering hostels used by adults only and the majority of hostels for under 18 students have kitchen and common room facilities.</p>

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

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

The college provides comprehensive information for students in relation to all aspects of life as a student at Sparsholt and clear details of the support services available. New students are also subject to a very thorough induction programme and are well supported in settling into life at the college. There is good communication between the college and students parents. All under 18 students have single rooms and are accommodated in hostels separate from adults. The accommodation was seen to be well maintained. The systems of support for students work well including the provision for identifying and addressing any significant health or welfare needs of individual students. There is good communication between teaching and student support staff. The views of students are sought regularly on matters affecting them and there are good monitoring and self-assessment systems in place. The area of health-promotion is well provided for with advice and information available on-site and a programme of health- related events held throughout the year. The safety of students is well addressed by the college with good provision for health and safety, and security in operation across the campus.

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

The college should provide more explicit information in relation to 'countering bullying' within the student handbook. Students and their parents need to be made aware of how to contact the Commission regarding welfare complaints, and complaints information including the contact details of the Commission should be contained within the 'residents handbook'. The recruitment of all staff at the college needs to be carried out in accordance with the National Minimum Standards and evidence of recruitment procedures to be contained within recruitment records. Any lodgings arranged for students should be appropriately checked by the college. Two hostels, Palmer and Dymocke White need additional facilities provided in order to comply fully with the standards.

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

The inspectors concluded that the college makes good provision for the accommodation of students under 18 and that the welfare of students is adequately safeguarded and promoted. The college had carried out its own audit against the National Minimum Standards prior to the inspection and this exemplified the strong commitment to quality assurance existing within the institution which was evident during the inspection. This included a comprehensive self-assessment report completed annually and termly surveys of students. Although there were inevitably issues raised by students, the pre-inspection questionnaires and discussions during the inspection showed students to be generally satisfied with the provision made for them by the college. Pre-inspection questionnaires returned by parents also reflected a generally positive view of the provision the college was making for their children.



## 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:**

## 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	FE2	That the college's Equal Opportunities and Harassment Policy contain more explicit information concerning bullying and that a suitable statement and guidance for students in relation to bullying be incorporated into the student handbook.	01.09.05
2	FE5	That students and their parents are informed of how they can contact the Commission regarding any complaint concerning a students welfare.	01.04.05
3	FE14	That the college obtain parental permission for emergency dental or medical treatment to be carried out on behalf of students when required.	01.04.05
4	FE23	That all students are provided with facilities to store food and prepare hot and cold snacks.	01.09.05
5	FE24	That records demonstrate that fire drills have been held regularly in all hostels.	01.04.05
6	FE34	That the college's recruitment procedures include all of the elements detailed under Standard 34.2 and which can be verified from recruitment records.	01.03.05
7	FE34	That no member of staff subject to the requirements of Standard 34.2 commence employment at the college prior to a Criminal Records Bureau check having been completed.	31.12.04
8	FE40	That the washing facilities in both Palmer and Dymocke White hostels fully accord with the standards.	01.09.05

9	FE40	That action is taken to address the issues of privacy and WC and shower locks as described under this standard in the body of the report.	01.03.05
10	FE41	That students in Palmer and Dymocke White hostels are provided with a common room area in or near to their accommodation.	01.09.05
11	FE46	That the lodgings on campus arranged by the college for one student are subject to the relevant checking and monitoring procedures.	01.03.05.

#### **ADVISORY RECOMMENDATIONS**

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

No	Refer to Standard*	Recommendation
1	FE5	That the residents handbook contain the contact details of the commission in relation to the college's complaints procedures for students.
2	FE11	That the college review the provision of activities for students at week-ends in consultation with students in order to identify any possible areas for improvement.
3	FE13	That the college conduct a review of the provision of counselling services for students in the light of this report.
4	FE19	That the college continue to seek alternative arrangements for students to be able to access cash on-site without being subject to a surcharge.
5	FE22	That the pricing of food items served be reviewed in the light of this report.
6	FE34	That the college draw up a recruitment policy.

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

• Social Services	YES
• Fire Service	NO
• Environmental Health	NO
• Other Inspectorates	NO
• College Doctor	YES
• Independent Person or Counsellor	NO
• Chair of Governors	NO
• DfES (if a school)	NA
'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	22.11.04
Time of Inspection	10.00AM
Duration Of Inspection (hrs.)	28
Number of inspector Days on site	8

## COLLEGE INFORMATION

**Overall Age Range of Residential Students:**

**From**

16

**To**

X

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

**BOYS**

131

**GIRLS**

44

**TOTAL**

175

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

9

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

1

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?	4
The college provides clear and comprehensive information to prospective students and their parents covering welfare, accommodation and the arrangements for student support. The information is contained within the college's Prospectus, a student handbook, residents' handbook and in an accommodation agreement signed by all parents prior to their child starting at the college. In addition all college policies and procedures are available to students, their parents and staff, on the college web site. Expectations of student behaviour and the college's rules are made clear within the information provided and observations during the inspection showed current practice to reflect the college's stated principles of operation. College information and policies and procedures are reviewed annually. The inspectors considered this standard to be exceeded.		

### 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?	2
The college has an equal opportunities and harassment policy in place that makes reference to bullying. The reference is brief and needs to be expanded upon in accord with the standard and should also include definitions of bullying. The inspectors would recommend that a suitable statement, and guidance for students in relation to bullying be incorporated into the student handbook. Fact-sheets concerning bullying were issued to tutors during October 2004 and it is planned to cover the issue of bullying during group tutorials within the current academic year. Students did not identify bullying as a problem at the college and reported that any incidents that did occur were treated seriously and dealt with effectively by staff. The figure below was arrived at from the analysis of 24 student questionnaires returned to the inspectors.		
Percentage of residential students under 18 reporting never or hardly ever being bullied:	88	%

<b>Standard 3 (3.1 – 3.9)</b> <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>		
<b>Key Findings and Evidence</b>	<b>Standard met?</b>	<b>3</b>
<p>The college has a clearly written child-protection policy that accords with the standards and which is consistent with the local Area Child Protection Procedures. The policy is available to students and staff, and the college has a senior member of staff as the designated Child Protection Liaison Officer having had appropriate training. All newly appointed staff including ancillary staff receive child protection briefing as part of their induction process and are given a copy of the policy. Senior residents in the boarding accommodation receive guidance on child protection during their induction and this includes the appropriate action to take should they suspect or receive any allegations of abuse. There have been no child protection enquiries concerning students within the previous 12 months but the inspectors were informed that the college has worked effectively with the local social services department in the past.</p>		
<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> <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>		
<b>Key Findings and Evidence</b>	<b>Standard met?</b>	<b>3</b>
<p>The college operates a clearly defined disciplinary policy that is made known to students, their parents and staff. This includes a Code of Conduct that students are expected to sign up to prior to arrival at the college and clear details of the college rules and sanctions used. Records of significant sanctions are appropriately maintained and there was no evidence of any excessive sanction in operation. Students are not given powers to administer any sanction other than a verbal warning to other students prior to informing staff. A policy on the use of physical intervention was in place but there had been no incidents of any physical intervention having been used for over two years.</p> <p>Students encountered during the course of the inspection were helpful to the inspectors and the observed standards of student behaviour were satisfactory.</p>		

**Standard 5 (5.1 - 5.5)**

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

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

The college have an appropriate complaints policy in place and students and their parents confirmed to the inspectors that they were aware of how to make a complaint to the college. The complaints procedures contain provision for the involvement of organisations independent of the college including the Learning and Skills Council. Students and their parents are not however routinely informed of how they can contact the Commission for Social Care Inspection regarding any complaint concerning a student's welfare. This needs to be addressed and the inspectors would recommend that reference to the Commission in this respect be incorporated into the resident's handbook. Written records are maintained by the college of any serious complaints and these provided evidence of the college having addressed complaints appropriately and according to procedures.

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

**3**

**NUMBER OF ABOVE COMPLAINTS SUBSTANTIATED:**

**1**

**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?**

4

The college have appropriate policies in place relating to the consumption of alcohol and substance misuse. These were drawn up with the support of the local police with whom the college has an established working relationship. The college rules state explicitly that any illegal substance misuse on campus is prohibited, as is the consumption of alcohol by under 18 students. These rules are made clear to students and their parents prior to starting at the college and are well known by all staff. Students also receive a talk from the police on personal safety and the dangers of drugs and alcohol as part of their induction during 'Freshers Week'. The inspectors met with the manager of the college's licensed bar and were satisfied that there were effective systems in place within the bar to counter under age drinking. The college also prohibits any consumption of alcohol in public places outside of the bar and this was considered to be an example of good practice and of the college's vigilance in tackling what is widely recognised as a significant societal problem. The inspectors were satisfied that the college was taking appropriate action to ensure that the current laws relating to drugs and alcohol are complied with by students. In addition to the above the college also run a health promotion programme that covers the topics of drugs and alcohol and relevant advice and information on these issues is available via the student support services. The inspectors considered this standard to be exceeded.

**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

The college have established procedures in place for obtaining relevant health and welfare information on individual students prior to them starting at the college. Individual records showed specific health-related needs to be detailed and individual plans drawn up showed the college to be addressing these appropriately. Records were seen to be stored securely and to be treated confidentiality with access on a need to know basis.

## 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 college has a clear management structure in place that provides accountability for the accommodation and welfare of students under 18, and which reaches from an operational to senior management level. A thorough self-assessment takes place annually within the college as part of the quality control system and residential accommodation and student welfare are included in this process. There is a good induction process in operation for all staff with student support responsibilities and opportunities provided for further training which staff were very positive about. Staff disciplinary procedures and a whistle blowing policy are contained within the staff handbook.		

### Standard 9 (9.1 - 9.3)

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

Key Findings and Evidence	Standard met?	3
There are appropriate plans and procedures in place at the college to cater for the satisfactory management of crises affecting students' welfare. A crisis file is available at all times to duty staff and contains relevant contact numbers. In addition a crisis management team meet annually to review the crisis procedures. The college has a meningitis policy in place as part of the crisis management plan and had taken the appropriate action to protect the welfare of students when a student had been identified as a 'suspected' case.		

<b>Standard 10 (10.1 - 10.4)</b> <b>Student accommodation does not lead to welfare concerns where students under 18 are accommodated with adult students, or where both genders are accommodated together.</b>		
<b>Key Findings and Evidence</b>	<b>Standard met?</b>	<b>3</b>
<p>Under 18 students at the college are accommodated separately from adult students. The majority of the under 18's accommodation comprises of mixed gender hostels where all rooms are single and have en-suite facilities. A small number of hostels (3) have shared facilities but these are always maintained as single sex accommodation.</p>		

<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>The college provide a range of activities for students and information in relation to these is provided to students and parents prior to enrolment. Further information and opportunities to sign up for specific activities is provided for students at the 'Freshers Fair'. There are sports teams that compete regularly at local and area levels, a sports field, sports hall, squash court and well-equipped fitness suite and weights room are available to students. Other facilities on-site include a rifle-range, a fishing lake, climbing-wall, library and IT facilities that are able to be used outside of class time and a dining/recreation area that has a TV, pool-table, table football and games machines. A weekly programme of organised activities was seen to be available to students and included trips off-site for swimming and ice-skating. Students are routinely consulted about activities and the student association with support from the student services officer put on regular social events that students confirmed to be popular. Wardens are available at week-ends to take trips off-site but some students and a number of parents felt the provision for activities at week-ends to be inadequate. The inspectors would recommend the provision for student activities at week-ends be reviewed in consultation with students to identify any possible areas for improvement.</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>Students are consulted about their accommodation and welfare provision in several ways. All students have individual and group tutorials during which they are able to express their views on any issues affecting them, there is a student association that meets regularly and which addresses a wide range of issues including welfare and accommodation and the college surveys students on termly basis as part of the quality monitoring process. Students spoken with during the inspection considered the means provided for them to be able to express their views to be satisfactory.</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

The college has an established system of support for students in place and students are provided with written information in relation to this as well as being introduced to individual staff during their induction week. All students have tutors and receive regular individual and group tutorial sessions where any welfare issues are able to be discussed. Tutors play a central role in the support for students but not to the exclusion of other staff and there is good communication between tutors and other support staff at the college with information being shared on a need to know basis. A student liaison officer is available to students between 8.30am and 5.00pm each day and provides information and advice for students experiencing difficulties in any aspect of their lives. This includes providing students with the details of helplines and support agencies external to the college. A counselling service is also available for students and appointments can be made via the college nurse, the student liaison officer or individual tutors. The counsellors providing this service are volunteers and are available for only a few hours each week. The inspectors were informed that this service is struggling to keep up with the demand from students and would recommend the provision be reviewed in this light.

**Standard 14 (14.1 - 14.13)**

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

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

A suitably qualified nurse is available on-site to students between 10.00am and 2.00pm from Monday to Friday and receives professional guidance from the college doctor. Outside of these times there are always first-aid qualified staff available. Students are encouraged to register with the College Doctor who holds weekly clinics at the college. Students are also able to make appointments themselves to see the doctor outside of college at the local surgery and are provided with contact details to access emergency dental treatment. Information on sexual health is available via the college nurse or student liaison officer and is included in the health education and promotion programme when a sexual health worker attends and is available to students. This programme is planned to link-in with national and international events such as Drug Awareness Week and World Aids Day. The college does not routinely administer medication to students except in specific circumstances where a student has an identified condition such as epilepsy and staff have been appropriately trained. Students are expected to administer their own medication and the college provides suitable guidance in relation to this. Records are maintained by the college nurse of accidents and illnesses and medical advice is sought if there is any concern about an infectious disease. The college do not routinely obtain parental permission for emergency dental or medical treatment to be carried out on behalf of students when required.

**Standard 15 (15.1)**

**There are satisfactory arrangements in place to ensure that students who are ill while at college or in college arranged accommodation are regularly checked and are able to summon assistance readily and rapidly when necessary.**

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

The college has a dedicated sick-bay adjacent to the college nurse's room which can be used for students who feel unwell. In reality most boarding students stay in their rooms and those who are significantly unwell are sent home if at all possible. College wardens are informed of any student who is ill and monitor their well-being appropriately. All students are provided with the contact details of staff and where necessary can be provided with a mobile phone to summon assistance. Students spoken with who had experienced being ill whilst at the college reported the monitoring arrangements to be satisfactory.

<b>Standard 16 (16.1 - 16.9)</b> <b>Significant health and personal problems of individual students are identified and managed appropriately.</b>		
<b>Key Findings and Evidence</b>	<b>Standard met?</b>	<b>3</b>
<p>The college have established procedures in place for obtaining relevant information on students and for assessing individual needs prior to arrival. Where necessary individual care plans are drawn up in conjunction with the student and parents to identify how the college will address the students needs and who will be involved. This process can take place prior to a student's arrival or at any time during their stay at the college. Examples of these plans were viewed during the course of the inspection. The college also provide students with useful information on how to deal with a variety of health and welfare problems and how to access support from the college support services. Information provided covers such topics as homesickness, depression, panic attacks and hangovers. In addition a counselling service is able to be accessed by students. Evidence of the college supporting students was provided by staff who described the support services as being inundated with students needing help of some kind.</p>		

<b>Standard 17 (17.1 - 17.5)</b> <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>		
<b>Key Findings and Evidence</b>	<b>Standard met?</b>	<b>3</b>
<p>The college has an Equal Opportunities and Harassment Policy in place and this is referred to in the student handbook and college prospectus. There was no evidence of inappropriate discrimination of any kind taking place at the college. At the time of the inspection the college was not having to address the needs of any ethnic minority students but cited instances in the past where they had done so. No students reported there to be any minority group amongst the body of students that did not 'fit in' to the overall college community.</p>		

<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>
<p>The college has public payphones on campus in close proximity to the hostels and there are internal phones in the majority of hostels allowing incoming calls. There are plans in place to provide internal phones in all hostels in the near future. The majority of students at the college have mobile phones and there were no problems reported concerning access to land-lines. Parent questionnaires showed there to be good communication between the college and home and the college to be good at informing parents about any welfare issues affecting students. Most parents reported visiting the college occasionally and all said they had seen the residential accommodation and facilities provided.</p>		

**Standard 19 (19.1 - 19.3)**

**The college provides reasonable protection for students' personal possessions and any student's money looked after by the college.**

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

The college does not make any arrangements for looking after students' money except in emergency situations and then it would only be short-term. There is a cash machine on the campus and the college's finance office is able to cash cheques. A number of students and parents were unhappy that the cash machine on-site made a surcharge of £i.50 for each transaction. The college informed the inspectors that they had investigated this issue and had been unable to find any institution prepared to provide a machine without charging for the service. All student rooms have lockable drawers and all students have their own keys to their rooms.

**Standard 20 (20.1 - 20.3)**

**There are appropriate processes of induction and guidance for new students arriving at the college, and guidance and preparation for students prior to leaving the college.**

**Key Findings and Evidence****Standard met?****4**

New students to the college are provided with comprehensive written information relevant to all aspects of their lives as students at Sparsholt and complete a very thorough induction programme during their first few weeks. This includes an initial site tour, a freshers fair, talks from the police and a fire safety officer and introductions to relevant teaching and support staff. Work experience, careers guidance and links with the 'Connexions' service help prepare students for leaving the college. The inspectors considered this standard to be exceeded.

**Standard 21 (21.1 - 21.3)**

**A senior member of the college's staff regularly monitors the college's records of risk assessments, sanctions against students, complaints and accidents, to identify any issues requiring action.**

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

The college have good monitoring systems in place that meet the requirements of this standard. The health and safety committee monitor all health and safety issues on a termly basis and this includes records of accidents and risk-assessments. The quality standards committee monitor complaints and the student support manager monitors the records of sanctions. Action is taken if necessary when any trends are identified or specific incidents warrant action. The inspectors were informed of an example of this when an incident in the equine area had resulted in a student being knocked off their horse. A subsequent investigation resulted in a revised risk-assessment and amended procedures.

**Standard 22 (22.1 - 22.11)**

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

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

The college has excellent catering facilities on campus in two distinct locations. One location known as MJ's has a design and menu similar to a fast-food outlet, while the other location known as 'Bytes' serves a wide variety of main meals, includes a salad bar, provides a vegetarian option and caters for any special dietary needs of students. The facilities provide for the availability of three meals a day for students, however it was reported that the majority of students do not use them for breakfast. The majority of hostels do have kitchen areas however and there was evidence in some of students taking breakfast there. Mealtimes were found not to be crowded or rushed and the quality of food provided to be adequate. At the start of term students are supplied with cards credited with a certain amount that allows them to purchase food during the term. Some students reported the amount to be insufficient and that they would run out before the end of term while others were anticipating having money left over. The inspectors considered the amount credited per meal to be generally sufficient but felt some items on the salad bar to be overpriced. Staff preparing food at the college are suitably trained and there were no outstanding requirements of the Environmental Health Service.

**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**

The majority of hostels have kitchen areas that are well equipped and in which students can store food and prepare snacks and drinks. The inspectors were shown plans during the inspection for the addition of kitchen areas to those hostels without. This work was scheduled for the summer of 2005. There is good access to drinking water across the campus and where this is via washbasins in student bedrooms the water has been confirmed to be of drinking quality.

**Standard 24 (24.1 - 24.6)**

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

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

The fire evacuation procedures were well known by students and staff who reported that fire drills are held regularly. Central records of drills are maintained within the college. An up-to-date fire risk-assessment for the college premises was in place and there was recorded evidence of fire safety equipment being tested and checked regularly. There were no outstanding recommendations of the fire service at the time of the inspection.



<b>Standard 25 (25.1 - 25.3)</b> <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>		
<b>Key Findings and Evidence</b>	<b>Standard met?</b>	<b>3</b>
<p>Some students do undertake yard or farm duties that entail starting the working day very early in the morning. These duties however are only carried out for short periods at a time and as such are not considered detrimental to students' welfare. Satisfactory arrangements are in place to safeguard students during these periods, such as transport to avoid walking in the dark, and students continue to have adequate free time during the day.</p>		

<b>Standard 26 (26.1 - 26.2)</b> <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>		
<b>Key Findings and Evidence</b>	<b>Standard met?</b>	<b>3</b>
<p>Outside organisations use the college facilities during the summer period but these arrangements are contracted out and the college staff are not involved.</p>		

<b>Standard 27 (27.1 - 27.7)</b> <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>		
<b>Key Findings and Evidence</b>	<b>Standard met?</b>	<b>3</b>
<p>The college has a Hazardous Pursuits Policy in place that conforms to Hampshire County Council Guidelines and which includes detailed risk-assessment procedures. Risk-assessments viewed showed evidence that staff supervising activities were appropriately qualified and that safety equipment was provided when necessary. Parental permission is obtained for students to participate in high-risk activities.</p>		

**Standard 28 (28.1 - 28.6)**

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

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

There are always two wardens on duty and available to students during their free-time as well as one security guard and one senior resident always being on duty. Students under 18 are able to leave the college site but have to sign out if they are to be away overnight and indicate a return time. Staff follow up where students have not returned at the indicated time and there was evidence of this observed during the inspection. There is also an established absence monitoring system which alerts student support staff if students are absent for their first lecture of the day. Increased monitoring is able to be provided if there are concerns about a student's welfare and parents are informed when appropriate. Parent questionnaires returned to the inspectors indicated overwhelmingly that parents consider the college to have achieved the right balance between protecting young people living away from home and allowing them to take responsibility for their own lives. This is a view supported by the inspectors.

## 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

A team of ten wardens provide for the supervision of residential students and there are always two on duty outside of teaching time. In addition to this each hostel accommodating under 18 students has an appointed senior resident who has to apply for the position and is selected on suitability. Senior residents have certain responsibilities and these include being on duty one evening a week. Students described the role of senior residents as important within hostels and that they would frequently go to them first if they had an issue to be resolved. Senior residents do not have powers of sanction and have to report to the wardens on duty any problems or issues they have been unable to resolve themselves.

Students are provided at the start of term with the contact details of staff and wardens are contactable at all times via the internal phones within hostels or by mobile phone. Wardens regularly patrol the campus during their duty period and have a daily action list to complete that may include checking on students who are unwell or tracking down students who have not signed-in upon return.

There are clear procedures in place for trips off-site and these include provision for the safe transport of students. Fire registers are available to wardens at all times and inform them of which students are in each hostel at night.

<b>Standard 30 (30.1 - 30.11)</b> <b>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.</b>		
<b>Key Findings and Evidence</b>	<b>Standard met?</b>	<b>3</b>
Staff spoken with confirmed that they are provided with job descriptions that accurately reflect their responsibilities and duties and make clear the lines of accountability. There is good provision for the induction of new staff and this includes covering the subject of child protection. An appraisal system is in place for staff and there are opportunities provided for training relevant to the role of providing welfare support for students. The team of wardens who have prime responsibility for the supervision of residential students possess significant experience and have undertaken a variety of training that enables them to perform their role effectively.		

<b>Standard 31 (31.1 - 31.4)</b> <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>		
<b>Key Findings and Evidence</b>	<b>Standard met?</b>	<b>3</b>
Staff at the college who have responsibilities for the supervision or support of residential students are provided with a residential staff handbook that was seen to contain clear and up-to-date guidance on the relevant policies and procedures in operation within the college and in accord with this standard. In addition all college policies and procedures are accessible via the college intranet.		

<b>Standard 32 (32.1 - 32.3)</b> <b>There are sound staff/student relationships including an understanding of respective roles, rights and responsibilities.</b>		
<b>Key Findings and Evidence</b>	<b>Standard met?</b>	<b>3</b>
Relationships between students and staff were considered to be positive with a clear understanding of respective roles, rights and responsibilities. This was evidenced by observations of interactions, in discussion with students and from questionnaires returned by students and their parents.		

<b>Standard 33 (33.1 - 33.3)</b> <b>Staff supervision of students avoids intruding unnecessarily on students' privacy.</b>		
<b>Key Findings and Evidence</b>	<b>Standard met?</b>	<b>3</b>
Students reported that staff are duly respectful of their privacy. Wardens patrol the campus when on duty during the evening and have written guidance for when it may be necessary to enter a student's bedroom. This stipulates wardens must always be in pairs at such times. The guidelines also include appropriate provision for searching students' bedrooms.		

<b>Standard 34 (34.1 - 34.7)</b> <b>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>		
<b>Key Findings and Evidence</b>	<b>Standard met?</b>	<b>1</b>
The college is a registered body with the Criminal Records Bureau and has procedures for obtaining CRB checks on potential employees. Recruitment files viewed during the inspection showed evidence of the college recruitment process which included references and proof of qualifications. Not all of the files viewed however had evidence of all of the checks detailed under standard 34.2 having been carried out. In addition there was evidence of some staff having commenced employment prior to CRB checks having been received. Although the college does have documents detailing procedures there is not a recruitment policy in place and this needs to be addressed.		

<b>Standard 35 (35.1 - 35.3)</b> <b>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>		
<b>Key Findings and Evidence</b>	<b>Standard met?</b>	<b>3</b>
As stated in the previous standard some employees have commenced employment at the college prior to CRB checks having been completed. There was however no evidence of any staff in this position having any substantial unsupervised access to students. Those staff commencing employment prior to having been checked were in the main ancillary staff. The one exception to this had seen the college take appropriate action to ensure that the member of staff concerned did not have any unsupervised access to students.		

## 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
Residential accommodation was seen to be well lit, well heated, to have adequate ventilation and to be in a clean and hygienic condition. Rooms were suitably furnished and furnishings were in a satisfactory condition with no signs of breakages, of items requiring maintenance or of any vandalism. Students reported there to be an effective system for informing staff of any items needing attention and that things were dealt with fairly promptly. There was evidence of individual students playing extremely loud music at times but there are clear rules in relation to this that are enforced by staff and which can result in music systems being confiscated. There is good disabled access to residential accommodation, some rooms are equipped for students with hearing difficulties and some are able to accommodate students with a limited physical disability.		

**Standard 37 (37.1 - 37.6)**

**As far as is practicable, students' residential accommodation is reserved for the use of those students designated to use it, and protected from access by the public.**

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

All hostels at the college have dedicated access systems. Students are provided with cards that enable them to access their hostel only. In addition the CCTV system covers hostel entrances and a security company patrol the campus from 4.00 pm until 7.00am. Vulnerable windows are fitted with restricted opening devices and public use of the college facilities does not include access to any residential accommodation. Visitors to the college have to sign-in and wear an identification badge including any contractors working on the site.

**Standard 38 (38.1 - 38.4)**

**Any security measures, provision of security staff, and CCTV or other surveillance equipment on college premises contributes positively and effectively to student safety and welfare, but does not compromise or intrude upon their reasonable privacy.**

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

The college has a CCTV network that covers key points around the campus and employ security staff who patrol the campus at night-time. Students are made aware of these measures prior to arriving at the college. The CCTV system is not monitored routinely but viewed to investigate specific incidents. Cameras do not unacceptably intrude upon the privacy of students.

**Standard 39 (39.1 - 39.11)**

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

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

All students at the college are provided with single bedrooms. The only exception to this is where students stay for short periods to carry out yard or farm duties and agree to share double rooms. Rooms were seen to provide adequate space, to be carpeted, to have a desk area suitable for study purposes and adequate heating and lighting. Lockable drawers are provided in all rooms and students have their own keys to their rooms. Students are able to personalise their own rooms within reason and there was evidence of this in the rooms viewed.

**Standard 40 (40.1 - 40.5)**

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

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

The majority of students have single rooms with en-suite facilities that meet the requirements of this standard. Where there are shared facilities these were in close proximity to students' bedrooms and bedrooms in these hostels also contained washbasins. In two hostels, Palmer and Dymocke White, there were two baths and one shower for 24 students in each. This was inadequate in terms of meeting the requirements of the standards. In addition it was reported by students that the baths were very rarely used and upon viewing there were found to be no plugs fitted to the baths. The inspectors would recommend that the college install a further shower facility in each of these hostels. The locks on both the shower and downstairs W/C in Palmer were broken and in addition the privacy for students in the shower areas of both of these hostels could be improved by fitting a curtain or blind on the centrally located doors in each. This was not an area of concern raised by students. The water supply to showers and baths was reported to be sufficient.

**Standard 41 (41.1 - 41.5)**

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

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

Most of the hostels have kitchen/lounge areas where students can make drinks and snacks and sit and watch TV if they wish. These areas varied in popularity with some being very well used and others not so. Two hostels, Palmer and Dymocke White are disadvantaged in respect of access to a common room area as they do not have such an area within the hostel whereas the other hostels do. The college need to address this imbalance. A large dining/recreation area located adjacent to the residential accommodation also provides facilities for students. This comprises of a TV area, a games area with pool, table-football and computer games. The whole area is rather similar in design to a fast-food outlet and the college is planning modifications that include providing a soft-seating area and a non-alcoholic drinks bar. There is also a licensed bar on the campus which provides a further area where students can congregate, watch TV and play pool. The college has a sports field and a hard surfaced area that are easily accessible and available to students for recreation purposes. Students have access to their own bedrooms at all times.



**Standard 42 (42.1 - 42.7)**  
**Indoor and outdoor areas used by, or accessible to, students are free from reasonably avoidable safety hazards.**

<b>Key Findings and Evidence</b>	<b>Standard met?</b>	<b>3</b>
The college has a health and safety committee, a dedicated health and safety officer and a comprehensive health and safety policy that is available to all staff. Detailed risk-assessments were seen to be in place for all relevant areas and activities, and to be regularly reviewed. These included assessments for high-risk activities such as climbing and shooting both of which take place on-site. There was clear evidence of a safety conscious culture existing at the college and an established system in place that identifies and addresses issues affecting the safety of students and staff. This system includes provision for the input of students who are represented on the health and safety committee and associated working groups.		

**Standard 43 (43.1 - 43.2)**  
**Suitable accommodation and care area available for the care of students who are ill.**

<b>Key Findings and Evidence</b>	<b>Standard met?</b>	<b>3</b>
The college does not have any separate accommodation for the use of students who are ill. All students have their own rooms and satisfactory arrangements are made to monitor those students who are unwell and stay in their rooms. This includes providing a mobile phone in order for a student to be able to contact staff should it be necessary. If any student is significantly unwell then parents are always contacted and requested that they take the student home.		

**Standard 44 (44.1 - 44.4)**  
**Adequate laundry provision is made for students' clothing and bedding.**

<b>Key Findings and Evidence</b>	<b>Standard met?</b>	<b>3</b>
A launderette on campus provides suitable facilities for students who are expected to be responsible for their own laundry.		

**Standard 45 (45.1 - 45.2)**

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

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

3

The college has a fairly large shop on campus where students can purchase a range of food products and personal items including stationery.

**Standard 46 (46.1 - 46.10)**

Any lodgings arranged directly by the college to accommodate students under 18 provide satisfactory accommodation and supervision, are checked by the college before use, and are monitored by the college during use.

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

1

The college has historically accommodated a number of students in lodgings and has the appropriate procedures in place for checking any such arrangement. The college's practice now is not to arrange lodgings for any student under 18, however at the time of the inspection one student was being accommodated by a member of staff living on campus and the relevant procedures had not been implemented.

**Standard 47 (47.1 - 47.5)**

Any off-site short-stay accommodation arranged by the college for any of its students provides satisfactory accommodation and supervision, is checked by the college, where reasonably practicable, before use, and is monitored by the college during use.

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

3

Students at the college participate in outdoor pursuit activities and use Youth hostels and Hampshire County Council run sites for off-site stays. College staff always accompany students and there are established procedures in place for such trips that ensure the welfare of students is adequately safeguarded and promoted.

**PART C****LAY ASSESSOR'S SUMMARY****(Where Applicable)****Lay Assessor**

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**Signature**

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**Date**

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- 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 22 November 2004 and any factual inaccuracies:

Please limit your comments to one side of A4 if possible

The College welcomes the inspection process and report. College managers found the process of self-assessment against the standards and the subsequent inspection helpful in assessing the quality of and improving the provision of care and welfare support to its residential students. We have committed to a post-inspection action plan that meets the recommendations made. The College has a commitment to on-going quality improvement and is considering building assessment against the standards into its internal annual self-assessment process.

Naturally the College was disappointed in the significant and more minor shortfalls identified, although these were few in number.

Where the College itself had identified shortfalls corrective actions had already been put in place e.g. a programme of modifications to hostel accommodation. Although most was completed before the inspection, modifications to two hostels were scheduled for later in the college year to minimise disruption. The College remains uncomfortable with two of the judgements in the report, standards 40 & 41. Against standard 40, the ratio of baths/showers to students in two of our hostels is 1:8. Although we acknowledge that the bathing provision did not comprise mostly of showers at the time of the inspection a further shower is included in the plans for building improvement to be implemented later in the year and we believe that more consideration could have been given to this in arriving at the judgement. With regard to standard 41, although there is no bespoke lounge in these hostels there is a common room area with TV and games facilities 40 yards from the hostels and again we believe that more consideration could have been given to this in passing the judgement.

The College shares greatest concerns where issues of child safety are concerned and takes its responsibility to conduct proper checks of all those coming into contact with young people very seriously. With regard to standard 34, although the College does not have a document entitled 'Recruitment Policy' it does have documents detailing the recruitment procedures, including a Pre-Employment Checks Procedure and it takes steps to ensure that these are well understood by all those staff who recruit and manage staff. The policy is that all staff working on site must have an enhanced check through the Criminal Records Bureau. In response to the judgement of standard 34 the record of pre-employment checks has been audited and the few cases of non-compliance with the College procedures followed up.

Also in terms of standard 34, the College disagrees with the interpretation of 'direct contact by the College with each referee' as referred to in standard 34.2.iv. as telephone contact. The College currently accepts no open references or testimonials; confidential employment references are taken up by postal contact with the named referee at their business address, this would seem to us to constitute direct contact and authenticate the reference.

We are uncomfortable with the judgement on standard 46. Although a single under 18-year-old student was accommodated in lodgings counter to the College's policy. The accommodation belongs to the College, is subject to the usual inspections of College property and is the home of a longstanding employee of the College and his wife.

The College was disappointed with the response rates to the student and parent questionnaires within the inspection. We have subsequently implemented our own questionnaire to residential students, in addition to its usual termly questionnaire for all students.

We believe that the inspection team was highly professional and rigorous in its examination against the standards. However the College feels that the standards are subject to considerable variation in interpretation across the country when considering their interpretation in similar organisations with which we have close links. There may need to be a process of moderation between inspection teams built into the inspection process and further clarification in the standards themselves in respect of the mixed economy land-based FE/HE Colleges.

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

Amendments to the report were necessary

YES

Comments were received from the provider

YES

Principal's comments/factual amendments were incorporated into the final inspection report

YES

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

**Note:**

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

**D.2 Please provide the Commission with a written Action Plan by 28<sup>th</sup> January 2005, which indicates how recommended actions and advisory recommendations are to be addressed and stating a clear timescale for completion. This will be kept on file and made available on request.**

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

Action plan was required

YES

Action plan was received at the point of publication

YES

Action plan covers all the statutory requirements in a timely fashion

YES

Action plan did not cover all the statutory requirements and required further discussion

Provider has declined to provide an action plan

Other: <enter details here>

### 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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