



Department  
for Education

# **Further education residential accommodation: national minimum standards**

**National minimum standards for the  
accommodation by further education  
colleges and 16-19 academies of  
students aged under 18**

**In force from 1 September 2018**

# Contents

About this document	3
Review date	4
Using the standards for inspection	4
In what circumstances do these standards apply?	4
These standards do not apply to:	5
National Minimum Standards for Residential Accommodation in Colleges	6
Standard 1 – Statement of residential principles and practice	6
Standard 2 – Residential students’ induction and support	6
Standard 3 – Residential students’ health and wellbeing	7
Standard 4 – Contact with parents/carers	8
Standard 5 – Residents’ accommodation	8
Standard 6 – Safety of residential students	10
Standard 7 – Fire precautions and drills	10
Standard 8 – Provision and preparation of food and drinks	10
Standard 9 – Residential students’ possessions	11
Standard 10 – Activities and free time	11
Standard 11 – Protection of students	12
Standard 12 – Promoting positive behaviour and relationships	13
Standard 13 – Management and development of residential provision	13
Standard 14 – Staff recruitment and checks on other adults	14
Standard 15 – Staffing and supervision	15
Standard 16 – Equality and Diversity	16
Standard 17 – Securing residential students’ views	16
Standard 18 – Complaints	16
Standard 19 – Student supervisors / wardens	17
Standard 20 – Lodgings (long-stay)	17
Appendix 1: List of policies and documents	19
Policies:	19
Documents:	19
Appendix 2: List of records	21
Appendix 3: Minimum list of issues to be monitored by the college	22

## About this document

This document contains a statement of national minimum standards published by the Secretary of State for Education under section 87C(1) of the Children Act 1989 as amended by the Care Standards Act 2000. The standards contain arrangements to safeguard and promote the welfare of under 18s for whom accommodation is provided by colleges.

These standards will apply to institutions within the further education sector<sup>1</sup>, i.e. further education colleges, sixth form colleges, institutions designated as being within the further education sector<sup>2</sup>, and 16-19 academies<sup>3 4</sup>, 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 now apply as a condition of their funding from August 2017 to those independent specialist colleges which receive funding from the Secretary of State<sup>5</sup>. 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 students under the age of 18. Ofsted takes the standards into account in deciding whether or not the governing body or proprietor of a college 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.

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.

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

<sup>2</sup> Under section 28 of the Further and Higher Education Act 1992

<sup>3</sup> 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

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

<sup>5</sup> Special post-16 institutions that are not covered by the definition of college in section 87(10) of the Children Act 1989. “Funding from the Secretary of State” includes funding provided on behalf of the Secretary of State

## Review date

This standard will next be reviewed in March 2020.

## Using the standards for inspection

Ofsted takes the standards into account in deciding whether or not the governing body or proprietor of a college has complied with its duty to safeguard and promote the welfare of children for whom accommodation is provided. Colleges are inspected against the relevant inspection framework, and inspectors make recommendations for improvement against the relevant national minimum standards

In carrying out the inspection, part of the role of the inspectorate is to determine the extent to which the policies and procedures of the college promote and safeguard the welfare of all residential students. 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.

## In what circumstances do these standards apply?

The duty at section 87 of the Children Act 1989 applies in respect of under 18s provided with residential accommodation by colleges. The standards are not applicable as such to the welfare of students aged 18 or over, but may affect provision for those over 18 sharing the same accommodation or facilities as students under 18. Similarly they do not apply to non-residential students, but since they relate to wider welfare issues, they may incidentally affect the college's provision for non-residential students. They are also applicable where under-18s who are not enrolled as students are accommodated at the college whilst students are in residence.

The standards recognise that students in post-16 education should be encouraged, and where appropriate helped, 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. For this reason the standards, although technically applicable to all students under 18, do not provide sufficient safeguards for students younger than 16, who should not in any case be accommodated in FE residential accommodation.

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.

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

## **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, which do not have any requirement to comply as a condition of funding from the Secretary of State;<sup>6</sup>
- independent learning providers<sup>7</sup> 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.

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<sup>6</sup> Special post-16 institutions that are not covered by the definition of college in section 87(10) of the Children Act 1989. "Funding from the Secretary of State" includes funding provided on behalf of the Secretary of State

<sup>7</sup> These providers have previously been known as commercial and charitable providers

# 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<sup>8</sup>. 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.

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<sup>8</sup> This statement may in practice consist of a number of documents

2.2 Each student has at least one member of staff to whom they can turn for personal guidance or for help with a personal problem.

2.3 Where any student does not have regular contact with a parent or other appropriate adult external to the college to whom they can report personal problems and concerns, the college identifies at least one appropriate person for this purpose who is easily contactable. 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 person is and how to contact them.

2.4 Residential students are also provided with one or more appropriate helpline(s) or outside telephone numbers, such as Childline, Rape Crisis helpline, and a counselling service, to contact in case of problems or distress.

2.5 The college makes suitable arrangements for residential students who communicate non-verbally to report personal problems and concerns.

### **Standard 3 – Residential students’ health and wellbeing**

3.1 The college has, and implements effectively, appropriate policies and arrangements 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. The arrangements are known to students and parents.

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, appropriately staffed, and includes dedicated toilet and washing facilities. Such accommodation is adequately separated<sup>9</sup> from other residential students and provides appropriate privacy.

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 The college has a policy for the safe storage of controlled or emergency response drugs. Where medication, including controlled drugs, is administered by the college, proper records are kept of its administration and prescribed medicines are given only to the residential students for whom they are prescribed. When residential students self-

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<sup>9</sup> Separated accommodation might consist of individual ensuite rooms within the same block, where other arrangements are impractical.

medicate the college ensures that they are sufficiently competent and responsible to do so.

3.5 The confidentiality and rights of residential students as patients are appropriately respected. This includes the rights of a competent residential student to consent 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 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.

## **Standard 5 – Residents' accommodation**

5.1 Suitable sleeping accommodation is provided for residential students. It is well organised and provides appropriate privacy for residential students. Where hazards are identified, due to the nature of the accommodation or the needs of the students, risk assessments are 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<sup>10</sup>. All accommodation provides appropriate privacy for residential students including where students are required to share bedrooms.

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<sup>10</sup> Separate accommodation may consist of individual rooms within the same corridor or block, where other arrangements are impractical.



5.2 Where a student in residential accommodation identifies as transgender or gender-questioning, suitable sleeping accommodation and living arrangements are made, which provide appropriate privacy for all students.<sup>11</sup>

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

5.4 Suitable toilet and washing facilities are provided for residential students, which are reasonably accessible from the sleeping accommodation. All toilet and washing facilities provide appropriate privacy for residential students.

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

5.6 Accommodation is suitably furnished and of sufficient size for the number, needs and ages of residential students accommodated, with appropriate measures in place to protect them. In some situations, accommodation may be provided in the form of single occupancy en-suite bedrooms. Bedding, if provided, is clean, suitable and sufficiently warm.

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

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, is known to students and their parents and is compliant with legislative requirements / restrictions.

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<sup>11</sup> As far as possible, transgender or gender-questioning students should be able to sleep in accommodation appropriate to their gender identity. The Equality Act 2010 does permit certain exceptions from the prohibition on discrimination against trans people in relation to communal accommodation. The exception allows communal accommodation to be restricted to one sex only for privacy reasons, as long as the accommodation is managed as fairly as possible for both males and females. For further guidance see: <https://www.legislation.gov.uk/ukpga/2010/15/schedule/23/crossheading/communal-accommodation>, [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/315587/Equality\\_Act\\_Advice\\_Final.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/315587/Equality_Act_Advice_Final.pdf) or <https://www.intercomtrust.org.uk/item/55-schools-transgender-guidance-july-2015>

5.9 Where residential accommodation is part of a large campus or estate, those areas provide a secure environment. Restricted areas 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 Where student accommodation is provided in halls, fire drills are regularly (at least once per term) performed outside timetabled hours and full details recorded<sup>12</sup>.

7.3 If students due to their disabilities are not able to take part in fire drills, staff are fully aware of what to do in the event of a fire.

## **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.

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<sup>12</sup> Exceptions may be made to allow 'staff only drills' where students have physical disabilities, and the fire officer advises a "stay put" policy rather than a full evacuation in case of fire.

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, and suitable opportunity provided for students to order or purchase fresh ingredients.

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 Good 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 Where the college takes responsibility, reasonable protection is provided for residential students' personal possessions and for any money or valuables.

9.4. Any search of residential students' personal belongings should be carried out in accordance with current legislation<sup>13</sup> 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

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<sup>13</sup> Section 85AA of the Further and Higher Education Act 1992.

within the residential complex, access to appropriate and safe outdoor facilities is provided nearby.

10.3 The college promotes safe use of electronic devices by the drawing up and effective implementation of an online safety protocol and procedure. 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**

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 issued by the Secretary of State that applies to the college<sup>14</sup> and
- all staff<sup>15</sup> who have responsibility for the care of residential students undertake safeguarding training, including regular updating. When disabled students are resident, specialist training is undertaken to enhance staff knowledge and understanding about their additional needs.

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. 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<sup>16</sup>.

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<sup>14</sup> see <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

<sup>15</sup> In this context, the term "all staff" includes other adults who have key responsibility for the care of students, such as the lead host where a college arranges for students to live in lodgings.

<sup>16</sup> See <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

## 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, sexual harassment and abuse<sup>17</sup>, 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 terrorism<sup>18</sup>;
- college rules, regulations and disciplinary policy;
- when restraint, including reasonable force, is to be used<sup>19</sup> 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 takes responsibility for monitoring the effectiveness of the leadership, management and delivery of the residential and welfare provision, and takes appropriate action where necessary.

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. The head of residential provision has an appropriate management qualification, equivalent to level 4 in leadership and management. The

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<sup>17</sup> See: <https://www.gov.uk/government/publications/sexual-violence-and-sexual-harassment-between-children-in-schools-and-colleges>

<sup>18</sup> Colleges should refer to <https://www.gov.uk/government/publications/prevent-duty-guidance>

<sup>19</sup> 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).

head of residential provision should complete the qualification within 12 months of his or her appointment.

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 under 18.

14.2 For all adults who live within the residential accommodation used by students aged under 18 but are not employed by the college (for example, members of staff households), 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 residents aged under 18, 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 students is monitored.

## **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. Staff and wardens meet regularly to review issues and concerns and reflect on their practice.

15.2 The college meets termly with lodging providers to discuss any concerns, provide updates from the college and offer opportunities for training or development opportunities which appear relevant.

15.3 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.

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

15.5 Residential students are always under the responsibility of an identified member of staff<sup>20</sup> who has the appropriate skills training and experience to carry out the role.

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 in case of emergency.

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

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<sup>20</sup> In this context, the term "staff" includes other adults who have key responsibility for the care of students, such as the lead host where a college arranges for students to live in lodgings.

separated<sup>21</sup> from the accommodation and facilities provided for residential students under 18.

15.9 No access is permitted at any time to staff accommodation for residential students aged under 18.

## **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 2010<sup>22</sup>) 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 college. Students are aware of how to make a complaint.

18.2 Where students cannot communicate verbally, suitable arrangements are in place for complaints to be received in an appropriate format or made on their behalf.

18.3 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).

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<sup>21</sup> 'Appropriately separated' does not mean that the accommodation must be in a separate building. But separation should mean that facilities are not shared.

<sup>22</sup> The protected characteristics are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (gender), sexual orientation.



## **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 aged under 18 provide satisfactory accommodation and supervision, are checked before use, and are monitored by the college during use, including checks at least yearly<sup>23</sup>.

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.

20.4 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.

20.5 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.

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

20.7 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.

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<sup>23</sup> 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 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 and responding to bullying, including cyberbullying, and sexual harassment and abuse.
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 emergency or rescue medication

20. Plans for foreseeable and unforeseen crises
21. Staff induction, training and development programme
22. Key written information for new residents
23. Job descriptions for staff with residential duties

Where applicable:

24. Clarification of whether any lodgings are arranged by the college or parents/guardians
25. Agreement with any adult providing lodgings to students on behalf of the college
26. 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. Where appropriate, 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
16. Care plans for SEND students (where applicable)
17. Parental permission for high-risk activities
18. Assessments of lodgings arranged by the college
19. 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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