



Champions for
Social Care
Improvement

inspection report

Further Education College Or Boarding School
for Pupils aged 16+

Moulton College

West Street

Moulton

Northants

NN3 7RR

8th & 9th January 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**

Moulton College

AddressMoulton College, West Street, Moulton, Northants, NN3
7RR**Tel No:**

01604 491131

Fax No:

01604 491127

Email address:Student Welfare
Manager.paul@moulton.co.uk**Name of Governing body, Person or Authority responsible for the college**

Moulton College Mr John Thorpe

Name of Principal

Mr Chris Moody

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

Mr Mike Andrews, Executive Deputy Principal

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

NO

NCSC Classification

Futher Education College

Type of college

Agricultural College

Date of last welfare inspection:

0

Date of Inspection Visit		8 th & 9 th January 2004	ID Code
Time of Inspection Visit		09:30 am	
Name of NCSC Inspector	1	Mr Patrick Toner	081363
Name of NCSC Inspector	2		
Name of NCSC Inspector	3		
Name of NCSC Inspector	4		
Name of Lay Assessor (if applicable) Lay assessors are members of the public independent of the NCSC. They accompany inspectors on some inspections and bring a different perspective to the inspection process.			
Name of Establishment Representative at the time of inspection		Mr Chris Moody	

Introduction to Report and Inspection

Inspection visits

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

Part A: Summary of Inspection Findings

What the college does well in accommodating students under 18

What the college should do better in accommodating students under 18

Conclusions and overview of findings on accommodation of students under 18

Notifications to Secretary of State

Implementation of Recommended Actions from last Inspection

Recommended Actions from this Inspection

Advisory Recommendations from this Inspection

Part B: Inspection Methods Used and Findings

Inspection Methods Used

1. Welfare Policies and Procedures

2. Organisation and Management

3. Welfare Support

4. Staffing

5. Premises

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

Part D: Principal's Response

D1.1. Principal's comments

D1.2. Action Plan

D1.3. Principal's agreement

INTRODUCTION TO REPORT AND INSPECTION

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

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

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

This document summarises the inspection findings of the NCSC in respect of Moulton 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

Moulton College is an established facility located on the outskirts of Northampton in the village of Moulton. Over the years, the range of courses offered to students has increased and from a historical base of agricultural courses now offers a wide variety of vocational courses. The range of courses available includes agriculture, equine studies, most building trades, plumbing, small animal care and in addition, there is a football college. The college also offers a wide range of computer-based courses.

The accommodation available to students under 18 is mainly in four modern accommodation blocks with an older accommodation block, which is due for refurbishment. In addition to student accommodation, there are a range of social spaces including dining rooms and a social centre with a bar. There are further café type facilities available in the outlying buildings. The college does not support any lodging arrangements.

PART A SUMMARY OF INSPECTION FINDINGS

WHAT THE COLLEGE DOES WELL IN ACCOMMODATING STUDENTS UNDER 18

The overall standard of accommodation is high with en suite facilities available in single or double rooms. Each accommodation block provides communal areas for the use of residential students. There are four en suite rooms designed for disabled access with a chair lift in the learning resource centre and a lift in the sports centre. There are disabled WCs in the social centre, learning resource centre and sports centre.

There is a good range of sports and recreational facilities throughout the campus, including a modern and well-equipped sports hall and gymnasium. There are adequate laundry facilities available for residential students.

The college provides a comprehensive social calendar, which offers a mixture of sport and social events. In discussions, students were keen to stress how much they value this, as due to the routines of their college courses, opportunities for off-site leisure activities can be few. A number of students stated the weekends could be boring, however, the social calendar clearly showed a range of activities available over this period also. Students are supported to undertake awards, e.g. Duke of Edinburgh Award, and other outdoor activities.

On the main campus there is a student shop and throughout the campus there are a number of vending machines, which ensure snacks and drinks are always available. The security of the college is seen as a high priority with appropriate peripheral security and enhanced systems of electronic surveillance.

WHAT THE COLLEGE SHOULD DO BETTER IN ACCOMMODATING STUDENTS UNDER 18

The college itself has identified the need to upgrade quality of residential provision in Field House block and has a programme of refurbishment. The college is also reviewing the arrangements for supporting students who become ill.

CONCLUSIONS AND OVERVIEW OF FINDINGS ON ACCOMMODATION OF STUDENTS UNDER 18

During the visit the inspector met with a large number of students. The general consensus among students relating to the quality of accommodation was good to very good. The inspector viewed all accommodation and was impressed with the general standards throughout. The inspector was also impressed with the actions taken by the college following consultation with students, to provide shared accommodation.

NOTIFICATIONS TO SECRETARY OF STATE

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

NO

The grounds for any Notification to be made are:

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IMPLEMENTATION OF RECOMMENDED ACTIONS FROM LAST INSPECTION

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

NA

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

No	Standard	Recommended actions	

RECOMMENDED ACTIONS IDENTIFIED FROM THIS INSPECTION

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

RECOMMENDED ACTION

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

No	Standard*	Recommended Action	

ADVISORY RECOMMENDATIONS

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

No	Refer to Standard*	Recommendation

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

PART B**INSPECTION METHODS AND FINDINGS**

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

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

Checks with other Organisations and Individuals

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

Date of Inspection	08/01/04
Time of Inspection	08.30
Duration Of Inspection (hrs.)	20
Number of inspector Days on site	2

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="32"/>
GIRLS	<input type="text" value="25"/>
TOTAL	<input type="text" value="57"/>

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 NCSC assessment of the extent to which standards have been met. The following scale is used to indicate the extent to which the standards have been met or not met by placing the assessed level along side the phrase "Standard met?"

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

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"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 provides detailed information of the services provided, which clearly outlines what a student/parent should expect.

The college has a comprehensive range of policies and procedures which support and direct staff in the delivery of welfare and provision of suitable accommodation for students.

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 prospectus is available to all potential students/parents and details the information relevant to this aspect of welfare. There are clear guidelines contained in the anti bullying policy, which also includes action to be taken regarding any form of harassment.

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?	3
The college has developed policies in relation to student protection, which are consistent with the ACPC (Area Child Protection Committee) procedures. During the visit, the inspector reviewed the policy and discussed its content with key staff e.g. those with direct welfare responsibilities for under 18s.		
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
During the visit the inspector met with the Principal and senior managers. There was a common understanding of the disciplinary policy. In discussions with students they confirmed they were fully aware of the disciplinary policy and felt it to be fair and necessary.		
The inspector reviewed relevant documents and discussed the outcomes of recent disciplinary proceedings with senior managers. Action taken by the college was seen to be appropriate and incremental. The policy was seen to be used to protect the welfare of students.		

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
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The inspector reviewed the complaints log and noted there were no complaints registered for the previous 12 months. The Principal confirmed that a review of complaints is a standard item at the weekly SMT (Senior Management Team) meetings.

In discussions with two separate groups of students and with individual students, there was a common understanding of their right to make complaints. Students stressed that in general relationships with college staff were professional and supportive. All students spoken to confirmed they would be able to raise concern either formally or informally.

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

NUMBER OF ABOVE COMPLAINTS SUBSTANTIATED:

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

NUMBER OF ABOVE COMPLAINTS SUBSTANTIATED:

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
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The college has appropriate guidelines, which are in line with the law relating to age-related restrictions. In discussion with students, it was confirmed that access to alcohol in the student bar is restricted to those over the legal age.

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?

4

The college has a comprehensive system of screening and recording welfare and health information at the point of admission. The inspector met with the school nurses and discussed a wide range of welfare/health related issues. The nurses were seen to be professional in their outlook and the services provided to students reflected current good practice.

In discussions with students, they confirmed they had access to a range of welfare and healthcare support, including positive healthcare promotion e.g. dietary, psychological, emotional and sexual health issues.

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?	4
<p>The college has a robust system of support for students. The inspector met with the Head of Student Welfare Services and interviewed a number of tutors/wardens with welfare responsibilities. All staff confirmed they were aware of their role and areas of responsibility, the college has a system of ascending and descending accountability. Staff were fully aware of their direct responsibilities to students and to the college via the management structure.</p> <p>Staff were comfortable in their roles, supported and had a thorough understanding of the needs of students and their daily routines. Many staff have been through a residential college experience and were able to identify with the specific concerns and aspirations of students.</p>		

Standard 9 (9.1 - 9.3)

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

Key Findings and Evidence	Standard met?	4
<p>The college has a comprehensive risk management process. All maintenance resources are contactable at all times. There is a duty warden system and additional on-call arrangements to cover emergency situations.</p>		

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
<p>The college operates single sex units and each individual unit has a resident warden. There are clear guidelines regarding access to accommodation by students of the opposite sex. In discussions with students, they confirmed the guidelines are followed and they felt secure in their environment.</p>		

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
<p>The college itself is located on the outskirts of Northampton. Students have access to a range of social activities on site and the village leisure facilities, which are located in the Upper School opposite the college.</p> <p>There are public transport links to Northampton and the college operates a minibus service for groups of students, which enables them to be part of the wider community. A number of students have their own cars; the college ensures all legal requirements in relation to car ownership are monitored.</p>		

Standard 12 (12.1 - 12.3) Students under 18 are consulted over accommodation and welfare provision.		
Key Findings and Evidence	Standard met?	4
<p>The college has a system to ensure student inclusion/representation in decisions, which affect their well-being. Each student accommodation block is able to elect representatives who meet with welfare staff three times each term. Wardens have direct contact with individual students and relationships were seen to be professional and supportive.</p> <p>Student representatives meet with the Head of Hotel Services to discuss welfare matters relating to catering, cleaning and security.</p>		

WELFARE SUPPORT

The intended outcomes for the following set of standards are:

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

Standard 13 (13.1 - 13.8)

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

Key Findings and Evidence

Standard met?

4

Each student has an identified staff member to provide personal support. Students receive first aid and healthcare appropriate to their studies. There are suitable arrangements in place to supervise students who are ill. In discussions with college nurses, the Head of Student Welfare and the college counsellor, the inspector gained an understanding of the matrix of support systems available to students.

In discussions with students, they confirmed there was no inappropriate discrimination evident during their college experiences. There is a clear induction process, effective support system during college placements and a clear programme to support chosen career paths.

The college risk assessment process and recording systems directly support students' welfare. All high-risk activities are professionally assessed and suitable safety equipment and supervision is provided. The quality of catering observed by the inspector was of a good standard, though some students felt the choices available to be repetitive and at times bland.

The range of courses undertaken by some student's calls for early morning and late evening routines. There are suitable arrangements to ensure students receive adequate meals at reasonable times in relation to their individual course timetable.

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?	4
The nature of the courses and training undertaken dictates that medical support is available at short notice. The college has one full time and two part time nurses on site from 0830 to 2100, Monday to Thursday and 0830 to 1700 on Friday. All wardens are trained in first aid and there is a programme of refresher training. The inspector noted there are 45 staff on site during course time who are first aid trained.		

Standard 15 (15.1)		
There are satisfactory arrangements in place to ensure that students who are ill while at college or in college arranged accommodation are regularly checked and are able to summon assistance readily and rapidly when necessary.		
Key Findings and Evidence	Standard met?	3
The college nurses are responsible for checking and monitoring students who are ill. The nurses rely on staff/wardens reporting instances of students being confined to bed. Nurses will undertake regular monitoring visits and ensure meals are provided as appropriate. Nurses are able to assess whether further medical treatment is necessary. All students have access to GP services, which are provided within the village of Moulton.		

Standard 16 (16.1 - 16.9)		
Significant health and personal problems of individual students are identified and managed appropriately.		
Key Findings and Evidence	Standard met?	3
During the visit the inspector discussed the individual arrangements for healthcare and personal welfare support for students with the Head of Student Welfare, college nurses and the college counsellor. It was clear from discussions that where a support issue is identified information is passed to the person(s) most appropriate to provide the service. The college nurses and the college counsellor are aware of issues regarding professional accountability/confidentiality. The college counsellor has an office on site in a discreet location. The telephone number of the college counsellor and additional support services is displayed throughout the campus.		

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
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The college has an open access policy and positively promotes access for students who may have experienced difficulties maintaining mainstream schooling. Courses are accessible on a first come first served basis and great effort is made to advise and support potential students regarding the uptake of appropriate courses. During discussions with students, the inspector was informed there is scope after admission to change courses. Those students who have done so appreciated greatly this opportunity and felt they were more suited to their second choice.

The college has additional learning support services available where a student may encounter difficulty. In discussions, a student was keen to express gratitude for the IT equipment provided to enable course/career progression. The college may at times be able to support students via a residential bursary/support with childcare arrangements. The college has good transport links with surrounding counties and attracts a number of students from outside Northamptonshire.

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
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The inspector is aware most students have their own mobile telephones. In addition there are email facilities and additional telephones. A number of students have their own laptops and the college operates a phone card system. There was no evidence to suggest any student who had restricted access to parents and families.

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
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It is a policy of the college not to retain students' personal possessions. Students have lockable bedrooms and when sharing have access to a lockable facility. Student accommodation is normally available throughout the year.

Standard 20 (20.1 - 20.3)		
There are appropriate processes of induction and guidance for new students arriving at the college, and guidance and preparation for students prior to leaving the college.		
Key Findings and Evidence	Standard met?	3
The college provides a comprehensive induction pack, which is clear and helps to prepare students for college life. New admissions to the college arrive ahead of the main body of students and receive briefing and familiarisation input from welfare staff. The college has a good record of supporting students who may come from a social welfare background, e.g. residential childcare/fostering.		

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?	4
The college has a comprehensive management arrangement in relation to health and safety and student welfare. There is a health and safety committee, a senior manager with responsibility for health and safety and the Principal has a monitoring role in relation to student welfare, the student welfare officer reports directly to the Principal. Any disciplinary or welfare concerns are identified and responded to at an early stage and with a positive outcome for the student in mind.		

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
<p>During the visit the inspector met with the Head of Hotel Services and discussed the arrangements for the provision of meals and snacks. In addition to the main kitchen/dining area, there is a separate (more accessible) catering facility in the outreach buildings, e.g. Equestrian Centre, and near to the sports hall.</p> <p>Feedback from students showed a variable response. Some students rated the quality of meals as good to very good, while others thought it poor. The inspector is aware there is an internal quality assurance system in place and arrangements for including the views of students when menu-planning.</p>		

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
<p>The college provides access to drinking water in all the key areas of activities. Where students are required to carry out early morning duties, a cooked breakfast is available on completion of the duties. Some students reported difficulties in attending breakfast due to the distance involved; however, they also felt able to raise these concerns via the support systems provided.</p>		

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?	4
<p>There is a comprehensive system for managing fire safety. The inspector sample checked the fire log and records of equipment maintenance. In discussions with wardens they appeared fully conversant with the system and had carried out appropriate fire drills, taking into account any individual student restrictions on evacuation.</p>		

Standard 25 (25.1 - 25.3)
Colleges where there are unusual or especially onerous demands on students ensure that these are appropriate to the students concerned and do not unacceptably affect students' welfare.

Key Findings and Evidence	Standard met?	3
<p>The inspector discussed with college staff the individual routines of students. There was evidence through the timetabling of courses to demonstrate a good balance between structured and free time.</p>		

Standard 26 (26.1 - 26.2)		
The college makes satisfactory provision for the welfare of any young people aged under 18 it accommodates who are not its own students.		
Key Findings and Evidence	Standard met?	3
It is the policy of the college not to provide accommodation other than for its own students.		

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 does not engage in high-risk activities outside of the normal educational day.		

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
The college enforces the legal restrictions for students under 18. Wardens are deployed throughout the accommodation as appropriate during free time to support and engage with students. In discussions, students stressed the value they placed on access to wardens during free time and when socialising on site.		

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

In discussions with students, they were clear about which staff were responsible for their welfare and felt supported. Students were able to demonstrate how a personal concern could be addressed by a number of staff in different roles. Students stressed that access to the college counsellor was confidential and valued, a few students confirmed in group discussions, they had met with the college counsellor and found the support provided effective.

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 receive appropriate training for the welfare role. Wardens have weekly meetings to discuss issues and receive regular supervision and appraisal. All wardens live on site as does the student welfare officer. Relationships within the welfare staff team, and indeed between all students and staff, were seen to be professional, positive and orientated towards meeting students' welfare needs.

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
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The warden's handbook provides policy and procedure guidance to support their activities. The handbook is a live document, subject to review in line with developing practice. Wardens spoken to during the visit had a clear understanding of their role and were well disposed to meeting the needs of students. Wardens stressed the value they gained through their interpersonal relationships with students and peers.

Standard 32 (32.1 - 32.3)
There are sound staff/student relationships including an understanding of respective roles, rights and responsibilities.

Key Findings and Evidence	Standard met?	3
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The guidance contained in the staff handbook supports appropriate staff/student relationships. The supervision available to wardens ensures that any interpersonal relationship conflicts are addressed. The college complaints procedure and range of trusted adults available enables any student to raise concerns.

Standard 33 (33.1 - 33.3)
Staff supervision of students avoids intruding unnecessarily on students' privacy.

Key Findings and Evidence	Standard met?	3
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The warden's handbook gives clear directions regarding male staff visiting female students to ensure the safety of students and wardens. Female students interviewed confirmed they felt safe and that all staff respected their privacy.

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?	3
<p>The college has a comprehensive recruitment process, which includes all statutory checks. The college checking system applies to ancillary, contract/sessional staff and volunteers with access to students under 18.</p>		

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

Key Findings and Evidence	Standard met?	3
<p>The college is fully aware of the legal requirement to have staff checked through the Criminal Records Bureau at the appropriate level before having regular contact with students under 18.</p>		

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

All student residential accommodation is of a good standard, however, the new accommodation seen is of a much higher standard. The college has a programme of maintenance and renewal and at the time of the visit the older accommodation was in the process of redecoration.

Some students reported the voltage level in accommodation blocks to be a problem when trying to use electrical equipment; this is being addressed by the college. A number of students felt it was unfair not to be able to sit outside on the benches provided adjacent to the accommodation blocks during the good weather, the inspector understands this will be addressed via the group meeting process. A number of students stressed the positive aspects of room sharing, all rooms offer either single or double accommodation and in the new blocks are en suite.

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
There are security door to all residencies and students under 18 are required to book in and out of college. The college has good peripheral security with manned/barrier controlled access. Visitors are required to book in and out of the college.		

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
As stated, there are appropriate security/surveillance systems in place, which do not intrude unreasonably on students' privacy.		

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
Students stated the accommodation is reasonable to very good in standard and they are able to personalise their environment. As stated elsewhere, some students raised the voltage rating as a concern; however, the inspector understands this matter is in hand.		

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
All new accommodation has en suite facilities. The college is aware of Standard 40.2, which relates to the ratio of toilets 1:5 by 2005 where students do not have individual en suite toilets.		

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 college has a range of suitable recreation areas and is in the process of developing further alternative spaces, e.g. for quiet activities. In the older accommodation blocks, the common room space is minimal and includes a kitchenette.		

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?	4
The college risk management/health and safety recording demonstrates a professional approach to hazard identification, analysis and reduction. Appropriate training and staff deployment levels are in place and relate directly to the safety requirements of any activity undertaken. The health and safety policy is available to all staff, their terms and conditions of service require them to be familiar with, and comply with its content.		

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
A dedicated sick bay is located within the college nurse station. During the visit, the inspector reviewed the nurse station facilities, including the sick bay. All records relating to students are held in a secure and confidential environment. The sick bay in particular was seen to be of a good standard and able to meet students' healthcare needs. Where appropriate, college nurses will refer a student to primary healthcare services.		

Standard 44 (44.1 - 44.4)		
Adequate laundry provision is made for students' clothing and bedding.		
Key Findings and Evidence	Standard met?	3
There are satisfactory laundry facilities available throughout the accommodation blocks. In discussions with staff, it was raised that further washing machines would be beneficial to student welfare. The inspector understands this issue will be addressed via the warden support system.		

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
There are a number of cafes and vending machines at strategic locations throughout the campus. The college is considering further developments/locations for food outlets in line with their planned expansion.		

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 college does not use any lodgings.		

Standard 47 (47.1 - 47.5)		
Any off-site short-stay accommodation arranged by the college for any of its students provides satisfactory accommodation and supervision, is checked by the college, where reasonably practicable, before use, and is monitored by the college during use.		
Key Findings and Evidence	Standard met?	3
The college does not use off-site short stay accommodation.		

PART C

LAY ASSESSOR'S SUMMARY

(Where Applicable)

[Empty box for Lay Assessor's Summary]

Lay Assessor N/A **Signature** _____

Date _____

Lead Inspector Patrick Toner **Signature** _____

Locality Manager David Jones **Signature** _____

Date _____

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

We would welcome comments on the content of this report relating to the Inspection conducted on 8th & 9th January 2004 and any factual inaccuracies:

Please limit your comments to one side of A4 if possible

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

Amendments to the report were necessary	<input type="checkbox"/> YES
Comments were received from the provider	<input type="checkbox"/> YES
Principal's comments/factual amendments were incorporated into the final inspection report	<input type="checkbox"/> 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	<input type="checkbox"/>

Note:

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

D.2 Please provide the Commission with a written Action Plan by the 28-day date of the covering letter, 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	<input type="checkbox"/> NO
Action plan was received at the point of publication	<input type="checkbox"/> YES
Action plan covers all the statutory requirements in a timely fashion	<input type="checkbox"/>
Action plan did not cover all the statutory requirements and required further discussion	<input type="checkbox"/>
Provider has declined to provide an action plan	<input type="checkbox"/>
Other: <enter details here>	<input type="checkbox"/>

D.3 PRINCIPAL'S AGREEMENT

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

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

Print Name _____
Signature _____
Designation _____
Date _____

Or

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

A copy of any comments made by the provider may be obtained by contacting the Area Office.

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.