

# inspection report

## FURTHER EDUCATION COLLEGE

### **Bournemouth & Poole College**

**North Road  
Parkstone  
Poole, Dorset  
BH14 0LS**

*Lead Inspector*  
**Sue  
Shaw**

*Announced*  
**17<sup>th</sup> May 2005**

The Commission for Social Care Inspection aims to:

- Put the people who use social care first
- Improve services and stamp out bad practice
- Be an expert voice on social care
- Practise what we preach in our own organisation

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This is a report of an inspection to assess whether services are meeting the needs of people who use them. The legal basis for conducting inspections is the Care Standards Act 2000 and the relevant National Minimum Standards for this establishment are those for *Further Education Colleges*. They can be found at [www.dh.gov.uk](http://www.dh.gov.uk) or obtained from The Stationery Office (TSO) PO Box 29, St Crispins, Duke Street, Norwich, NR3 1GN. Tel: 0870 600 5522. Online ordering: [www.tso.co.uk/bookshop](http://www.tso.co.uk/bookshop)

*Every Child Matters*, outlined the government's vision for children's services and formed the basis of the Children Act 2004. It provides a framework for inspection so that children's services should be judged on their contribution to the outcomes considered essential to wellbeing in childhood and later life. Those outcomes are:

- Being healthy
- Staying safe
- Enjoying and achieving
- Making a contribution; and
- Achieving economic wellbeing.

In response, the Commission for Social Care Inspection has re-ordered the national minimum standards for children's services under the five outcomes, for reporting purposes. A further section has been created under 'Management' to cover those issues that will potentially impact on all the outcomes above.

Copies of *Every Child Matters* and *The Children Act 2004* are available from The Stationery Office as above.

# COLLEGE INFORMATION

<b>Name of college</b>	Bournemouth & Poole College
<b>Address</b>	North Road, Parkstone, Poole, Dorset, BH14 0LS
<b>Telephone number</b>	01202 747600
<b>Fax number</b>	01202 205719
<b>Email address</b>	sratcliffe@bpc.ac.uk
<b>Name of Governing body, Person or Authority responsible for the college</b>	Mr Bernard Vaughan OBE, Chair of the Board
<b>Name of Principal</b>	Mr Roland Foote
<b>Name of person responsible for welfare and accommodation of students under 18</b>	Shaun Kelly, Student & Customer Services; Ian Baggaley, International Operations
<b>Age range of residential pupils</b>	16-18
<b>Date of last welfare inspection</b>	10 <sup>th</sup> March 2003

**Brief Description of the College:**

The Bournemouth and Poole College is one of the largest further education colleges in the country and provides further education to some 23,000 students from 16+ who are enrolled on a wide variety of over 700 courses. Courses at the college range from between a few weeks to three years, and include vocational courses and preparation for university. The college is spread over six locations across the Bournemouth and Poole area with the two largest campuses based in central Bournemouth and Poole. Most students are recruited locally, however, a significant number are recruited nationally and internationally. There is no site based accommodation and students under the age of 18yrs are encouraged to stay in college arranged homestay accommodation. The number of students under 18yrs living in college arranged accommodation at the start of the year was 49. At the time of the inspection there were only six students under 18yrs accommodated in college arranged homestay accommodation.

# SUMMARY

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

This announced inspection was conducted as part of the normal inspection process of three yearly inspections of the college. Two inspectors undertook the inspection over a three-day period. 21.5 hours were spent on site and twelve hours were spent planning the inspection, which included a pre-inspection visit to the college, reading and collating relevant documentation. This was a partial inspection with the focus being to review the arrangements for the care and welfare of students under 18yrs for whom accommodation is arranged by the college.

Visits were undertaken to the six host families who were accommodating students under 18yrs at the time of the inspection. Inspectors spoke formally with the Director of Student Services, Vice Principals', International Student Support Officer, Accommodation Officer, Deputy Director - Human Resources, Head of Quality and Development, Student Support Team, Students Union, Learner Support Team, International Student Marketing, Security Officer, Catering Supervisor, Tutors x 3 and Health and Safety Officer. A meeting took place with the six international students to discuss their experience of studying at the college and living in host family accommodation. Various records were examined before and during the inspection and questionnaires were sent to the students, staff and parents to obtain their opinions of the service. Given the distance and language difficulties, the parental questionnaires were completed by the students having discussed them over the phone and translating their comments.

Whilst this was a generally positive inspection, serious concerns were raised regarding the recruitment procedures for host families and an Urgent Welfare Notice was issued.

## **What the college does well:**

Bournemouth and Poole College is a college, which provides its students with a high level of support. It supplies students with comprehensive information/guidance in relation to health needs and personal issues. A wide range of subsidised meals is also available to students throughout the day.

Comprehensive policies and procedures, which are understood by staff and students, are in place to ensure that students are protected from bullying and harassment, discrimination and abuse. Systems are in place to ensure that students are kept safe from safety hazards.

The college excels in the provision of a wide range of qualified and experienced staff who are on hand to deliver guidance and personal support to students as required.

### **What has improved since the last inspection?**

Matters relating to child protection have been improved since the last inspection. Appropriate policies and procedures are now in place and all staff have received a briefing or training with regard to child protection issues appropriate to their role. All staff spoken to were able to demonstrate their knowledge of the procedures to be followed.

The college's disciplinary policy has been amended to incorporate all areas required by the standards and now clearly states that students may not administer sanctions against other students, and no student under the age of 18yrs can be suspended without first contacting parents/guardians.

Students have access to an excellent range of qualified and experienced staff to which they can confidently turn to for personal guidance or with concerns. Links between the various services available to students have been improved with monthly team briefings involving the student support team, international operations and the student union.

The expectations for students' laundry provision have been clarified and have been included within the host family contract.

The college has amended the range of information available to students and parents to include the arrangements made by the college for students in host families (Homestay).

The arrangements for the management and development of accommodation and welfare services, which are, shared between international operations and student services have been clearly defined to ensure that the welfare needs of the international students appropriately addressed.

### **What they could do better:**

Host families should receive a briefing/training in respect of child protection procedures at the college.

The college complaints policy should be expanded to include information of how students and parents can contact the Commission for Social Care Inspection regarding any complaint they have about their welfare. This remains outstanding from the last inspection carried out in March 2003.

Improvement should be made to recruitment procedures to ensure that all staff who work with students under 18yrs include a CRB check at an appropriate level and do not commence their employment at the college until

satisfactory completion of all checks and references. Any disclosed offence must be considered through a risk assessment approach in relation to their proposed role with students. This remains outstanding from the last inspection carried out in March 2003.

A review of the arrangements for consultation with students should take place to ensure that they are fully enabled to contribute and comment on their accommodation arrangements. This remains outstanding from the last inspection carried out in March 2003.

Improvement should be made to the arrangements for the recruitment and checking of host families to ensure that the welfare of the students is adequately safeguarded and promoted. All adult members of host families should be appropriately checked through the CRB at enhanced level with a risk assessment approach used in relation to any disclosed offences. A member of staff should meet separately with students at least once a term to discuss their lodgings and record this in writing and take action regarding any concerns or complaints. A member of staff should visit all host families at least once a year to check the continued suitability of the accommodation and review the provision with the adults responsible for students. This remains outstanding from the last inspection carried out in March 2003.

Please contact the Principal for advice of actions taken in response to this inspection.

The report of this inspection is available from [enquiries@csci.gsi.gov.uk](mailto:enquiries@csci.gsi.gov.uk) or by contacting your local CSCI office.



# **DETAILS OF INSPECTOR FINDINGS**

## **CONTENTS**

Being Healthy

Staying Safe

Enjoying and Achieving

Making a Positive Contribution

Achieving Economic Wellbeing

Management

Scoring of Standards

Recommended Actions identified during the inspection

# Being Healthy

## The intended outcomes for these standards are:

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

## **JUDGEMENT – we looked at outcomes for standard(s) 6, 14, 15, 16, 22 & 23**

The college provides students with appropriate guidance, provision and support in relation to the promotion of health and personal issues and as a result their health/personal needs are generally identified and met.

Satisfactory catering arrangements are in place, which ensure that the dietary needs of students are met.

## **EVIDENCE:**

The college has a drugs and alcohol – student code of conduct which is known by staff and students and is included in the student handbook. This provides clear guidance as to what is unacceptable conduct in relation to drugs or alcohol and includes the contact details of the Student Support Team who are able to provide support, advice and information. Internet access is filtered and there is clear guidance about the disciplinary measures should students download inappropriate material.

Students are advised to register with local GPs for the provision of medical care and other general health services. A college nurse is also available on site at regular intervals and a medical room is accessible to students who take ill while at college. Students would, however, generally return to their host family if they were ill. Trained staff provide first aid cover should any student require attention.

The students' handbook contains a Directory of Helping Agencies available to students should they require support and guidance in relation to any health needs or personal problems, and includes the contact details for relevant

agencies dealing with alcohol problems, substance abuse, eating disorders and other health related issues. A student support team, which includes the college nurse, chaplain, counsellor and student support officer, is available to students and a 10.00-4.00 'drop-in' service ensures that students in distress can be seen on the same day.

The college supplies subsidised food and meals during the day and there is also a wide range of other food outlets in close proximity to the college site. Host families are required to provide healthy balanced meals for students, which include breakfast, an evening meal and a packed lunch at weekends. Environmental Health last inspected the college in July 2004 and the catering operations supervisor confirmed that there were no recommendations outstanding from this visit and all staff involved in preparing food have received appropriate training in either intermediate or basic food hygiene as appropriate.

# Staying Safe

## The intended outcomes for these standards are:

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

## **JUDGEMENT – we looked at outcomes for standard(s) 2, 3, 4, 5, 24, 34, 35 & 42**

The college has a range of appropriate policies and procedures in place in order to ensure that students are reasonably protected from bullying, harassment and abuse.

Procedures are in place to ensure that any use of discipline in relation to unacceptable behaviour at the college is fair and appropriate.

The college has a policy on responding to complaints, however, amendment is required to ensure students and parents are provided with appropriate information as required by the standards.

Appropriate systems are in place in order to protect the students from the risk of fire.

The college systems for the vetting and recruitment of staff are not secure and do not satisfactorily safeguard the welfare of the students.

Health and safety matters in the college are satisfactorily addressed and ensure that students are reasonably protected from avoidable safety hazards.

## **EVIDENCE:**

The college has appropriate policies and guidance in place in respect of anti-bullying and harassment and child protection, which are known by staff and students and are accessible by parents. Students spoken to did not identify bullying or harassment within the college as a problem. The child protection policy is currently undergoing a substantial review in the light of The Children Act 2004, Safeguarding Children in Education and 'Every Child Matters'. A draft document has been prepared which needs to be ratified by the Board of the Corporation and the Area Child Protection Committee. All staff have received a briefing on child protection, including the SMT and Governors, and staff spoken to during the inspection demonstrated their knowledge of the procedures to be followed, and were able to name the designated child protection officers for the school. A rolling programme of training is in place and child protection and confidentiality is a compulsory unit on the tutor-training programme. The college intranet home page also opens to a child protection prompt in order to remind staff of their responsibilities and procedures to follow. Records are kept of any concerns, which are referred onto social services as appropriate. Host families do not currently receive a briefing/training in respect of child protection procedures at the college and this is recommended.

Students reported that the rules and expectations of the college were reasonable and fair and they were fully aware of the student referral and disciplinary procedures. Whilst physical restraint is not permitted, it would be helpful if there were guidelines in place about the use of physical intervention and the need to record in writing any circumstances in which it might occur.

The college has a written policy about responding to complaints and the student handbook details how to make a complaint. The Quality and Development department monitor complaints and produce a spreadsheet, which provides an analysis of the types of complaints received, and which is reported back to the SMT. There have been no complaints this year from the students who were the focus of this inspection. The current policies and procedures do not provide information of how students and their parents can contact the Commission for Social Care Inspection regarding any complaint concerning their welfare.

Fire records were reviewed and evidenced that appropriate checks are being carried out in accordance with fire precautions regulations.

Five recruitment files were reviewed which represented staff that had been employed at the college in varying roles over the previous seven months. The files evidenced that all of the staff had commenced employment before the result's of the CRB and two written references were returned. In addition to this the reference request letter does not include the statement that 'there should be no material mis-statement or omission relevant to the suitability of the applicant' and there was no evidence that the college had made contact with each referee to verify the reference. There was no evidence of any explanations of any gaps in CV's. Files contained no information, where a disclosure had been received, of how the college had dealt with this.

The health and safety officer has established a variety of systems to ensure that students are kept safe from safety hazards. A sample of risk assessments were seen which were comprehensive and were regularly reviewed.

# Enjoying and Achieving

## The intended outcomes for these standards are:

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

## **JUDGEMENT – we looked at outcomes for standard(s) 11, 13 & 17**

An appropriate range and choice of recreational activities are available for students to participate in outside of class time.

The college has an excellent range of qualified and experienced staff available to provide guidance and support to students with personal concerns.

Appropriate procedures are in place to ensure that students are not discriminated against.

## **EVIDENCE:**

The Students Union arrange a variety of social events and activities for the students, which are designed to be accessible for all age groups including those under 18yrs and they have recently been working with the accommodation officer in order to try and integrate the international students into Union arranged events. During the induction process team building sessions are held with the international students and tutors book them into a fun event to help them settle in. Students commented that whilst they were aware of the Union they felt their access to activities could be improved. The EFL department arranges Saturday trips to London, Bath, Salisbury and Poole and a Paris trip has been arranged for June.

The college has a range of qualified and experienced staff who are able to provide guidance and support to the students. Each student has a personal tutor and learning support and welfare services are available if necessary. A counselling service run by qualified staff offers appointments and a drop-in service and personal support is also available from the college chaplain. All of the services are well advertised within the college and the student handbook,

which also includes a wide range of information about where students can go for advice and support independent of the college.

The college has a clear equality and diversity policy statement, which demonstrates a commitment to equality of opportunity and clear opposition to any form of discrimination. A designated equal opportunities co-ordinator recently looked at racism and carried out a student survey, which reported that 85% of students feel safe and secure at the college. Aspects of student and parent information have been translated into Mandarin and Spanish and work is progressing on information being produced in other languages.



# Making a Positive Contribution

## The intended outcomes for these standards are:

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

## **JUDGEMENT – we looked at outcomes for standard(s) 12**

The current mechanisms in place for consultation with the international students are not sufficient to ensure that their views and opinions can be expressed and taken into account in the provision of accommodation.

## **EVIDENCE:**

Students accommodated in host families are issued with a questionnaire on a termly basis in order to seek their views and any concerns regarding their accommodation arrangements and any other issues. Students spoken to during the inspection expressed reservations about the extent to which they could or would raise concerns about their accommodation. Some felt that they would not be listened to and that staff might side with the host family or the host family would hear that they had complained and hold it against them. Whilst there was evidence available, which showed where students had been moved because they were unhappy, a culture appears to remain, where students feel reluctant to complain about their accommodation, because they believe that they will not be listened to.

# Achieving Economic Wellbeing

## The intended outcomes for these standards are:

- The college's organisation of residential provision safeguards students' welfare.(NMS 10)
- Students' personal possessions and money are protected.(NMS 19)
- Students are provided with satisfactory living accommodation.(NMS 36)
- Students have satisfactory sleeping accommodation.(NMS 39)
- Students have adequate and adequately private toilet and washing facilities.(NMS 40)
- There are arrangements to ensure that students' clothing and bedding are adequately laundered.(NMS 44)
- Students can buy food and personal requisites while accommodated at college.(NMS 45)

## **JUDGEMENT – we looked at outcomes for standard(s) 44 & 45**

Students are provided with information regarding the arrangements for personal laundry within the host family in order that they are fully aware of any financial implications involved.

Facilities are available in order that students can purchase basic foods and necessary personal and stationary items as necessary.

## **EVIDENCE:**

The college does not directly provide laundry facilities. Advice provided to host families informs them they are at liberty to charge students if they provide a laundry service for personal items. If this is not convenient they are asked to show the students to the nearest launderette and explain how it works. It is made clear to host families that a change of bed linen should be made weekly free of charge.

The main college sites have small shops, which sell basic provisions. They are also very close to a wide range of shops and other community facilities. Food can be purchased at subsidised rates in the college cafeterias.

# Management

## The intended outcomes for these standards are:

- A clear statement of the principles of residential provision and student support at the college is available to those needing this information.(NMS 1)
- The safeguarding and promotion of students' health and welfare are supported by appropriate records.(NMS 7)
- There is clear leadership of residential provision in the college.(NMS 8)
- Crises affecting students' welfare are effectively managed.(NMS 9)
- Risk assessment and college record keeping contribute to students' welfare.(NMS 21)
- Students are appropriately supervised during free time.(NMS 28)
- Students are adequately supervised by staff.(NMS 29)
- Staff responsible for residential students have specific residential and welfare duties, with adequate induction and continued training.(NMS 30)
- Students are looked after by staff following clear residential and welfare policies and practice.(NMS 31)
- The welfare of students placed by the college in lodgings is safeguarded and promoted.(NMS 46)
- The welfare of students is safeguarded and promoted while accommodated away from the college site on a short-stay basis.(NMS 47)

## **JUDGEMENT – we looked at outcomes for standard(s) 1, 8 & 46**

The college has a clearly written statement of its welfare, accommodation and students support policies, which is available to parents and students and which provides appropriate information and reflects its current practice.

There are clear management arrangements in place to ensure accountability for the day-to-day management of the accommodation and welfare of students under 18yrs.

The arrangements for the placement and monitoring of students in college arranged accommodation do not sufficiently safeguard and promote the students welfare and present a serious risk to the students.

## **EVIDENCE:**

A wide range of information is available to students in appropriate formats and includes the Next Steps prospectus, student guides and handbooks, which have been specifically produced for international students. In addition students and parents can log onto the college website to locate information.

The arrangements for the management and development of accommodation and welfare services for students are shared between International Operations and Student Services with clearly defined roles and responsibilities for each aspect.

Inspectors visited six host families and whilst all the accommodation seen was satisfactory and included some excellent examples of care and provision the arrangements for the checking of adult members of the host family through the criminal records bureau are not sufficient. With the exception of one family all other CRB's were carried out at Standard Level. In one host family another adult lived in the house and took care of the student for two weeks when the family were on holiday, without having completed a CRB check. Where a disclosed offence had been reported there was no evidence that a risk assessment approach had been considered in relation to their proposed role with the students before or since they have been providing accommodation. In one case the CRB form had not been correctly completed which resulted in some checks not having been requested. The accommodation officer does not visit all host families once a college year to check the continued suitability of the accommodation. This is currently carried out every two years. In addition the accommodation officer does not meet with each student at least once a term to discuss his or her lodgings. Students are currently issued with a questionnaire to complete.

# SCORING OF OUTCOMES

This page summarises the assessment of the extent to which the National Minimum Standards for Further Education Colleges have been met and uses the following scale.

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

"X" in the standard met box denotes standard not assessed on this occasion

"N/A" in the standard met box denotes standard not applicable

<b>BEING HEALTHY</b>	
<i>Standard No</i>	<i>Score</i>
<b>6</b>	3
<b>14</b>	3
<b>15</b>	3
<b>16</b>	3
<b>22</b>	3
<b>23</b>	3
<b>43</b>	N/A

<b>STAYING SAFE</b>	
<i>Standard No</i>	<i>Score</i>
<b>2</b>	3
<b>3</b>	3
<b>4</b>	3
<b>5</b>	2
<b>24</b>	3
<b>26</b>	N/A
<b>27</b>	x
<b>33</b>	x
<b>34</b>	1
<b>35</b>	1
<b>37</b>	N/A
<b>38</b>	x
<b>42</b>	3

<b>ENJOYING AND ACHIEVING</b>	
<i>Standard No</i>	<i>Score</i>
<b>11</b>	3
<b>13</b>	4
<b>17</b>	3
<b>25</b>	x
<b>41</b>	x

<b>MAKING A POSITIVE CONTRIBUTION</b>	
<i>Standard No</i>	<i>Score</i>
<b>12</b>	1
<b>18</b>	x
<b>20</b>	x
<b>32</b>	x

<b>ACHIEVING ECONOMIC WELLBEING</b>	
<i>Standard No</i>	<i>Score</i>
<b>10</b>	N/A
<b>19</b>	x
<b>36</b>	N/A
<b>39</b>	N/A
<b>40</b>	N/A
<b>44</b>	3
<b>45</b>	3

# SCORING OF OUTCOMES

## Continued

MANAGEMENT	
<b><i>Standard No</i></b>	<b><i>Score</i></b>
<b>1</b>	3
<b>7</b>	X
<b>8</b>	3
<b>9</b>	X
<b>21</b>	X
<b>28</b>	X
<b>29</b>	X
<b>30</b>	X
<b>31</b>	X
<b>46</b>	1
<b>47</b>	X

Are there any outstanding recommendations from the last inspection? YES

<p style="text-align: center;"><b>RECOMMENDED ACTIONS</b></p> <p>This section sets out the actions that must be taken so that the proprietor meets the Children Act 1989, Inspection of Schools and Colleges Regulations 2002 and the National Minimum Standards.</p>			
No.	Standard	Recommendation	Timescale for action (Serious welfare concerns only)
1.	5	The complaints policy and procedures should inform parents and students of how they can contact the Commission for Social Care Inspection regarding any complaints concerning their welfare.	05.09.05
2.	34	The college must ensure that proper procedures are followed for the appointment of staff, as required by standard 34.2, before they commence employment. This should include a check through the CRB at an appropriate level as applicable to their role. Any disclosed offence should be considered through a risk assessment process in relation their proposed role.	05.09.05
3.	35	The college must not allow any member of staff to have regular contact with students under 18 unless they have been satisfactorily checked with the CRB. When using agency staff the college is responsible for ensuring they have undergone a CRB at the required level and which was sought for working with children. Checks should be made with the agencies countersignatory to see if they received any additional information and if so, a new check will be required.	05.09.05
4.	12	The college must consider ways in which the under 18 students individual and collective views on the accommodation and welfare provision can be expressed and considered.	19.12.05
5.	46	All adult members of host families used to accommodate students under 18 must be	16.06.05

		checked through the CRB at enhanced level. Any disclosed offence should be considered through a risk assessment process. The college must ensure that section Y of the Disclosure Application Form is correctly completed and includes a tick in the box which states that 'The position involves working with children'.	
6.	46	The college must have documentary evidence that at least once per college term a member of staff discusses their lodgings separately with each student under 18 accommodated by them, recording the students assessment and taking action on any concerns or complaints.	19.12.05
7.	46	The college must have documentary evidence that at least every year a member of staff visits all host families in which it accommodates students under 18, to check the continued suitability of the accommodation and to review the provision with the adult responsible for the student. Assessments should be recorded and action taken on any concerns identified.	19.12.05
8.	46	Host families should be informed that must inform the college of any proposed changes in the household or any arrangements for 'babysitting' or looking after students in their absence.	05.09.05
9.	3	Host families should receive a briefing and written guidance in respect of child protection procedures at the college.	
10.	4	Written guidelines should be produced about the use of physical intervention and the need to record in writing any circumstances in which it might occur.	
11.	11	Access to information regarding student union activities for the under 18's should be better promoted .	



## **Commission for Social Care Inspection**

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