



ST. ANDREW'S COLLEGE Cambridge

COLLEGE POLICY DOCUMENT

POLICY FOR MONITORING BOARDING PROVISION

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The following policy has been put in place to provide a clear structure and visibility to the checks that are made on the college's boarding provision.

1.0 Introduction

1.1 St. Andrew's College Cambridge offers boarding provision at its 6 halls of residence to international students. The 5 halls are at the following locations:

- Bateman Street (8 Students)
- St. Barnabas Road (18 students)
- Lyndewode Road (13 students)
- Coleridge Road (8 students)
- Hills Road (14 students)
- Tenison Road (10 students)

Occupancy rates are close to 100%. Rooms are single or twin and many have en-suite bathrooms. Each hall of residence has one or two live-in house managers.

1.2 The Director (Hanna Claydon) is responsible for the boarding provision in the college. In her absence, the deputy is Mervyn Martin.

2.0 National Minimum Standards Checks

Twice a year (usually October and May), the Director visits each hall of residence to:

- Review the provision and records with the house manager. Booklets record the details of these visits and cover many aspects of Appendix 2 and Appendix 3 of the National Minimum Standards for Boarding Schools.

- Check the accident book
- Check the fire drill records
- Review the sanctions that the house manager has imposed on the students and why.
- Give each house manager a formal opportunity to ask questions and provide feedback.
- Check on the safeguarding provision in each hall and to advise students and the house manager if applicable.

3.0 Health and safety

3.1 Twice a year the college Health and Safety Officer carries out risk assessments on each hall of residence and advises the house managers on action they can take to reduce risk.

3.2 The risk assessments are then reviewed by the Estates Manager, Principal and Director and necessary action is taken. These documents are updated and are then used the next time the risk assessments are carried out.

3.3 A fire risk assessment is also performed once a year on each of the halls by a third party company. These reports are then passed to the Estates Manager for action.

3.4 PAT Testing is carried out every 2 years and a record of it is kept in the Estates Manager's office.

4.0 Unannounced visits

4.1 Unannounced visits on each hall of residence are carried out by another Director (Mervyn Martin) once a term. These are usually carried out either at breakfast or during the evening meal, when students are present. A report is submitted following these visits in order to communicate findings and action that should be taken.

4.2 The visits are also a chance for each house manager to communicate their feelings and needs to head office.

5.0 House manager communication

5.1 A meeting with all the house managers and the Director is held at least twice a year and any discussions and actions required are recorded. If more appropriate, this meeting takes the form of a knowledge sharing session, whereby the Director facilitates conversations about how different house managers address various issues or challenges.

5.2 When a new policy is developed, where appropriate, each house manager is given the opportunity to feed back to the Director on its content. Once agreed, each new policy is then signed off by each house manager.

5.3 House managers are asked to come to the college to pick up post once a week and any urgent issues are dealt with by phone or e-mail.

Reviewed: July 2016

Next review: July 2017