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| **ST ANDREW’S COLLEGE POLICY DOCUMENT** |
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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.

**Introduction**

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

* Cherry Hinton Road (15 Students)
* St. Barnabas Road (18 students)
* Lyndewode Road (13 students)
* Coleridge Road (8 students)
* Hills Road (14 students)
* Tenison Road (10 students)

During pre-Covid-19 times, occupancy rates were close to 100%. In 2020, these rates are much more uncertain. Rooms are single or twin and many have en-suite bathrooms. Each hall of residence has a live-in house manager.

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

**National Minimum Standards Checks**

Twice a year, the Deputy 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.

**Health and safety**

* Once a year the college Health and Safety consultants (Akeva Safety Solutions) carry out risk assessments on each hall of residence and advise the House managers on action they can take to reduce risk.
* The risk assessments are then reviewed by the Deputy Director and the Maintenance Supervisor and necessary action is taken. These documents are updated and are then used the next time the risk assessments are carried out. All hall risk assessments are also sent to the company directors.
* PAT Testing is carried out every year and a record of it is kept by the Maintenance Supervisor.

**House manager communication**

* A meeting with all the house managers and the Deputy 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 Deputy Director facilitates conversations about how different house managers address various issues or challenges.
* When a new policy is developed, where appropriate, each house manager is given the opportunity to feed back to the Deputy Director on its content. Once agreed, each new policy is then signed off by each house manager.
* 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.

**Student feedback**

Student feedback also forms an important part of maintaining quality within the college boarding provision. Students are invited to complete a survey twice a year and the findings from this are reviewed and if necessary, action taken.

Students are also asked about their accommodation at their weekly tutor meetings. Any issues raised are then fed back to the Deputy Director and action is taken in response.

**Reviewed: July 2018, July 2019, June 2020**

**Next review: July 2021**