



Making Social Care
Better for People

inspection report

Further Education College Or Boarding School
for Pupils aged 16+

Boston College

Skirbeck Road

Boston

Lincolnshire

PE21 6JF

28th/29th/30th September 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

Boston College

Tel No:

01205 365701

Address

Boston College, Skirbeck Road, Boston, Lincolnshire, PE21
6JF

Fax No:

01205 313252

Email address:

enquiry@boston.ac.uk

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

Boston College

Name of Principal

Mr David Pomfret

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

Sue Hill (head of pastoral care)

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

NO

CSCI Classification

Futher Education College

Type of college

Date of last welfare inspection:

28/09/04

Date of Inspection Visit		28th September 2004	ID Code
Time of Inspection Visit		10:00 am	
Name of CSCI Inspector	1	Mark Ryder	124974
Name of CSCI Inspector	2	Jane Barton	
Name of CSCI Inspector	3		
Name of CSCI Inspector	4		
Name of Lay Assessor (if applicable) 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.		Kar Heng Ngoo (interpreter)	
Name of Establishment Representative at the time of inspection		Eric Livingstone (Student Service Manager)	

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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 Boston College. The report concerns only the accommodation and welfare of students under 18 accommodated at or by the college, not the college's accommodation or provision for day students or adult students.

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

The report will show the following:

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

INSPECTION VISITS

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

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

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

Boston College has over 1700 students with approximately 200 of these students from European countries, mainland China and Hong Kong. Around 140 of overseas students use the accommodation arranged by the college. Accommodation for students can be arranged in either the halls of residence (that is based on the college's campus), home stay with local families or in shared accommodation (this is normally for students over 18).

There are approximately 30 home stay homes for students to experience a family environment. The halls of residence are made up of 21 flats with between 5 –10 study bedrooms within each flat. Kitchen and bathroom facilities are shared.

The College is based in the town of Boston, on the east coast of Lincolnshire. Its location in this small, traditional market town makes it well placed for students to visit the town centre or to travel to other UK cities.

Boston FE College is accredited to the British Council.

PART A SUMMARY OF INSPECTION FINDINGS

WHAT THE COLLEGE DOES WELL IN ACCOMMODATING STUDENTS UNDER 18

This report has been delayed due to the timing of this inspection. It was agreed that the parents of students who had only been at the college for a few weeks would be contacted after the inspection had taken place (thereby giving the parents further opportunity to comment on their sons/daughters experience of Boston college). The report could also not be finalised until the CSCI had received all translated student preinspection questionnaires from the Chinese students.

Welfare Policies and Procedures (7 standards)

6 standards were met

1 standard was assessed as exceeding National Minimum Standards

The college's admission policies and procedures were all evidenced within the student handbook, various leaflets and the international student handbook. Staff interviewed said they were aware of the bullying policy and described methods of appropriately challenging such behaviour. The college policies on the protection of students were considered very robust. Inspectors observed and were aware of the very high standards of behaviour that was expected of students. The college has a clear and detailed complaints policy that is accessible to staff and students. There was an appropriate policy in place concerning countering and responding to under-age purchase of alcohol.

Organisation and Management (5 standards)

4 standards were met

1 standard was assessed as exceeding National Minimum Standards

The college has a designated member of staff who has responsibilities for the welfare and accommodation of students. No student shared a room with a student of the opposite sex. Students were encouraged, as part of their induction, to familiarise themselves with the area to participate in a range of activities. Students felt that consultation takes place on a frequent basis both formally and informally.

Welfare Support (16 standards)

14 standards that were assessed were all met

4 standards were assessed as exceeding National Minimum Standards

Students stated that they had a variety of people that they could approach with any personal problems whilst at the college. There is a designated registered nurse working at the college. Inspectors were aware of the informal process in which arrangements were made to ensure that students who are ill while at college are regularly checked. Students made several positive comments on the support they receive by the staff. The inspectors noted the friendly and supportive atmosphere between students during the visits to the flats. All parents who completed a questionnaire felt that the college does well in informing them of any significant issues affecting their son/daughter. Students are strongly encouraged to lock all valuables away. The induction programme was inspected and noted as being very thorough. The college's corporation (senior management team) and the Health and Safety Executive (HSE) undertake the monitoring of health and safety records. 63.1% (24) of students, who completed a questionnaire, rated the quality of food either good or very good. Flats had suitable kitchens in which to prepare food, snacks or drinks. Students were aware of fire safety procedures and explained this document was discussed during their induction to the college. The college completes risk assessments for all external activities such as

visits to UK cities or for educational and/or recreational purposes. Parents signed a written agreement relating to the level of supervision for their son/daughter whilst at the college.

Staffing (7 standards)

6 standards were met

1 standard was assessed as exceeding National Minimum Standards

Students felt they could contact staff when necessary. All staff with responsibility for the welfare of boarding students had job descriptions that matched their general duties. The college provides a Tutor handbook for staff that addresses student welfare issues. Student questionnaires and interviews evidenced good staff/student relationships. Through discussion with students it was clear that staff respect their privacy in a number of ways. Discussions with senior staff clarified that all contractors and any other adults who visit the student accommodation, as far as is practical, are kept under sufficient staff supervision.

Premises (12 standards)

12 standards were met

Overall the inspectors were pleased with the accommodation provided for students at the college. The student accommodation all have appropriate security locks on the flat doors. The college employ a security team that are stationed within the student building (but separate from the living areas). Bedrooms within the halls of residence were clean, warm and were of a good decorative standard. 84.9% (28) of students who completed a questionnaire thought that bathroom privacy was good to very good. Students expressed a number of positive comments regarding the range of recreational opportunities at the college. The college has a detailed health and safety policy that includes staff responsibilities and contact details. The college does not provide a sick bay for students. As part of the requests from students in the past (2001), a laundry room is now available on site. Students are able to purchase personal toiletries and basic foods from the college shop. Overall inspectors were satisfied with the recruitment of homestay families and liaison between the college staff and the families. Residential trips were appropriately risk assessed and planned to safeguard the welfare of students.

WHAT THE COLLEGE SHOULD DO BETTER IN ACCOMMODATING STUDENTS UNDER 18

Welfare Policies and Procedures**1 standard not met**

It is recommended that all students under 18 have adequate records that are kept in relation to individual students' health and welfare needs and issues.

Organisation and Management**All standards met****Welfare Support****All standards met****Staffing****1 standard not met**

Four staff files did not evidence that the appropriate level of CRB checks had been carried out.

Premises**All standards met****CONCLUSIONS AND OVERVIEW OF FINDINGS ON ACCOMMODATION OF STUDENTS UNDER 18**

The service has been inspected for the first time against National Minimum Standards introduced from 1st April 2002. As a result, this report may contain a substantial number of recommendations. If so, the number of these should fall significantly at the next inspection when the college will have had time to take account of the new legislation and standards and to take action to meet them.

Boston college has a number of strengths in its arrangements in providing accommodation for students under 18:

The inspectors were particularly impressed with the high level of consultation that takes place on both a formal and informal basis. Many students' expressed positive comments to the inspectors of the support and help they received from college staff.

The policy and practice of equality of opportunity and the successful mix of students from a variety of cultures were commendable. Having a Chinese warden who was himself a student at the college further strengthened the support offered to Chinese students.

Child protection policy and procedures were clear and met the recommendations from the LACPC. Staff awareness of protecting students was considered high.

Areas for development include a) files on students under 18 with detailed health and welfare issues, b) Recruitment recording on file including the appropriate CRB checks and c) recording of all annual visits and assessments for homestay families.

Overall inspectors assessed the standard of care and accommodation at Boston College to be excellent.

This had been clearly demonstrated by the 7 standards that have been scored as exceeding NMS on this first CSCI inspection.

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	
		This is the college's first CSCI inspection	

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	FE7	It is recommended that all students under 18 have adequate records and are kept in relation to individual students' health and welfare needs and issues.	01.06.05
1	FE34	Recruitment of all staff (including ancillary staff and those on a contract/sessional basis) and volunteers who work with students under 18 includes checks through the Criminal Records Bureau at the Standard or Enhanced level as applicable to their role, and with a satisfactory outcome. Please provide an action plan that confirms the appropriate CRB checks have been completed on the four staff identified.	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	4.8	It is recommended that a central record be kept of the administration of any significant sanction against a student, giving the name of the student concerned, the reason for the sanction, and the responsible member of staff.
2	8.8	It is recommended that the CSCI contact details be recorded within the college's whistleblowing policy
3	14.8	It is recommended that the college makes clear to students and parents their policy on storage and administration of medication for students under 18. This could also include the colleges' self-administration policy.
4	14.10	It is recommended that a written record be kept of all significant illnesses of, accidents by or injuries to students for all students using home stay accommodation.
5	15.1	It is recommended that a more formal system be put 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.
6	22.11	Please provide an action plan addressing the latest requirements/recommendations from the Environmental Health Service inspection.
7	35.2	It is recommended that a signing in/out book for all adults who are not CRB cleared be put in place for the on site student accommodation.
8	42.2	Windows on the top floor of the halls of residence are recommended to either have suitable restrictors or be risk assessed.
9	46.7	It is recommended that all visits by college staff to host families be recorded.
10	47.3	It is recommended that all adults who live at host family's homes be appropriately CRB checked.

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	NO
Student Guided Tour of Recreational Areas	NO
Checks with other Organisations and Individuals	YES
• Social Services	YES
• Fire Service	YES
• Environmental Health	YES
• Other Inspectorates	YES
• College Doctor	NO
• Independent Person or Counsellor	YES
• Chair of Governors	YES
• DfES (if a school)	NO
'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	NO
Visits to lodgings	YES
Individual interview with student(s)	YES
Date of Inspection	28/09/04
Time of Inspection	10AM
Duration Of Inspection (hrs.)	48
Number of inspector Days on site	3

COLLEGE INFORMATION

Overall Age Range of Residential Students: From To

Number of Residential Students under 18 at time of inspection:

BOYS	<input type="text" value="X"/>
GIRLS	<input type="text" value="X"/>
TOTAL	<input type="text" value="135"/>

NUMBER OF SEPARATE COLLEGE BUILDINGS OR UNITS ACCOMMODATING STUDENTS

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

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

- The scale ranges from:
- 4 - Standard Exceeded (Commendable)
 - 3 - Standard Met (No Shortfalls)
 - 2 - Standard Almost Met (Minor Shortfalls)
 - 1 - Standard Not Met (Major Shortfalls)

"0" in the "Standard met" box denotes standard not assessed on this occasion.
 "9" in the "Standard met" box denotes standard not applicable.
 "X" is used where a percentage value or numerical value is not applicable.

WELFARE POLICIES AND PROCEDURES

The intended outcomes for the following set of standards are:

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

Standard 1 (1.1 – 1.5)

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

Key Findings and Evidence

Standard met?

3

The college's admission policies and procedures were all evidenced within the student handbook, various leaflets and the international student handbook. This included student accommodation, outline of welfare support and the college's policies and practice in meeting or supporting the needs of students from a wide educational and cultural background. The handbooks also clarified the college's expectations on conduct and behaviour from the student charter.

Students said they found the information easy to understand and of practical use.

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

The college has a clear policy on bullying and harassment. Staff interviewed said they were aware of the bullying policy and described methods of appropriately challenging such behaviour. The principal stated that action would be taken under disciplinary procedures where appropriate. Students responded that they did not feel bullying a particular issue. The student questionnaire confirmed this with no concerns about bullying identified.

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

100

%

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?**

4

The college policies on the protection of students were considered very robust. This was in the process of being upgraded to be in line with the latest government circular concerning FE colleges. The college has two designated child protection officers. Both were very knowledgeable about the Lincolnshire Area Child Protection Committee (LACPC) and the procedure to ensure students were well protected. There have been no child protection referrals in relation to residential students that have gone through any formal systems. However there is a process in place to follow should this occur. All staff spoken to demonstrated their awareness of this process such as how to respond to a student and who to report to.

Lincolnshire Social Services Directorate expressed no concerns of any child protection issues that have occurred within the last 2 years.

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

Inspectors observed and were aware of the very high standards of behaviour that was expected of students. There was a clear disciplinary policy in place. Files evidenced that behaviour management issues had been addressed fairly and that parents were kept informed. Students spoken to said that the rules of the college were fair. A member of staff explained that on occasions staff have had to remove student stereos due to repeated requests to keep the noise down. The stereos are returned at the end of term. However there was no record of these sanctions. There had not been any students expelled from the college within the last few years. Students were observed to exhibit satisfactory behaviour during the course of this inspection.

Standard 5 (5.1 - 5.5)

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

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

The college has a clear and detailed complaints policy that is accessible to staff and students. The college charter and student handbook identify what to do if a student or parent wish to make a formal complaint. However staff explained that most complaints could be dealt with informally. The complaints policy provides for consideration of major complaints to involve a person from an organisation independent of the college. Boston college can refer complainants to the Learning and Skills Council Lincolnshire and Rutland.

Students said they knew how to make a complaint although none of the students interviewed had done so. The complaints log was reviewed. There were no complaints recorded within the last 12 months.

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

0

NUMBER OF ABOVE COMPLAINTS SUBSTANTIATED:

0

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

0

NUMBER OF ABOVE COMPLAINTS SUBSTANTIATED:

0

Standard 6 (6.1 - 6.5)

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

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

There was an appropriate policy in place concerning countering and responding to under-age purchase of alcohol, excessive consumption of alcohol, substance abuse and possession of obscene material. Files and discussion evidenced that students are encouraged to act within the law in relation to drugs and alcohol. The hall of residence has two part time wardens who frequently visit the flats. Cleaners also report any issues of concern. The principal stated that there is close liaison with the police who are often involved in induction programmes for the students.

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?

2

There were written agreements, signed by parents and students, regarding the level of supervision expected to be provided by the college. This is within the 'Accommodation for students' application form. The accommodation officer confirmed that they were aware of any students that were ill. This was by informal monitoring through the domestic staff or wardens. Contact numbers for parents or guardians were recorded on all files inspected.

There were no health information or consent forms on student files that were inspected. However the college does not request this information.

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 designated member of staff who has responsibilities for the welfare and accommodation of students. Information provided from staff, students and home stay families evidenced that these duties were carried out to a high standard. There was evidence of good liaison between this member of staff, carers (home stay) and wardens. The principal stated that 'A student flat representative committee meets on a termly basis (more often if necessary) to identify concerns and organise events.'

Staff interviewed said they had a good induction to the work. Staff development was clearly undertaken with 'in-house' and external training occurring on a frequent basis. There was provision made for precautionary suspension without prejudice. The college had a whistleblowing procedure in place. However this document did not give CSCI as an option for staff to contact.

Standard 9 (9.1 - 9.3)

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

Key Findings and Evidence

Standard met?

3

The college demonstrated a good understanding of responding to crises affecting students. There was a detailed emergency procedure on file with clear details of contact names and planned responses to such emergencies such as fire, flood and the isolation points for mainline utilities. The document also had site plans that would be necessary for the emergency services in order to evacuate all campus buildings. However the principal believed that crises management arrangements (fire and evacuation procedures) documentation and training for Wardens/Security/Residents could be improved upon.

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

Student accommodation is separated into flats with 5-10 study bedrooms. Each flat can be for both male and female students although there was the option of single sex flats if requested. Inspectors were informed of some arrangements in which students shared bedrooms with student's aged 18. However these were properly assessed and agreed by staff, parents and students. No student shared a room with a student of the opposite sex. In relation to home stay all homes visited had separate bedrooms although there sometimes were two students living at the same home.

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?**

3

Students were encouraged, as part of their induction, to familiarise themselves with the area to participate in a range of activities. These included: free swimming, use of fitness centre, sports training and team games, free use of library, internet and organised planned trips to major cities in England. A number of students commented during this inspection and on the questionnaires that they enjoyed the choice of recreational activities. Some students felt the area for playing basketball was restrictive as it is also the college's car park.

Standard 12 (12.1 - 12.3)

Students under 18 are consulted over accommodation and welfare provision.

Key Findings and Evidence**Standard met?**

4

Students felt that consultation takes place on a frequent basis both formally and informally. There is a student flat representative elected in the Hall of Residence, Student Union representative, international student representative meetings and questionnaires. A student stated that: 'if you are not happy with something then staff will listen to you and try and help' The principal identified a number of actions that were taken or changes made as a result of listening to students. These included: Basket ball ring put up in the car park, more leisure trips organised, pool table/football machine placed in common room (however subsequently removed because of vandalism), new TV/DVD/video in common room, additional fridge/freezer purchased, more Chinese-type food provided for evening meals and construction of Laundry room (2001).

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?

4

Students stated that they had a variety of people that they could approach with any personal problems whilst at the college. The accommodation team, host family, tutor and friends were all significant groups that students referred to in their questionnaires. All of these groups (with the exception of friends) were subject to Criminal Records Bureau checks. During induction all students are provided with a student Handbook and Diary, which lists the support available in college from a variety of staff including the International Manager, International officer, Accommodation Officer, Health Adviser, Student Advisers, Counsellors, Student Services Manager and team Personal Tutors. A student stated that ' I would like to mark that the accommodation Officer and International Manager have been wonderful: always helping when asked to, worried about my welfare'. Help lines were clearly displayed around the student accommodation and information on such services, as Connexions were available on student notice boards. Students commented that confidentiality was respected appropriately. The inspectors felt, therefore, that student support was exceptionally well provided at 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

The Principal stated that 'at the beginning of each academic year and subsequent terms, all students are registered with local surgery and appointments can be made either by themselves, through the Accommodation or International Office. Also the College Health Adviser can be seen for help/advice at specific times. The Warden is a trained First Aider as well as staff within the College'

There is a designated registered nurse working at the college. The college has a written guidance and briefings for staff on the SARS outbreak. Interviews with health advisors demonstrated that preventative work was central to the work with students. Inspectors noted the very satisfactory support and advice on sexual health. This was further supported through discussions with students. Accident/illness records were seen for student's living at the Halls of Residence. However, similar records were not completed for students in home stay accommodation. During feedback to the principal this area was discussed and agreed such records would be good practice. Medication records were not seen during this inspection. There was no self-medication policy at the college.

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

Inspectors were aware of the informal process in which arrangements were made to ensure that students who are ill while at college are regularly checked. Cleaning staff explained they would be aware of any student who was unwell and report this to the wardens/accommodation officer. For students living at home stay accommodation the landlady/landlord explained they would ensure suitable contact to ensure students were supervised. Students did not raise any concerns regarding these arrangements.

The Principal acknowledged that this was an area in which could be developed further.

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?**

4

The college had a flat specially designed to accommodate disabled students on the ground floor within the halls of residence although there was no disabled students using this facility at the time of this inspection. The inspector observed a homesick student being very well supported by a home stay carer. This included close liaison with the parent of the student, discussion with the accommodation officer and further support by the students tutor. The principal stated that: 'there are three part time Counsellors at Boston College, based at each of the main campuses, available through an appointment system and a part time Health Adviser available for general medical advise, with particular expertise in sexual health and contraception. General education and careers advice is available through Student Services. Students can be referred to externally provided support services.'

Students made several positive comments on the support they receive by the staff.

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?**

4

The College has a clear policy on Equal Opportunities available to staff and students. Discussion with students highlighted some local prejudice by young people in the community. However this was managed very well by the college and did not appear to be of significant concern. As part of the induction process international students are encouraged and enabled to integrate with British culture. There were planned visits to cities around the UK as well as English as a Foreign Language (EFL) classes regularly planned. The college has contact with a local churches as well as facilities at Pilgrim Hospital for Muslim Friday Prayers. Chinese students explained that Chinese food is available in the canteens on a frequent basis. The college recognises and has arranged a holiday on the Chinese New Year. The inspectors were informed that within the Halls of Residence the mix and diversity of students was one of its strengths. For instance in one flat there were nine cultures represented. Students were very positive about the mix of cultures. The inspectors noted the friendly and supportive atmosphere between students during the visits to the flats.

Standard 18 (18.1 - 18.5)**The college enables students to contact their parents and families in private.****Key Findings and Evidence****Standard met?**

3

Six parent questionnaires were received during and after this inspection. All parents felt that the college does well in informing them of any significant issues affecting their son/daughter. One parent stated: 'according to my daughters remarks she likes the accommodation'. There are two landline telephones outside of the Halls of Residence both of which were in working order. One student stated on a questionnaire that: 'not enough telephones boxes, I always need to wait for a long time'. However this was not a common complaint by other students spoken to during this inspection. Students commented that they could use email up to 8.30pm every evening. Most students said they had their own mobile phones to keep in contact with their families. There were areas in the Halls of Residence in which students could have time with their families in private.

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

A number, but not all, student flats have lockable drawers in their rooms. There have been some reports of theft. However these have been addressed via the police. All students are strongly encouraged to lock all valuables away. All bedrooms have door locks although the inspectors noted that many of them remained unlocked throughout the day.

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

The induction programme was inspected and noted as being very thorough. Students reported feeling satisfied that they were given good information, including contact numbers when they first arrive at the college (see standard 13). This was a particular strength of the college.

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's corporation (senior management team) and the Health and Safety Executive (HSE) undertake the monitoring of the above records. Senior staff said that the HSE would consider all information even if the accident was not formally required to be reported to them. HSE will review and address any incidence on campus. The corporation meet at least once per term to consider such area as complaints and accidents.

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 three different canteens/restaurants on site. Cutlery and crockery were clean and suitable. Dining facilities ensured that no long queuing was necessary. There were a number of options, including vegetarian and different types of cuisine, available and clearly recorded on set menus for the three meals a day. 63.1% (24) of students, who completed a questionnaire, rated the quality of food either good or very good. This included students who lived in home stay accommodation. Catering staff had training in cooking Chinese food. Also students participated in the cooking of served food as part of their courses. The inspectors were impressed with the quality of food prepared by these students. All had or were in the process of completing food hygiene training. Inspectors sampled meals during the course of this inspection. These meals were well cooked and nutritious. There was a regular 'Chinese night' at the college. However some Chinese students preferred to eat their own (cooked) food. This was an option if they had selected self-catering in the college accommodation.

A food safety inspection was completed on the 29/03/04. There were 5 requirements and 3 recommendations from this inspection. There was no recorded evidence/action plan that these had been complied with. Due to the frequent Environmental Health visits taking place at the college CSCI inspectors did not inspect kitchens at this time.

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

All flats had suitable kitchens in which to prepare food, snacks or drinks. Some of the flats had limited facilities if students who were provided with full catering by the college were using them. Home stay students commented that they could make snacks and drinks when required.

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

Students were aware of fire safety procedures and explained this was discussed during their induction to the college. The last fire inspection visit was completed on the 26.07.04. No recommendations noted other than concern that some students inappropriately use the fire extinguishers. A full fire evacuation had taken place on the 14.09.04. Boston College employ the services of an external consultancy firm to review their fire safety arrangements within the various accommodation blocks and to recommend improvements where necessary. The latest fire safety risk assessment was carried out on the 17.08.04. This was a detailed record covering all aspects of safety issues with an action plan of any deficiencies reported. A random sample of the reports findings was inspected during the tour of the accommodation. These areas had all been completed satisfactory. Records demonstrated regular testing of emergency lighting, fire alarms and fire fighting equipment.

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?

9

There were no onerous demands on students evident during the course of this inspection.

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?**

9

There were no young people accommodated who were not students of the college.

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 completes risk assessments for all external activities such as visits to UK cities or for educational and/or recreational purposes. A random sample of these risk assessments were inspected and found to be satisfactory. There were no 'high risk activities' documented within this file. Staff explained that high risk activities were not part of the programme for students at the college.

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

Parents signed a written agreement relating to the level of supervision for their son/daughter whilst at the college. This was found within the 'Accommodation for Students' statement' in the student files. The college employs two wardens who live in the halls of residence. Both are ex students of the college and have a very good relationship with a number of students living on site. Students made several positive comments regarding these wardens and explained that they could be easily contacted. The wardens were interviewed during the course of this inspection. Both were mindful of any difficulties that students might find themselves in e.g. drinking alcohol or being away without staff/parents prior knowledge. Inspectors were satisfied, therefore, with the arrangements of supervision should any concerns come to light.

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
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Students felt they could contact staff when necessary. As previously addressed in this report students felt very well supported and had a number of adults that they could contact to discuss any difficulties. There were staff on call throughout the academic year both at night (usually the wardens) and throughout the day. This includes weekends. Both wardens had completed first aid training. All adults who have not been CRB cleared are supervised (i.e. during maintenance work).

Standard 30 (30.1 - 30.11)

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

Key Findings and Evidence

Standard met?

3

All staff with responsibility for the welfare of boarding students had job descriptions that matched their general duties. There was evidence of training on such areas as challenging behaviour and equal opportunities within staff files. The inspectors were informed of a rolling programme of training for all staff. Staff interviewed explained that their induction covered areas such as health and safety and child protection. Staff further reported who they would know who to contact if they were concerned about a student.

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?

3

The college provides a Tutor handbook for staff that addresses student welfare issues. Policies and procedures refer to welfare and safety of students that was accessible to staff. These related to all documents as defined under the NMS 31.3. Staff were knowledgeable regarding promoting the safety of students such as responding to student absences and child protection concerns. Inspectors were satisfied that the college's protocols were known and understood by staff.

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?

4

Student questionnaires and interviews evidenced good staff/student relationships. Staff discussed students in a positive and respectful way. General observation by inspectors noted that the open communication between staff and students. There were no issues identified that concerned disagreements between staff and students. As previously addressed in this report a number of students were very positive about the support given to them by staff (see standard 13).

Standard 33 (33.1 - 33.3)

Staff supervision of students avoids intruding unnecessarily on students' privacy.

Key Findings and Evidence

Standard met?

3

Through discussion with students it was clear that staff respect their privacy in a number of ways. The general ethos of the college is to encourage independence and demonstrate respect between students and college staff. Students explained that if one of the wardens needed to visit a student they would always knock on their bedroom door and wait for an answer. The wardens were clear regarding the policy on checking student bedrooms and would only do so if there were sufficient grounds to suspect concerns such as illicit activities such as drug taking. However inspectors were informed that this was extremely rare at Boston college. In relation to home stay students a student said that her land lady 'showed respect and sensitivity whilst she was on the telephone'.

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?

1

Six randomly sampled staff files were inspected. The following relates to all six files:

File (1) Police check/CRB? –No, Two written references? –Yes (did not include last employer), Record of interview? - No, Documentary proof of qualifications? – Yes, full employment history? – No (no written explanation of such gaps), Job Description? – Yes, Probationary Period? - Yes

File (2) Police check/CRB? –Yes, Two written references? –No (did not include last employer), Record of interview? - No, Documentary proof of qualifications? – No, full employment history? – No (no written explanation of such gaps), Job Description? – Yes, Probationary Period? – Yes

File (3) Police check/CRB? –No, Two written references? –Yes (included last employer), Record of interview? - No, Documentary proof of qualifications? – No, full employment history? – No (no written explanation of such gaps), Job Description? – Yes, Probationary Period? – Yes

File (4) Police check/CRB? –No (List 99 check), Two written references? –Yes (included last employer), Record of interview? - Yes, Documentary proof of qualifications? – No, full employment history? – Yes, Job Description? – Yes, Probationary Period? – Yes

File (5) Police check/CRB? –Yes, Two written references? –Yes (included last employer), Record of interview? - No, Documentary proof of qualifications? – No, full employment history? – No (no written explanation of such gaps), Job Description? – Yes, Probationary Period? – Yes

File (6) Police check/CRB? –No, Two written references? –Yes (included last employer), Record of interview? - Yes, Documentary proof of qualifications? – No, full employment history? – Yes, Job Description? – Yes, Probationary Period? – Yes

6 Home stay CRB's were checked. All adults had the appropriate level of CRB clearance

On the 18/10/04 the CSCI received a letter from the Principal with a detailed analysis of the above records. The explanation was that for many of the files the above information was either missed by the inspector or placed in another personnel file. Due to this response the CSCI are satisfied that all appropriate checks are now being undertaken. However this standard remains as a major shortfall due to the lack of evidence of police/CRB clearance on four staff files.

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

Discussions with senior staff clarified that all contractors and any other adults who visit the student accommodation, as far as is practical, are kept under sufficient staff supervision. All staff should have the appropriate level of CRB clearance (see standard 34)

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
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Overall the inspectors were pleased with the accommodation provided for students at the college. Inspectors arranged five visits to home stay accommodation. All of these premises were of a high standard. They were clean, comfortable, warm and in good decorative order. Students expressed satisfaction with the standard of these homes.

With regard to the halls of residence this was also considered a high standard. Students felt that the premises were satisfactory. A student stated that: 'it is quite a modern building with all the facilities I need. You have warm friendly rooms'. A number of students commented that it could be noisy at times. The accommodation officer was aware of some difficulties with noise and explained that staff always responded if a complaint is made.

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

The student accommodation all have appropriate security locks on the flat doors. All bedrooms are lockable. There are clear guidelines on visitors spending time in the accommodation. The security of the student accommodation from public intrusion was considered satisfactory.

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 employ a security team that are stationed within the student building (but separate from the living areas). Security guards patrol late evenings and early mornings. All ground floor bedrooms had additional security measure of a window alarms. CCTC was directed at key areas near to the student accommodation. None of these cameras compromised or intruded upon student privacy. Students said they felt safe in and around the campus.

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

Bedrooms within the halls of residence were clean, warm and were of a good decorative standard. Rooms had suitable facilities to study. Students are able to personalise their rooms. All rooms inspected had satisfactory beds and bedding. A student commented that: 'the bed is very comfortable'. All bedrooms have a window, which could be opened for ventilation and provided satisfactory level of natural light by day and had curtains/blinds which could be drawn at night. All ground floor bedrooms had tinted windows for extra privacy.

Bedrooms for students at the home stay were all of a high standard.

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

Bathroom facilities were considered satisfactory at both home stay and halls of residence. For flats with between 2 and 7 students there was one shower room and two toilets available. For the larger flats (8 to 10 students) there was the provision of two showers and two/three toilets. This therefore met this recommended number of such facilities. Inspection of the bathrooms demonstrated that they were regularly cleaned and hygienic. Students commented that the showers were in all working order and provided sufficient amounts of hot water. 84.9% (28) of students who completed a questionnaire thought that bathroom privacy was good to very good. This included both home stay students and those who lived on campus.

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

The halls of residence had a central common room that had the use of TV, Video and DVD player. This room also had confectionary and drink machines. Students had the full use of the college's facilities such as IT suite, library, gym, steam room, sauna and the free use of a local swimming pool. For outdoor recreational areas these included football pitches, basketball and tennis courts. Students expressed a number of positive comments regarding the range of recreational opportunities at the college.

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 detailed health and safety policy that includes staff responsibilities and contact details. The college employs a safety manager who reports to the safety committee and is part of the senior management group. Risk assessments and risk reduction on areas of the campus was clearly recorded and reviewed regularly. This included the control of substances hazardous to health (COSHH) such as cleaning materials stored and appropriately recorded. Inspection of the halls of residence identified that student safety was satisfactory assessed. However there were some windows on the top floor of the accommodation that did not have restrictors on them (or had been risk assessed) which could be a potential hazard.

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

The college does not provide a sick bay for students. Ill students remain in their bedrooms or are referred to the town's hospital. Students felt this was satisfactory as there were always staff around to supervise young people (see standard 7). The principal stated that facilities for the care of ill students could be improved upon.

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

3

As part of the requests from students in the past (2001), a laundry room is now available on site. Students launder their own clothes and pay for the use of these facilities. Inspection of the laundry room, which is run by a private contractor, evidenced this was satisfactory. Although some students did not like to pay for the coin operated washing machines and dryers generally students were pleased with the facilities.

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

Students are able to purchase personal toiletries and basic foods from either the college shop or the town centre, which is a 5-10 minute walk from the campus.

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?

3

The accommodation officer has responsibility for the recruitment and supervision of homestay families who provide accommodation for students in and around Boston town. A number of homestay files were reviewed and case tracked as part of the inspection methodology. All host families had CRB checks completed (see standard 34). Not all references were recorded on file. There was evidence of home visits by college staff but these were not recorded on all files inspected. There were incomplete details of annual visits although those that did have such recordings were thorough and detailed.

There was evidence that students and homestay providers were offered support during difficulties in relationships. This included advice and mediation, which, from discussion with host families, the accommodation officer was sufficiently skilled at providing. Overall inspectors were satisfied with the recruitment of homestay families and liaison between the college staff and the families.

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

Staff complete a detailed assessment of all homestay accommodation for students under 18. This was well evidenced on file. Landlords/landladies were all CRB checked. It was unclear if any other adults who could be living at the family's home had CRB checks (such as grown up children of the host families).

Residential trips were appropriately risk assessed and planned to safeguard the welfare of students. These were not a regular part of the curriculum for students under 18. Parental consent was evidenced within student files.

PART C

LAY ASSESSOR'S SUMMARY

(Where Applicable)

Lay Assessor _____ **Signature** _____

Date _____

Regulatory Inspector Mark Ryder **Signature** _____

Second Inspector Jane Barton **Signature** _____

Regulation Manager Rachel Cook **Signature** _____

Date 5/1/2005

PART D

PRINCIPAL'S RESPONSE

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 28/29/30 September 2004 and any factual inaccuracies:

Please limit your comments to one side of A4 if possible

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

YES

Note:

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

D.2 Please provide the Commission with a written Action Plan within 14 days, 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, Mr Pomfret of Boston College confirm that the contents of this report are a fair and accurate representation of the facts relating to the inspection conducted on 28/29/30 September 2004 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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