



Department
for Education

Further Education Residential Accommodation: National Minimum Standards

Government consultation

Launch date 07 November 2017

Respond by 26 January 2018

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Introduction

We would like your views on revised minimum standards for residential accommodation for under 18s in FE colleges, sixth form colleges, institutions designated under section 28 of the Further and Higher Education Act 1992 as being within the further education sector (“designated institutions”), and 16-19 Academies. The standards were last revised in 2002, and much has changed in the FE sector since then. They are also too long, detailed and prescriptive by today’s standards. By revising and updating the standards we aim to make it easier both for FE institutions and for Ofsted to provide protection and reassurance for students and their guardians.

The proposed new standards follow the more concise format of the parallel boarding school standards which were updated in 2015, but have been adapted to fit an FE context. They are less prescriptive than the existing standards, but they continue to set clear expectations of providers in order to ensure effective and proportionate arrangements for the protection of students. They are designed to be used flexibly in a variety of institutions, for inspection purposes, to facilitate self-assessment of services, and for induction and training of staff. They have been developed in consultation with Ofsted and with providers to which the standards will apply.

Who this is for

- Further education colleges, sixth form colleges, designated institutions and 16-19 academies which provide residential accommodation for students under the age of 18.
- Independent specialist colleges which provide residential accommodation for students with learning difficulties and disabilities and which are in receipt of public funding from the Secretary of State.
- Students who live in this accommodation, and their parents and guardians.
- Prospective students, parents and guardians.
- Organisations which support or represent any of the above.

Issue date

The consultation was issued on 07 November 2017.

Enquiries

If your enquiry is related to the policy content of the consultation you can email:

FE.RESIDENTIALSTANDARDS@education.gov.uk

If your enquiry is related to the DfE e-consultation website or the consultation process in general, you can contact the DfE Ministerial and Public Communications Division by email: consultation.unit@education.gsi.gov.uk or by telephone: 0370 000 2288 or via the [DfE Contact us page](#).

Additional copies

Additional copies are available electronically and can be downloaded from [GOV.UK DfE consultations](#).

The response

The results of the consultation and the Department's response will be [published on GOV.UK](#) in spring 2018.

About this consultation

This consultation seeks your views on updated national minimum standards for residential accommodation in FE colleges, sixth form colleges, designated institutions and 16-19 academies. These standards are published by the Secretary of State under section 87C of the Children Act 1989 and are relevant to the duty to safeguard and promote the well-being of children accommodated at these types of institutions. Ofsted inspects against these standards in order to decide whether the corporation, governing body or proprietor of the institution is complying with the duty to safeguard and promote the well-being of such children (under section 87(1) of the Children Act 1989), and they may also be used for self-assessment and staff training.

The first part of the document explains in detail:

- which institutions come within the scope of the standards
- what the standards are used for.

The subsequent part of the document sets out the proposed standards.

We would like to hear your views on our proposals.

Consultation Questions:

1. Are the standards comprehensive and clear? If you have answered no, please explain your answer, with reference to the relevant Standard and paragraph numbers
2. Are the standards set at the right level, and are they appropriate for students in post-16 institutions? If you have answered no, please explain your answer, with reference to the relevant Standard and paragraph numbers
3. Are they suitable for the full range of colleges and 16-19 academies to which they apply?
4. Do you think that any of our proposals could have a disproportionate impact, positive or negative, on specific students, in particular those with relevant protected characteristics (including disability, gender, race and religion or belief)? Please provide evidence to support your response.
5. Do you have any other comments on the standards?

Respond online

To help us analyse the responses please use the online system wherever possible. Visit www.education.gov.uk/consultations to submit your response.

Other ways to respond

If for exceptional reasons, you are unable to use the online system, for example because you use specialist accessibility software that is not compatible with the system, you may download a word document version of the form and email it.

By email

- FE.RESIDENTIALSTANDARDS@education.gov.uk

Deadline

The consultation closes on 26 January 2018.

Proposed National Minimum Standards for the Accommodation by Further Education Institutions of Students under the Age of 18

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About this document

This document contains a draft statement of national minimum standards to safeguard and promote the welfare of under-18 students for whom accommodation is provided. These standards will apply to institutions within the further education sector¹, i.e. further education colleges, sixth form colleges, and institutions designated as being within the further education sector², and 16-19 academies^{3 4}, which are subject to the duty [under section 87(1) of the Children Act 1989] to safeguard and promote the welfare of children accommodated by them. These standards also apply to Independent Specialist Colleges, which receive funding from the Secretary of State, as a condition of their funding from August 2017. Throughout this document, the relevant institutions are referred to as “colleges”.

The standards set out the minimum standard both of accommodation that should be provided, and of safeguarding provision that should be put in place for post-16 students under the age of 18. Ofsted takes the standards into account in deciding whether or not an institution has complied with its duty to safeguard and promote the welfare of children. Colleges and their staff may use them in setting up provision and self-assessing their services, and for the induction and training of staff. They also provide a guide for parents/carers and students as to what they should expect from a college.

The standards recognise that students in post-16 education should be encouraged to take responsibility for their own welfare and development (as per their individual needs) within an appropriately supportive environment, to help them prepare for responsible adulthood and to make a positive contribution to the communities in which they live and work, and to society in general.

It is expected that a college should be able to demonstrate that it either complies with the guidance, or has considered the guidance in the context of its own organisation, and has good reason for departing from it.

These standards do not override the need for colleges to comply with other legislation such as that covering health and safety, fire or planning regulations.

¹ As defined by section 91(3) of the Further and Higher Education Act 1992

² Under section 28 of the Further and Higher Education Act 1992

³ A 16-19 Academy is an educational institution that meets the requirements of section 1B of the Academies Act 2010, i.e. one that is principally concerned with providing full-time or part-time education suitable to the requirements of persons over compulsory school age but under 19

⁴ Collectively these institutions are referred to as ‘colleges’ for the purposes of section 87 and 87C – see section 87(10).

Under what circumstances do these standards apply?

The standards in England apply to all colleges that provide residential accommodation for:

- under-18 students for short periods or throughout the academic year;
- students who celebrate their 18th birthdays during their period of residence and who live alongside those who are under-18; and
- people under-18 other than enrolled students, who are accommodated at the college whilst enrolled students are in residence.

These colleges include for the first time those independent specialist colleges⁵ which are required to comply with the standards as a condition of funding under their funding agreements with the Secretary of State.

These standards do not apply to:

- boarding schools that accommodate under 18s. There is a separate set of national minimum standards for boarding schools;
- residential special schools that accommodate under 18s. There is a separate set of national minimum standards for residential special schools;
- independent specialist colleges, unless required to comply with the standards as a condition of funding under any funding agreement they enter into with the Secretary of State;
- commercial and charitable providers in receipt of funding from the Secretary of State for the provision of education or training, which accommodate under 18s for whom they provide education and/or training;
- instances where another organisation is responsible for under-18s, such as when the premises are let during the college holidays. In such cases the organisation is responsible for their welfare rather than the college; and
- the children of staff working at the college, who live in their household on college premises.

⁵ Special post-16 institutions that are not covered by the definition of college in section 87(10) of the Children Act 1989

Main points

- This draft statement of national minimum standards for colleges is published by the Secretary of State for Education under section 87C(1) of the Children Act 1989.
- These standards contain arrangements to safeguard and promote the welfare of under-18s for whom accommodation is provided by colleges. They provide the minimum standards below which no college is expected to fall in securing outcomes for residential students.
- The college will be inspected against the standards, which will be embodied in the relevant Ofsted Inspection Framework to determine whether there is satisfactory compliance with the legal obligation to safeguard and promote the welfare of residential under-18 students. In carrying out the inspection, part of the role of the inspectorate is to determine the extent to which the college promotes and safeguards the welfare of all residential students, rather than its compliance with structures and systems. Inspectors will make judgements based on the adequacy or suitability for the specific needs of the residential students, having regard to their numbers, gender and any special requirements they may have.
- Minimum standards do not mean standardisation of provision. The standards are designed to be applicable to all different types of college and are intended to support them in developing their own ethos and approach that meet the needs of individual students.

Proposed National Minimum Standards for Residential Accommodation in Colleges

Standard 1 – Statement of residential principles and practice

1.1 A suitable statement of the college's residential principles and practice is available to all students, parents and staff, is made known to residents, and is seen to work in practice. This should include, but not be restricted to (see appendix 1):

- the college's admission policies and procedures affecting residential students;
- the nature and organisation of accommodation at the college;
- whether students under 18 are accommodated separately from older students;
- whether any students under 18 are accommodated other than in college-owned and run premises and, if so, the nature of and the extent to which the college inspects and monitors such other accommodation arranged by or for the college, and the basis for selection of students under 18 to be accommodated elsewhere than in college premises;
- how rooms are allocated to students, the choice offered in the selection of accommodation, and the extent to which students may request a change of accommodation;
- an outline of the welfare and support facilities and provision available to students;
- the nature, extent and limitations of the college's supervision and monitoring of students under 18, specifically including evenings, at night and weekends;
- the college's policies and practice in meeting or supporting the needs of students with learning disabilities or students with religious, dietary, language or cultural needs;
- an outline of the recreational provision and any activity programme provided or organised by or for students.

Standard 2 – Residential students' induction and support

2.1 There is an appropriate process of induction and guidance for new residential students.

2.2 Each resident has a choice of staff to whom they can turn for personal guidance or for help with a personal problem.

2.3 The college identifies at least one appropriate agency or person other than a parent, who is readily accessible and whom students may contact directly about personal

problems and concerns. This person is neither a member of staff nor anyone responsible for the leadership and governance of the organisation. Residential students are informed who this agency/person is, how to contact them and they are easily accessible.

2.4 Residential students are also provided with one or more appropriate helpline(s) or outside telephone numbers, including the Office of the Children's Commissioner, to contact in case of problems or distress.

Standard 3 – Residential students' health and wellbeing

3.1 The college has, and implements effectively, appropriate policies for the care of residential students who are unwell and ensures that the physical and mental health, and emotional wellbeing of residential students is promoted. These include first aid, care of those with chronic conditions and disabilities, dealing with medical emergencies and the use of non-prescription remedies.

3.2 Where discrete accommodation is provided to cater for the needs of residential students who are sick or injured, it is fit for purpose and includes toilet and washing facilities. Such accommodation is adequately staffed by appropriately qualified personnel, adequately separated from other residential students and provides separate accommodation for males and females⁶.

3.3 In addition to any provision on site, residential students have access to local medical, dental, optometric and other specialist services or provision if necessary.

3.4 Where medication, including controlled drugs, is administered by the college it is safely and securely stored and proper records are kept of its administration. Prescribed medicines are given only to the residential students to whom they are prescribed. Residential students who self-medicate are sufficiently responsible to do so.

3.5 The confidentiality and rights of residential students as patients are appropriately respected. This includes the rights of a residential student consenting to his or her own medical treatment, without the need for parental permission or knowledge. A resident student is competent if he or she has sufficient understanding and intelligence to understand fully what is proposed.

3.6 The college provides information on the dangers of smoking, substance and alcohol abuse and ensures related policies are effective in practice to safeguard residential

⁶ Appropriate separate accommodation might include individual en-suite rooms within the same block, where other arrangements are impractical.

students. Residential students are provided with access to, or details of, appropriate help where necessary.

3.7 Where there are unusual or especially onerous demands on residential students, such as work experience or duties timetabled outside the normal college day or week, colleges ensure that these are appropriate to the residential students concerned, and do not affect unacceptably the residential students' welfare.

Standard 4 – Contact with parents/carers

4.1 Residential students can contact their parents/carers and families in private, and colleges facilitate this where necessary (subject to any restrictions placed on contact by a court order); and there are no unnecessary restrictions in place. This does not prevent colleges from operating proportionate systems to monitor and control the use of electronic communications in order to detect abuse, bullying or unsafe practice by residential students⁷.

Standard 5 – Residents' accommodation

5.1 Suitable sleeping accommodation is provided for residential students. It is well organised and managed with risk assessments undertaken and findings acted upon to reduce risk for all residential students. Sleeping accommodation for male students is separate from sleeping accommodation for female students.

5.2 Suitable living accommodation is provided for residential students for the purposes of organised and private study outside timetabled hours and for social purposes.

5.3 Suitable toilet and washing facilities are provided for residential students, which are reasonably accessible from the sleeping accommodation. Separate toilets or individual⁸ toilet facilities are provided for male and female students. All toilet and washing facilities provide appropriate privacy for residential students.

5.4 All residential and other accommodation provided is appropriately lit, heated and ventilated, cleaned and maintained, and reasonable adjustments are made to provide adequate accessible accommodation for any residential students with restricted mobility.

⁷ Any use of monitoring must be compliant with article 8 of the European Convention on Human Rights (the right to respect for private and family life, home and correspondence). Any policy must be necessary, pursue one of the recognised legitimate aims and be proportionate to that aim.

⁸ i.e. a toilet facility provided in a separate room intended for use by one resident at a time, the door to which is capable of being secured from the inside.

5.5 Accommodation is suitably furnished and of sufficient size for the number, needs and ages of residential students accommodated, with appropriate protection and separation between genders, age groups and accommodation for adults. In some situations, this may be provided in the form of single occupancy en-suite bedrooms. Bedding, if provided, is clean, suitable and sufficiently warm.

5.6 Residential students can personalise an area of their accommodation with suitable posters and personal items if they wish.

5.7 Residential accommodation is reserved for the use of those designated to use it, and is protected from access by unauthorised persons. Any use of the facilities by individuals or groups does not allow members of the public (including members of organised groups using the facilities) substantial and unsupervised access to residential students, or to residential accommodation while occupied by residential students under 18.

5.8 Any use of surveillance equipment (e.g. CCTV cameras) or patrolling of buildings or grounds for security purposes does not intrude unreasonably on residents' privacy.

5.9 Where residential accommodation is part of a large campus or estate, those areas that provide a secure environment and to which access is restricted are clearly defined and understood by residential students. Suitable arrangements are in place to ensure the safety and wellbeing of residential students carrying out work experience or duties outside the secure environment beyond the normal college day.

Standard 6 – Safety of residential students

6.1 The college ensures compliance with relevant health and safety legislation by drawing up and implementing effectively a written health and safety policy.

6.2 The premises, accommodation and facilities provided therein are maintained to a standard such that, so far as is reasonably practicable, the health, safety and welfare of residential students are ensured.

6.3 The college ensures that the welfare of residential students is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy, and appropriate action is taken to reduce any risks identified.

6.4 Security and crisis management plans are in place, and staff are aware of the protocol for responding to emergencies.

Standard 7 – Fire precautions and drills

7.1 The college complies with the Regulatory Reform (Fire Safety) Order 2005. A fire risk assessment is in place and is regularly monitored and updated.

7.2 Fire drills are regularly (at least once per term) performed outside timetabled hours and full details recorded.

Standard 8 – Provision and preparation of food and drinks

8.1 All residential students, including those with special dietary, medical or religious needs, are provided with the means to access meals which are adequate in nutrition, quantity, quality, choice and variety.

8.2 Suitable accommodation is provided for the hygienic preparation, serving and consumption of residents' main meals. This may be situated outside the residences provided it is reasonably accessible from the residential accommodation.

8.3 Where residential students are required or opt to self-cater, suitable accommodation is provided for the hygienic storage, preparation and cooking of meals

8.4 Where residential students are provided with main meals, they have access in addition to water and to food or the means of hygienically preparing basic food (snacks) at reasonable times. Colleges are sensitive to residents' individual needs in this respect.

8.5 Residential students with disabilities are provided with appropriate assistance to prepare food and to eat, in a manner which promotes dignity and choice.

Standard 9 – Residential Students' possessions

9.1 Adequate laundry facilities are available for residential students to wash, dry and iron their clothing and, where necessary, their bedding.

9.2 Residential students may obtain the necessary personal, stationery and other relevant items whilst accommodated at the college's premises.

9.3 Reasonable protection is provided for residential students' personal possessions and for any money or valuables looked after by the college.

9.4. Any search of residential students' personal belongings should be carried out in accordance with current legislation⁹ and any guidance issued by the Secretary of State.

Standard 10 – Activities and free time

10.1 There is an appropriate range and choice of activities for residential students outside teaching time, including sufficient and suitably timed free time each day. Suitable risk assessments are in place for any activities which may potentially put residential students at risk of harm.

10.2 Residential students have access to a range and choice of safe recreational areas, both indoors and outdoors, and there are safe areas at college where residential students can be alone if they wish. Where outdoor recreational space is not available within the residential complex, access to appropriate and safe outdoor facilities is provided nearby.

10.3 Clear guidance is provided on the use of students' own electronic devices. Internet access is provided for students where possible, but with clear measures in place to restrict inappropriate use.

10.4 Residential students have access to information about events in the world outside the organisation, and access to local facilities which are appropriate to their age.

Standard 11 – Protection of students aged under 18

11.1 The college ensures that:

- arrangements are in place to safeguard and promote the welfare of residential students;
- such arrangements have regard to any guidance that applies to the relevant institution issued by the Secretary of State; and
- all staff who have responsibility for the care of residential students undertake safeguarding training, including regular updating.

11.2 A senior member of staff is designated to take responsibility for the operation of the student safeguarding policy, to liaise with the children's or adult services (depending upon the age of the student), the designated officer(s) within the local authority, and to coordinate action with these services; and (where applicable) liaise with the police following any allegation or suspicion of abuse or significant harm affecting a student.

⁹ Section 85AA of the Further and Higher Education Act 1992.

The staff member has received training to provide them with the knowledge and skills required to carry out the role.

11.3 There is an effective working relationship between the college and local services, including local authority children's or adult services and the police, especially whenever suspicion or allegations of abuse have occurred.

Standard 12 – Promoting positive behaviour and relationships

12.1 The college has and consistently implements a written policy, which is effective in practice, to promote good behaviour amongst residential students. This policy includes:

- measures to combat bullying, including cyberbullying, and other forms of exploitation; and to promote positive behaviour;
- measures to promote British Values and to assist the college in complying with its duties to prevent individuals being drawn into terrorism¹⁰;
- college rules, regulations and disciplinary policy;
- when restraint, including reasonable force, is to be used¹¹ and how this will be recorded and managed;
- arrangements for searching residential students and their possessions.

12.2 The policy complies with relevant legislation, has regard to any guidance on residential students' behaviour and attendance, and is understood by staff and residential students.

Standard 13 – Management and development of residential provision

13.1 The college's governing body and/or proprietor monitors the effectiveness of the leadership, management and delivery of the residential and welfare provision, and takes appropriate action where necessary.

¹⁰ Colleges should refer to <https://www.gov.uk/government/publications/prevent-duty-guidance>

¹¹ In these standards "restraint" means using force or restricting liberty of movement. Staff at institutions within the further education sector and 16-19 Academies may only use force in limited circumstances as set out in sections 85C of the Further and Higher Education Act 1992. Governing bodies of institutions within the further education sector are required to have in place a procedure to record and report incidents involving the use of force (section 85D of the Further and Higher Education Act 1992).

13.2 There is clear leadership and management of the practice and development of residency, and effective links are made between academic and residential staff.

13.3 The college's leadership and management demonstrate good skills and knowledge appropriate to their role.

13.4 The college's leadership and management consistently fulfil their responsibilities effectively to ensure that the standards are met.

13.5 The college's leadership, management and governance actively promote the wellbeing of residential students.

13.6 Senior staff responsible for the residential facility have an adequate level of experience and/or training.

13.7 The college follows and maintains the policies and documents described in Appendix 1.

13.8 The records specified in Appendix 2 are maintained and monitored by the college and action taken as appropriate.

13.9 The issues specified in Appendix 3 are monitored, and action is taken to improve outcomes for students under 18 as appropriate.

Standard 14 – Staff recruitment and checks on other adults

14.1 Colleges operate safe recruitment policies, and adopt recruitment procedures in line with any regulatory requirements, having due regard to any relevant guidance issued by the Secretary of State. The college must maintain a central register of all staff and others with potential access to resident students who are minors.

14.2 For all adults who live on the same premises but are not employed by the college, an enhanced certificate (with suitability information relating to children) must be obtained from the Disclosure and Barring Service (DBS).

14.3 There is a written agreement between the college and any person over 18 not employed by the college, but living in the same premises as the resident students (for example, members of staff households). This specifies the terms of their accommodation, guidance on contact with under-18 residents, their responsibilities to supervise their visitors, and notice that accommodation may cease to be provided if there is evidence that they are unsuitable to have regular contact with resident students under 18. They must be required to notify an unrelated designated senior member of staff if they are charged with, or convicted of, any offence.

14.4 All persons visiting residential accommodation (e.g. visitors, outside delivery and maintenance personnel) are kept under sufficient staff supervision to prevent them gaining substantial unsupervised access to residential students or their accommodation.

14.5 The college regularly monitors the suitability of any arrangements it makes for the appointment of guardians.

14.6 Any guardians appointed by the college are subject to the same safer recruitment procedures as staff, and their care of pupils is monitored. [This standard applies where a guardian is appointed for a residential student under 18 by a college, by a member of staff as part of their work for the college, or by an agency or organisation on behalf of the college.] Where lists of possible guardians are made available, written documents should be clear as to whether the college or parent is responsible for the arrangements made and thus the welfare of the young person.

Standard 15 – Staffing and supervision

15.1 Any staff member or volunteer employed or volunteering in a position working with residential students has a job description reflecting their duties, receives induction training in residence when newly appointed, and receives regular reviews of their residential practice, with opportunities for training and continual professional development in relation to residence.

15.2 The college keeps a record of any role undertaken by spouses, partners and/or other adult members of staff households in relation to residential students.

15.3 The staff supervising residential students outside teaching time are appropriate in number, training and experience for the age, number and needs of residential students, and the locations and activities involved.

15.4 Residential students are always under the responsibility of an identified member of staff who has the appropriate skills and experience to carry out the role.

15.5 Procedures are in place for the staff to identify the whereabouts of residential students (or know how to identify their whereabouts) in their charge.

15.6 Staff working within the residential facility know and implement the college's policy in relation to residential students going missing and their role in implementing that policy. Staff actively search for residential students who are missing, including working with police where appropriate.

15.7 There is at least one adult member of staff readily accessible to residents at night, and all residential students know how to contact him or her.

15.8 Suitable accommodation (consisting of accommodation in which meals may be taken, living accommodation and sleeping accommodation) and suitable toilet and washing facilities are available to residential staff. This accommodation is appropriately separated¹² from the accommodation and facilities provided for residential students under 18.

15.9 Any access by residential students under 18 to staff accommodation is properly supervised and does not involve inappropriate favouritism or inappropriate one-to-one contacts between staff and those students.

Standard 16 – Equality and Diversity

16.1 Residential students are not discriminated against on the basis of any protected characteristics (as set out in the Equality Act 2010¹³) or because of any other specific factor, including, but not limited to, their cultural background, linguistic background, special educational need, or academic or sporting ability. These factors are taken into account in the care of residential students, so that care is sensitive to their different needs.

Standard 17 – Securing residential students' views

17.1 Residential students are actively encouraged to contribute views on the operation of residential provision, are able to raise concerns and make complaints, and their views are given appropriate weight in decisions about the running of the residences.

Feedback is provided to residential students on any action taken as a result of their comments or complaints. Residential students are not penalised for raising a concern or making a complaint in good faith.

Standard 18 – Complaints

18.1 The college has, and follows, an appropriate policy on recording and responding to complaints that is compliant with any relevant standards applicable to the institution. Students are aware of how to make a complaint.

¹² 'appropriately separated' does not mean that the accommodation must be in a separate building. But separation should mean that facilities are not shared.

¹³ The protected characteristics are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (gender), sexual orientation.

18.2 The college's written record of complaints identifies those complaints relating to residential provision, and the action taken by the college as a result of those complaints (regardless of whether they are upheld).

Standard 19 – Student supervisors / wardens

19.1 Any system allocates appropriate specific duties and responsibilities that are appropriate for the supervising students, with adequate staff supervision, training and measures to counter possible abuses of the role.

Standard 20 – Lodgings (long-stay)

20.1 Any lodgings arranged by the college to accommodate residential students under 18 provide satisfactory accommodation and supervision, are checked before use, and are monitored by the college during use including checks at least yearly¹⁴.

20.2 It is clearly stated to parents and students whether any lodgings are to be arranged by the college or by parents themselves.

20.3 Any lodgings provided or arranged by the college are of a comparable standard to accommodation provided by the college.

20.5 The college visits all potential lodgings it may arrange, and interviews any adult who may be responsible for the accommodation of the students in each lodging, takes up references, and records a satisfactory assessment, before any student is placed there. The college can demonstrate that members of the host family aged over 18 are subject to a DBS check completed at the standard level, with a satisfactory outcome known before any student is placed.

20.6 The college ensures that all adults providing lodgings for students on its behalf have undergone safeguarding training that is updated regularly, and that they understand the college's policy in relation to students going missing and their role in implementing that policy.

20.7 The college has a satisfactory written agreement with each adult householder who provides lodgings for students on its behalf.

¹⁴ College arranged lodgings are those provided or arranged for a student under 18 by the college, or any member of its staff as part of their work for the college, or by an agent or organisation acting for the college, rather than by the resident's parent or an organisation other than the college acting on the parent's behalf. They include term-time use of lodgings instead of on-site accommodation, holiday lodgings arranged for students by the college, and accommodation during either term or holiday time with college arranged educational guardians.

20.8 The college provides satisfactory written guidance to host families accommodating students on behalf of the college, covering the college's policy and practice for lodging students.

20.9 At least once per term a member of staff discusses their lodgings separately with each student accommodated by or on behalf of the college in lodgings, recording the student's assessment in writing and acting on any concerns or complaints.

Appendix 1: List of policies and documents

The following items must be included within approved and published policies and documents under the National Minimum Standards:

Policies:

1. Countering bullying, including cyberbullying
2. Use of personal devices and the internet policy
3. Safeguarding & child protection policy
4. Discipline (including sanctions, rewards and restraint)
5. Staff disciplinary, grievance and whistleblowing policy
6. Care of residents who are unwell, including first aid, care of those with chronic conditions and disabilities, dealing with medical emergencies and the use of non-prescribed medicines
7. Access to college premises by people outside the college
8. Student access to high risk areas of buildings and wider campus
9. Health and safety
10. Student access to a person independent of the college staff
11. Provision for students with particular religious, dietary, language or cultural needs
12. Supervision of ancillary, contract and unchecked staff

Documents:

13. Staff handbook/guidance for residential staff (this document may include many of the policy documents listed above)
14. Statement of the college's residential principles and practices
15. Requirement for staff to report concerns or allegations of risk of harm to students
16. Complaints procedure
17. Procedure for enabling residential students to take problems or concerns to a member of staff of their choice
18. Responses to alcohol, smoking and substance abuse
19. Plans for foreseeable and unforeseen crises

20. Staff induction, training and development programme

21. Key written information for new residents

22. Job descriptions for staff with residential duties

Where applicable:

23. Clarification of whether any lodgings are arranged by the college or parents/guardians

24. Agreement with any adult providing lodgings to students on behalf of the college

25. Guidance on welfare to host families accommodating students on behalf of the college

Appendix 2: List of records

The following records are required, but this list represents the minimum rather than an exhaustive list:

1. Child protection allegations or concerns
2. Major sanctions
3. Use of reasonable force
4. Complaints
5. Individual residents' records (containing personal, health and welfare information)
6. Administration of medication, treatment and first aid (kept confidentially)
7. Significant illnesses
8. Significant accidents and injuries
9. Parental permission for medical and dental treatment, first aid and non-prescription medication
10. Risk assessments (for risky activities and in relation to premises/grounds)
11. Staff recruitment records and DBS checks, including pre-employment references (including checks on others given substantial unsupervised access to residential accommodation)
12. Staff duty rotas
13. Staff supervision, appraisal and training
14. Fire precautions, tests and drills
15. Risk assessments under the Regulatory Reform (Fire Safety) Order 2005
18. Care plans for SEND students (where applicable)
19. Parental permission for high-risk activities
20. Assessments of lodgings arranged by the college
22. Assessment of off-site accommodation used by the college.

Appendix 3: Minimum list of issues to be monitored by the college

The following matters and records in relation to residents, as described in the standards, must be regularly monitored by a senior member of staff, to identify whether review or change in welfare practice is needed:

1. Records of complaints and their outcomes
2. Records of major sanctions
3. Records of any use of reasonable force
4. Systems and management of medical welfare
5. Records of significant accidents
6. Records of all risk assessments carried out
7. Action taken in response to all risk assessments carried out
8. Records of students missing from the College without permission
9. Records of child protection issues and concerns
10. Suitability of any guardianship arrangements made



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