

inspection report

Further Education College Or Boarding School
for Pupils aged 16+

Derby College (Broomfield)

Broomfield Hall

Morley

Ilkeston

Derbyshire

DE7 6DN

29th – 31st March 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

Derby College (Broomfield)

Address

Broomfield Hall, Morley, Ilkeston, Derbyshire, DE7 6DN

Tel No:

01332 836600

Fax No:

01332 836601

Email address:

derby-college.ac.uk

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

John Holmes

Name of Principal

David Croll, Derby College, Pride Parkway, Derby, DE7 6DN

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

Rachel Ellis-Jones

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

NO

NCSC Classification

Futher Education College

Type of college

Further Education College

Date of last welfare inspection:

NA

Date of Inspection Visit		29th March 2004	ID Code
Time of Inspection Visit		09:00 am	
Name of NCSC Inspector	1	Hilary Firth	105553
Name of NCSC Inspector	2		
Name of NCSC Inspector	3		
Name of NCSC Inspector	4		
Name of Lay Assessor (if applicable) Lay assessors are members of the public independent of the NCSC. They accompany inspectors on some inspections and bring a different perspective to the inspection process.			
Name of Establishment Representative at the time of inspection		Rachel Ellis-Jones	

Introduction to Report and Inspection

Inspection visits

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

Part A: Summary of Inspection Findings

What the college does well in accommodating students under 18

What the college should do better in accommodating students under 18

Conclusions and overview of findings on accommodation of students under 18

Notifications to Secretary of State

Implementation of Recommended Actions from last Inspection

Recommended Actions from this Inspection

Advisory Recommendations from this Inspection

Part B: Inspection Methods Used and Findings

Inspection Methods Used

Welfare Policies and Procedures

Organisation and Management

Welfare Support

Staffing

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 National Care Standards Commission (NCSC) 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 NCSC in respect of Derby College (Broomfield). 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
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Derby College was formed from the merger of Wilmorton, Mackworth and Broomfield Colleges. The three parent colleges now form the main campuses of the college, each with its own specialities. There is also a College Shop in the city centre providing advice and guidance on college courses.

Broomfield Hall is situated in Morley near Ilkeston and is within reasonable distance from Derby city centre. The hall is situated in 500 acres overlooking the Derwent Valley, in its own grounds and surrounded by the college farms and estate. It is mainly used by students following a range of courses in land-based industries such as Agriculture, Horticulture, Equine Studies and Small Animal Care.

The residential accommodation is all located at the Broomfield Hall campus. There are 49 single rooms available for students organised in five purpose built blocks. At the time of the inspection three blocks were being used to accommodate students who are under the age of 18.

The college occasionally uses lodging accommodation but was not doing so at the time of the inspection.

PART A SUMMARY OF INSPECTION FINDINGS

WHAT THE COLLEGE DOES WELL IN ACCOMMODATING STUDENTS UNDER 18

- There is a Warden on duty at all times to provide support for the students.
- The college mentor provides additional support for the residential students.
- The college has good written policies and procedures.
- The college employs Security Officers who provide 24 hour cover to [provide a safe environment.

WHAT THE COLLEGE SHOULD DO BETTER IN ACCOMMODATING STUDENTS UNDER 18

- All staff need to be made aware of the child protection policy and procedures.
- Parents, staff and students need to be made aware of the Commission for Social Care Inspection.
- Arrangements should be made for students to have access to a telephone with a reasonable level of privacy.

CONCLUSIONS AND OVERVIEW OF FINDINGS ON ACCOMMODATION OF STUDENTS UNDER 18

The college has been inspected for the first time against National Minimum standards introduced from April 2002. As a result this report may contain a number of recommendations. The number of these should fall significantly by the time of the next inspection.

The college has taken account of the legislation and the standards and has taken action to meet them. There is a relaxed atmosphere and a good relationship between staff and students.

NOTIFICATIONS TO SECRETARY OF STATE

Is Notification of any failure to safeguard and promote welfare to be made by the National Care Standards Commission 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 action and any advisory recommendations 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	
		None	

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	FE3	The college are recommended to review the staff induction programme to include a briefing or training on child protection procedures.
2	FE5	The college is recommended to incorporate contact details of the Commission for Social Care Inspection (CSCI) and to list a contact number for the CSCI near to the students' telephone.
3	FE6	The college is recommended to include in the Residential Students Handbook the rules relating to the possession of obscene material in printed form or via the internet.

4	FE11	The college are recommended to review the provision of recreational activities especially at the weekend.
5		The college is recommended to take steps to provide students with sufficient land line telephones that they may use with a reasonable level of privacy.
6		The college is recommended to develop written procedures to follow should a student not return at the expected time from an evening out of college and procedures to follow if a student is reported as missing.
7		The college is recommended to ensure that the contract companies complete the required recruitment checks for new staff who may have unsupervised access to students.
8		The college are recommended to ensure that all facilities are fitted with locks that are in working order.

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	NA
• Fire Service	YES
• Environmental Health	NA
• Other Inspectorates	NA
• College Doctor	YES
• Independent Person or Counsellor	NA
• Chair of Governors	NA
• DfES (if a school)	NA
'Tracking' individual welfare arrangements	NO
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	YES
Visits to lodgings	NA
Individual interview with student(s)	NO

Date of Inspection	29/03/04
Time of Inspection	9.30
Duration Of Inspection (hrs.)	36
Number of inspector Days on site	4

College Information

Overall Age Range of Residential Students:

From

16

To

32

Number of Residential Students under 18 at time of inspection:

Boys

9

Girls

9

Total

18

Number of separate College Buildings or units accommodating students

5

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

0

The following pages summarise the key findings and evidence from this inspection, together with the NCSC 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
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The information is presented in a number of different documents. On application students are sent an information sheet, which gives brief details of the accommodation and eligibility. The majority of the information is contained in the Residential Student Handbook, which is reviewed annually. Students are required to sign a Residential Agreement that gives details of the arrangements for supervision and monitoring.

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
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The college has a comprehensive Harassment and Bullying Policy and Procedures that are known to students and staff.

In discussion the students indicated that bullying was not a problem and this was supported by the responses to the student questionnaire. The college counsellor reported that the service had come across very few incidents of bullying among the residential students.

Percentage of residential students under 18 reporting never or hardly ever being bullied:	81	%
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Standard 3 (3.1 – 3.9)

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

Key Findings and Evidence

Standard met?

2

The college has a written student protection policy, which is consistent with the requirements of 'Working Together to Safeguard Children'. There is a separate statement in the Staff Handbook prohibiting sexual relationships between staff and students. The Lead Director for Student Services is the designated person for the college and he is supported by two designated people on the Broomfield Hall campus.

The college maintains links with to two separate Social Services Departments. Training in Child Protection has been delayed to allow the new Senior Warden to settle in to the post and this will be undertaken by Matlock Social Services. Currently the college induction programme does not include a briefing on child protection procedures.

The college are recommended to review the staff induction programme to include a briefing or training on child protection procedures.

Number of recorded child protection enquiries initiated by the social services department concerning students under 18 at the college in the past 12 months:

0

Standard 4 (4.1 – 4.9)

The college has, and follows, a fair and appropriate student disciplinary policy, in relation to unacceptable behaviour and breaches of student discipline, known to students, staff and parents.

Key Findings and Evidence

Standard met?

3

The college has a comprehensive student disciplinary policy and procedures and there is evidence to show that the procedures are followed. The policy identifies unacceptable behaviour and the stages in the disciplinary procedure and these are included in the Residential Students Handbook. No unreasonable sanctions are used in relation to students. There is a separate policy relating to physical intervention and restraint. Observed standards of behaviour during the inspection were good.

The responses to the student questionnaire 69% indicated that they felt that punishments were unfair. However, in the discussion with students it was suggested that the college were being more rigorous in enforcing college rules than in the recent past.

Standard 5 (5.1 – 5.5)

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

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

The college has a complaints policy and procedures for making a complaint are summarised in the Student Handbook. This is supported in a leaflet 'What to do if things go wrong' which is available from Student Services or Reception offices. The procedures do not refer to the Learning and Skills Council or to the National Care Standards Commission. A written record of complaints is kept and the Assistant Principal, Planning, produces a termly monitoring report.

The college is recommended to incorporate contact details of the Commission for Social Care Inspection (CSCI) and to list a contact number for the CSCI near to the students' telephone.

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 NCSC about welfare of students under 18 in past 12 months:

0

Number of above complaints substantiated:

0

Standard 6 (6.1 - 6.5)

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

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

There are rules in place relating to the consumption of alcohol and drug use detailed in the Residential Student Handbook. These allow for police involvement if illegal activity is discovered. The college takes reasonable measures to ensure that these are followed.

Alcohol is not allowed in the residential accommodation. There is a college bar in the Student Union block where photographs of under age students with their date of birth are kept. The college rules make it a disciplinary offence for other students to purchase alcohol for those who are under age. There are firewalls on the college web site to prevent access to pornographic material.

The college organises training for residential students from 'Addaction' and this is planned for 19th and 26th April 2004.

The college is recommended to include in the Residential Students Handbook the rules

relating to the possession of obscene material in printed form or via the internet.

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

Students are required to provide information regarding their individual health needs, such as significant drug reactions and major allergies prior to their arrival at the college. Details of persons with parental responsibility is also collected and retained in the students' personal file. The files are locked in the warden's office and are treated with appropriate confidentiality.

The college do not administer medication or treatment to students. They are currently providing support for one student with a chronic medical condition.

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
<p>There is a clear staffing structure that is known to staff and students. The Assistant Principal is the senior member of staff responsible for Broomfield Hall and day-to-day management is delegated to the Operations Manager and Senior Residential Warden. The Senior Residential Warden is supported by three Assistant Wardens. The college makes a budget allocation for the residential accommodation and receives an allocation from the Learning and Skills Council.</p> <p>All staff attend an induction training programme. There is a satisfactory staff disciplinary procedure and a whistle blowing procedure that is known to staff.</p> <p>The college is recommended to incorporate contact details of the Commission for Social Care Inspection (CSCI) into the relevant staff policies and procedures.</p>		

Standard 9 (9.1 - 9.3)

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

Key Findings and Evidence	Standard met?	3
<p>There is a comprehensive disaster plan in place. Evidence was available to demonstrate its effect during a recent incident.</p>		

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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 bedrooms are single and there is no significant discrepancy in the quality of the accommodation and facilities. Students who are under 18 are housed in three of the five residential blocks, one block for male students and two blocks for females. Male and female students are accommodated in separate blocks.

Students who are under 18 are not allowed overnight guests of the opposite sex.

Standard 11 (11.1 - 11.4)

An appropriate range and choice of recreational activities and provision is made for students under 18.

Key Findings and Evidence

Standard met?

2

There is a separate Student Union Building, which has a bar, pool table and a television room. The library is open until 7.30pm and this includes a computer suite. Wardens organise an activity each week and there are other events by the Student Union. In addition students are able to join the gym, which is based at the Prince Charles Avenue campus.

The student questionnaire indicated that the majority (82%) felt that the college did not provide an appropriate range and choice of activities. Students in the discussion groups reinforced this view; especially at the weekend when many of them go home and very little is arranged for those remaining.

The college are recommended to review the provision of recreational activities especially at the weekend.

Standard 12 (12.1 - 12.3)

Students under 18 are consulted over accommodation and welfare provision.

Key Findings and Evidence

Standard met?

3

A college wide student forum is held three times per year at which students are represented and able to present their views.

At Broomfield Hall the wardens meet every week and student representatives attend the first part of the meeting to discuss issues relating to the residential provision. The meetings are minuted and show feedback on issues from previous meetings.

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 employs a number of people that students can turn to for personal guidance or with a personal problem.

There are five wardens some of whom have other posts within the college. The student questionnaire revealed that over 50% would contact a warden if they had a problem. Derby college provides all full time students under 19 with a Mentor, one of whom is based at Broomfield Hall, whose role is to offer help and support throughout their college course. The college offers a counselling service and has recently opened a new counselling room on the Broomfield Hall campus. Student Services provides daytime guidance and support for all students. All staff identified have been subject to a Criminal Records Bureau check with a satisfactory outcome.

The college is recommended to include contact details of the Commission for Social Care Inspection (CSCI) in the list of appropriate helplines outside the college.

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

Students are advised to register with a local GP although they may choose to remain with their home surgery. If they choose not to register locally they are obliged to provide the name and address of their home GP and may be seen as a temporary patient by the local surgery. The college does not employ its own nursing staff.

All wardens and security personnel are fully qualified in first aid. Treatment given is detailed in a logbook. Students look after and administer their own medication and a record is kept in their personal file. Parents are required to sign a consent form, which includes the policy on storage and administration of medication.

Standard 15 (15.1)

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

Key Findings and Evidence**Standard met?**

3

There is a first aid room and a sick bay adjacent to one of the warden flats. If a student is taken ill they contact the duty warden or the mentor will check with the duty warden if a student does not arrive in class. The duty warden will check on the student during the day and if necessary move them to the sick bay or contact parents for the student to be taken home.

Standard 16 (16.1 - 16.9)

Significant health and personal problems of individual students are identified and managed appropriately.

Key Findings and Evidence**Standard met?**

3

There are individual care plans for all students who are under the age of 18 and a record of student's medical and personal needs. This information is available to wardens only and students with individual needs are supported.

Students who are homesick or undergoing times of personal stress are referred by the wardens or mentors to the counselling service.

Standard 17 (17.1 - 17.5)

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

Key Findings and Evidence**Standard met?**

3

The college has a comprehensive Equal Opportunities Policy and this is supported by leaflets and posters that celebrate diversity. An awareness session is included in the staff and students induction programmes. The college is planning to hold a Diversity Week in April 2004.

All students in the residence at the time of the inspection have English as their first language. However, ESOL support is available should it be required.

Standard 18 (18.1 - 18.5)

The college enables students to contact their parents and families in private.

Key Findings and Evidence**Standard met?**

1

The college provides one payphone that is situated next to the bar, which is noisy and is not private. Alternatively students may use the warden's telephone or the warden's mobile telephone if they wish to make a telephone call. Most of the students have their own mobile telephone and in the student questionnaire over 50% indicated that they would only use this to make private calls.

Parents are encouraged to visit the college at reasonable times and are contacted if the college has concerns relating to the student.

The college is recommended to take steps to provide students with sufficient land line telephones that they may use with a reasonable level of privacy.

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

All the bedrooms lock and each room has either a desk with lockable drawers or a small safe to keep personal possessions and valuables. In addition there is a boot room for the storage of outdoor footwear and clothing where, on payment of a £5 deposit, student may rent a locker.

The college does not provide an internal banking service.

Standard 20 (20.1 - 20.3)

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

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

Students are asked to arrive from 6pm on the Sunday prior to the first day of term. They are shown their rooms and are given a basic induction to the residential accommodation. The induction programme continues with more in depth information sessions throughout the first week of term. They are provided with a very comprehensive residential students handbook which gives details of college routines and rules.

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 Health and Safety team headed by the Assistant Principal, Planning monitor the college's records of risk assessments and accidents. The team take reasonable action to reduce risks identified. The Assistant Principal, Planning also monitors complaints.

The Lead Director for Student Services monitors disciplinary action taken against students.

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**

There is a canteen, which is open from 8.00am – 6.00pm daily providing breakfast, lunch and evening meal, plus a morning and afternoon break. Students are issued with a food card that allows them to spend up to £6.00 per day in the canteen. There is a choice at each meal, including vegetarian options.

The dining room is clean and large enough for the numbers of students dining and the crockery and cutlery were sufficient and clean. The college have plans to refurbish the area and to add a coffee shop. No significant queuing was observed during the inspection.

Catering staff have received appropriate training in food handling and hygiene and there were no outstanding recommendations from the Environmental Health Officer.

In the questionnaire the majority of students were not satisfied with the quality of the food provided and not one indicated that it was good or satisfactory. In discussion students said that they were dissatisfied that the evening menu, although offering a wide selection, did not change from day to day and also they did not like the early service time of the evening meal. They were, however, very complimentary about the canteen staff.

Management of the catering service has recently been given to a contractor and at the time

of the inspection questionnaires were being circulated by the company to obtain the student views of the provision.

Standard 23 (23.1 - 23.4)

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

Key Findings and Evidence

Standard met?

3

Each residence block has a kitchen that is equipped with a microwave oven, a small cooker, a refrigerator and a kettle to allow them to prepare snacks and drinks.

Drinking water is available in the residential kitchens/common rooms and in the dining room and bar when open. In addition there are drinks and vending machines, offering bottled water, around the college.

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

There are records to show that alarms, fire fighting equipment and emergency lighting are regularly tested. The records show that regular fire drills are held including at times when students would be in the residences. The students confirmed that drills had been held early in the morning. Risk assessments have been completed to identify fire risks.

Standard 25 (25.1 - 25.3)

Colleges where there are unusual or especially onerous demands on students ensure that these are appropriate to the students concerned and do not unacceptably affect students' welfare.

Key Findings and Evidence

Standard met?

3

An appropriate rota is provided to students with farm duties to ensure that there are no onerous demands. Students were observed to have reasonable free time each day.

Standard 26 (26.1 - 26.2)

The college makes satisfactory provision for the welfare of any young people aged under 18 it accommodates who are not its own students.

Key Findings and Evidence**Standard met?**

3

The college does not generally accommodate young people aged under 18 apart from young people taking a Career Taster course who may be accommodated for two nights. The college may also accommodate young people who are applying for a full time course. The college makes satisfactory provision for the welfare of these young people.

Standard 27 (27.1 - 27.7)

Identifiably high-risk activities provided for students, particularly outside the normal educational day, are competently supervised and accompanied by adequate and appropriate safety measures.

Key Findings and Evidence**Standard met?**

3

The college has a policy to cover off site visits and there are procedures that must be followed prior to the visit. A full risk assessment in writing is required for each visit. A member of staff qualified in first aid must accompany all visits.

College farms are out of bounds outside class time. The areas are controlled by security officers and disciplinary action is taken if students transgress.

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?**

1

Four wardens live on site and their duties are included in the Wardens Handbook. Normally the Senior Warden is the duty warden during the day and another warden, on a rota, is on duty from 5pm until 9am the following morning. In addition the college employs 24-hour security staff.

Regular checks are made during the evening and a block check is made at 11.30pm. All students must sign out when they leave the campus and sign back in on their return. Parental permission in writing is required for a student under the age of 18 to stay away from the college overnight.

The college is recommended to develop written procedures to follow should a student not return at the expected time from an evening out of college and procedures to follow if a student is reported as missing.

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 five wardens, of both genders, four of whom live on the campus. There is one warden on duty throughout the day and night and they are able to call upon other wardens in an emergency. Satisfactory arrangements were in place to cover a warden was away on a training event during the period of the inspection.

The college has comprehensive procedures relating to visits, trips and journeys to ensure that students are adequately supervised. Wardens cannot use private vehicles to transport students and all have had MIDAS training to enable them to drive college vehicles. All wardens have been trained in first aid.

Students leaving the campus during the evening are required to sign in and out and parental permission is required should a student wish to stay out overnight. No students remain in the accommodation during the college holiday periods.

Tradesmen and occasional contractors do not have unsupervised access to students. The college has recently engaged contractors to cover the cleaning and catering services and the companies engaged existing college staff who had been subject to the college's recruitment procedures.

The college is recommended to ensure that the contract companies complete the required recruitment checks for new staff who may have unsupervised access to students.

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?**

1

All staff are provided with job descriptions that accurately reflect their responsibilities and duties and undertake an induction programme. The general staff induction programme does not currently include guidance on child protection.

Wardens have received basic guidance in supporting students and all have appropriate experience for the tasks and level of responsibility they undertake. The college has an appraisal system in place and provides opportunities for training and updating in residential and student welfare practice.

The college is recommended to include a briefing in Child Protection policy and procedures in the staff induction programme and for follow up courses for those people who are in regular contact with residential students.

Standard 31 (31.1 - 31.4)

All staff with responsibilities for supervision of residential students or the provision of student welfare services are provided with up to date written guidance on the college's policies and practice for the supervision of residential students and the safeguarding and promotion of their welfare. (This document is not necessarily a single document.)

Key Findings and Evidence**Standard met?**

2

The college has a comprehensive Staff Handbook for all staff that includes college policies and procedures including those relating to bullying and the handling of complaints. It does not, however, include details of the college Child Protection Policy.

In addition wardens are issued with a Residential Wardens Handbook that covers the day-to-day practice including required response to student absence and any other welfare concern.

The college are recommended to include the Child Protection Policy and Procedures in the Staff Handbook

Standard 32 (32.1 - 32.3) There are sound staff/student relationships including an understanding of respective roles, rights and responsibilities.		
Key Findings and Evidence	Standard met?	3
Sound staff/student relationships were observed during the inspection.		

Standard 33 (33.1 - 33.3) Staff supervision of students avoids intruding unnecessarily on students' privacy.		
Key Findings and Evidence	Standard met?	3
Wardens are required to patrol the public areas during the evening. There is a procedure relating to staff access to student bedrooms. Checks are not carried out without permission except to check when failure to attend class is reported or there is a suspicion of illicit activities. If access is required for maintenance the student is left a note. If security staff need to enter student accommodation they must complete a security incident form, which is filed.		

Standard 34 (34.1 - 34.7) Recruitment of all staff (including ancillary staff and those on a contract/sessional basis) and volunteers who work with students under eighteen includes checks through the Criminal Records Bureau at the Standard or Enhanced level as applicable to their role with a satisfactory outcome. There is a satisfactory recruitment process recorded in writing.		
Key Findings and Evidence	Standard met?	2
<p>There is a satisfactory recruitment process that is recorded in writing and which includes all the necessary checks. Offers of employment are made subject to a satisfactory check through the Criminal Records Bureau and staff do not start work until this is received. A College Code of Ethics provides all staff with guidance on the standards of conduct and probity expected of them as residents on college premises.</p> <p>The college has recently appointed contractors to provide cleaning and catering services at the Broomfield Campus. The college previously employed the staff who are now working for the contractor.</p> <p>The college is recommended to develop a procedure to ensure that future employees of the contract companies have completed all the checks required of this standard.</p>		

Standard 35 (35.1 - 35.3)

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

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

Visitors to the college are required to sign in and are given an identification badge. Outside delivery and maintenance personnel are supervised whilst they are on college premises.

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

There are five two storey, purpose built blocks, three of which are used to accommodate students who are under 18, each with ten single bedrooms, toilets, bath and showers. Some blocks have separate kitchen and common room, others a combined area. Circulation areas are of adequate size and layout. All blocks have a boot room for the storage of working clothes and boots and a bunk room is provided for day students who need occasionally to stay in residence e.g. during lambing.

Furniture and furnishings are suitable, comfortable and in a satisfactory condition, free from breakages. No graffiti or vandalism was observed. There is a planned maintenance programme. All rooms have recently been fitted with double glazed windows and some have been recarpeted. Students reported that the accommodation is not generally noisy.

The college does not have accommodation suitable for students with a disability at the present time but have applied for funding to convert existing rooms. The accommodation is very close to the teaching blocks and there are no problems of access.

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
<p>The residential accommodation is reserved for students designated to use it. Students are allowed visitors to their rooms between 5pm and 11.30pm. Outer doors to the blocks are fitted with locks and automatic closers. An alarm sounds if the outer door is propped open for any reason. CCTV cameras cover the entrance to each residence, car parks, drives and Student Union building.</p> <p>Security officers are on duty for 24 hours and work closely with the wardens to provide a safe environment for students. Security Officers are not allowed access to the bedrooms, bathrooms, showers or WCs except in an emergency. They may be asked to accompany a warden at other times.</p> <p>The college has a garden centre that is open to the public during the day and public use of the residential facilities is restricted to the holiday periods.</p>		

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
<p>Information relating to the security of the accommodation is detailed in the Residential Students Handbook. There are security officers on duty for 24 hours and CCTV is used to cover the entrances to the residences and outside areas only.</p>		

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
<p>All bedrooms are for single occupancy and are of adequate size. Windows can be opened and are fitted with curtains that can be drawn at night. All rooms are carpeted. Students are able to lock their own rooms.</p> <p>Rooms are equipped with a washbasin and furnished with a bed, bedside table, chairs, desk, and wardrobe. Students are required to provide and launder their own bedding and are allowed to bring up to six items of electrical equipment with them. Rooms are well personalised.</p>		

Standard 40 (40.1 - 40.5)

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

Key Findings and Evidence**Standard met?**

3

There are adequate toilet and washing facilities in each block. Blocks are designed to accommodate ten students on two floors and each block has three toilets, two to three showers and a bath that are easily accessible. Toilets, showers and baths are in individual rooms although one shower did not have a lock. All bedrooms have a washbasin. In the questionnaire all students indicated that they were satisfied with the facilities.

The college are recommended to ensure that all facilities are fitted with locks that are in working order.

Standard 41 (41.1 - 41.5)

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

Key Findings and Evidence**Standard met?**

3

Each residential block has a common room, in some blocks this is combined with the kitchen. The students can access the Student Union building, which is close to the residential blocks. This has a television room, a pool table, a shop and a bar area.

There is an outdoor area suitable for football and other games, which can be lit after dark. There is also a barbecue area, which can be used by students when appropriate. Students can access 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.

Key Findings and Evidence**Standard met?**

3

The college has a satisfactory health and safety policy and this is known to staff responsible for the residential accommodation. There is student representation on the Health and Safety committee and meetings of the committees are minuted.

There is an effective system of risk assessment. All areas used by students have been risk assessed and there are written records to support this. Electrical equipment provided by the student is PAT tested during the induction programme.

Windows are made from safety glass and allow for only the top pane to open. The college has on site security that patrols all high-risk areas and CCTV cameras on the entrance doors to the residential blocks.

Standard 43 (43.1 - 43.2) Suitable accommodation and care area available for the care of students who are ill.		
Key Findings and Evidence	Standard met?	3
<p>There is a sick bay with one bed, which is near to the first aid room and across from the flat of one of the wardens. There is a washbasin in the room and a WC next door that is only used by the occupant of the sick bay.</p> <p>In an emergency the nearby counselling room could be converted to a second sick room.</p>		

Standard 44 (44.1 - 44.4) Adequate laundry provision is made for students' clothing and bedding.		
Key Findings and Evidence	Standard met?	3
<p>Students are responsible for providing and laundering their own bedding. A laundry is available and this is equipped with three industrial washing machines and a dryer. The washing machines are free and the dryer costs 10p per load.</p> <p>There is an iron and board provided in the common room in each block.</p>		

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
<p>The Student Union shop is open during break times. There is a supermarket 2 miles away and is on a direct bus route from the college. In addition wardens arrange to take students to local shops using college transport.</p>		

Standard 46 (46.1 - 46.10) Any lodgings arranged directly by the college to accommodate students under 18 provide satisfactory accommodation and supervision, are checked by the college before use, and are monitored by the college during use.		
Key Findings and Evidence	Standard met?	9
<p>The college does not currently accommodate students who are under the age of 18 in lodgings.</p>		

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**

The college has comprehensive procedures relating to off site visits including those where students require residential accommodation. One or more members of staff accompany students staying in off site short stay accommodation and parental permission is obtained for students under the age of 18. The college has evidence that accommodation to be used for students has been assessed as satisfactory and that it meets the provisions required of the standard.

PART C**LAY ASSESSOR'S SUMMARY****(Where 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 29th – 31st March 2004 and any factual inaccuracies:

Please limit your comments to one side of A4 if possible

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

Amendments to the report were necessary

NO

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

NO

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 16 June 2004, 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

NO

Provider has declined to provide an action plan

NO

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 Broomfield College 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 Broomfield College 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.