BRITISH ACCREDITATION COUNCIL INSPECTION REPORT

Short Course Provider (SCP) Full Inspection

ADDRESS:

48 Fitzalan Road
Finchley
London
N3 3PE

HEAD OF ORGANISATION: Mr Richard Bernstein

DATE OF INSPECTION: 1-2 August 2017

ACCREDITATION STATUS AT INSPECTION: Accredited

DECISION ON ACCREDITATION:

•	Accreditation awarded for the full four-year period
0	Decision on accreditation deferred.
\circ	Award of accreditation refused.

Date: 25 August 2017

1. Background to the organisation

XKeys Limited (the Provider) is a private provider with two shareholders, who act as the Directors. The Provider has been running day and residential camps for young learners, aged 3 to 17, at dedicated locations in the United Kingdom (UK) for nearly 20 years.

The senior management team consists of a principal Director, who is normally present at the camps, and a co-Director. The co-Director acts as the co-ordinator, across all the camps, on a day-to-day basis. Teaching and administrative staff are led by the Logistics Manager, who is in charge of day-to-day operations.

XKeys aims to provide residential camps for children in a supportive, friendly environment in dedicated camp locations, so that children can take part in challenging, enjoyable activities and English lessons within a safe and relaxed setting.

BAC accreditation applies to the summer camp programme for participants aged 8 to 17, which is run at Monmouth School, in Wales in July and August 2017. Monmouth School is a high quality independent school. Its extensive facilities include a swimming pool, sports hall, 500-seat theatre and all-weather sports pitches. This summer camp programme was first run in Monmouth in 2016.

2. Brief description of the current provision

The camp activities consist of recreational, social and creative activities, together with trips to local places of interest such as Bath and Bristol. English lessons, of up to 12 hours a week, are offered as an optional extra. In 2017, the camp increased its duration to over five weeks. Parents choose how many weeks their children will attend the camp. The average stay is two weeks.

At the time of the inspection, there were 70 participants, all of whom were aged 8 to 17. There was more or less an equal split of male and female participants. In 2017, the maximum attendance in a week has been 125 participants. Almost all of the participants have been from Europe and further afield from other countries including China, Spain, Italy and Russia.

3. Inspection process

One inspector carried out the inspection over one and a half days. Discussions took place with the principal Director, Logistics Manager and other key staff, including several teachers. The inspector also observed a wide range of activities, including swimming, lacrosse, rugby, drama and the optional English lessons. Extensive documentation was reviewed. All staff were extremely co-operative and helpful and all the necessary information was made available.

PART B - JUDGEMENT AND EVIDENCE

confirming their attendance.

deployment is extremely robust, which enables flexibility.

The provider is effectively managed

1.

The following judgements and comments are based upon evidence seen by the inspector(s) during the inspection and from documentation provided by the provider.

INSPECTION AREA - MANAGEMENT, STAFFING AND ADMINISTRATION

1.1	The management structure is clearly defined, documented and understood, including the role and extent of authority of any owners, trustees or governing body.	Yes	○ No
1.2	The head of the provider and other senior managers are suitably qualified and experienced, understand their specific responsibilities and are effective in carrying them out.	Yes	○ No
1.3	There are clear channels of communication between the management and staff and those working at the delivery venue/s.	Yes	○ No
	This standard is judged to be: Met Partially Met Not Met		
Comm	ents ————————————————————————————————————		
	incipal Director, who is in charge of operations is highly experienced and communicates regulor, Logistics Manager and the other staff. As a result, the staff are aware of the current activit	•	
There	are very clear channels of communication and communication takes place on a continuous ba	isis.	
	end of each day, following a feedback and update meeting with all staff, relevant informationing is minuted.	າ is sent 1	to parents. The
2.	The administration of the provider is effective		
2.1	Administrators are suitably qualified or experienced and understand their specific responsibilities and duties.	Yes	○ No
2.2	The size of the administrative team is sufficient to ensure the effective day-to-day running of the provider.	Yes	○ No
2.3	The administrative support available to the management is clearly defined, documented and understood.	Yes	○ No
2.4	Policies, procedures and systems are well documented and effectively disseminated across the provider.	Yes	○ No
2.5	Data collection and collation systems are effective.	Yes	○ No
2.6	Administrative offices are adequate in size and resources for the effective administration of the provider.	Yes	○ No
	This standard is judged to be: Met Partially Met Not Met		
Comm	ents ————————————————————————————————————		
to poli	s are exceptionally detailed in scope, especially the safeguarding policy. All staff have the opp cy review. Continuous training takes place on the content of the policies so that staff are up-t nent the policies well. All staff participate in a training weekend before the camp begins. They	o-date a	nd can
	· · ·		

Administration is carried out from the Directors' family home throughout the year. There is also a dedicated administrative office in Monmouth School. This streamlines the communication and helps provide a rapid response to any operational difficulties.

The management information system, which is used to organise and record the extensive staffing for the camps, was seen

and is of a very high quality. It is very accurate and informative. The collation of data on timetabling and teacher

3.	The provider employs appropriate managerial and administrative staff						
3.1	There are appropriate policies and effective procedures for the recruitment and continuing employment of suitably qualified and experienced staff.	•	Yes	, () No		
3.2	Experience and qualifications claimed are verified before employment.	•	Yes	, () No		
3.3	There is an effective system for regularly reviewing the performance of staff.	•	Yes	, (ON C		
	This standard is judged to be: Met Partially Met Not Met						
Comm	ents –						
	, ,	as ı	ıpda	ate	d its s	taff	and
feedba	ack form. Appropriate performance appraisals are carried out for administrative staff and man						ntal
4.	Publicity material, both printed and electronic, gives a comprehensive, up-to-date and accurate description of the provider and its programmes						
4.1	Text and images provide an accurate depiction of the provider's location, premises, facilities and the range and nature of resources and services offered.	•	Yes	() No		
4.2	Information on the courses available is comprehensive, accurate and up to date.	•	Yes	. () No		
	This standard is judged to be: Met Partially Met Not Met						
Comm	employment of suitably qualified and experienced staff. Experience and qualifications claimed are verified before employment. This standard is judged to be: Met Partially Met Not Met This standard is judged to be: Met Partially Met Not Met This standard is judged to be: Met Partially Met Not Met This standard is judged to be: Met Partially Met Not Met This standard is judged to be: Met Partially Met Not Met This standard is judged to be: Met Partially Met Not Met This standard is judged to be: Not Met Not Met Manual States of the standard is staff and thorough process of staff recruitment is set out in the procedures manual. XKeys has updated its staff and tricipants' handbooks to include the up-to-date disciplinary policy and complaints procedure. Mere is an excellent system to standardise the written feedback to staff. This is based on a comprehensive, developmental doback form. Appropriate performance appraisals accurate out for administrative staff and managers. Completed oraisal documentation is of high quality. Publicity material, both printed and electronic, gives a comprehensive, up-to-date and accurate description of the provider and its programmes The tand images provide an accurate depiction of the provider's location, premises, Yes No This standard is judged to be: Met Partially Met Not Met This standard is judged to be: Met Partially Met Not Met This standard is judged to be: Met Partially Met Not Met This standard is judged to be: Not Met Not Met This provider takes reasonable care to recruit and enrol suitable participants and their parents is having a very sitive impact on participants' motivation and enjoyment. The updates to parents, on social media at the end of each day, every good practice. The provider takes reasonable care to recruit and enrol suitable participants for its course. The provider takes reasonable care to recruit and enrol suitable participants for its course. The provider takes reasonable care to recruit and enrol suitable						
The pr	romotional brochure is comprehensive, accurate and up-to-date.						
positiv	ve impact on participants' motivation and enjoyment. The updates to parents, on social media				_		•
5.	·						
5.1	are set at an appropriate level and clearly stated in the course descriptions seen by	0	Yes) No	•	NA
5.2		0	Yes	() No	•	NA
5.3		•	Yes	() No	0	NA
5.4	<u> </u>	•	Yes	; (ON C	0	NA
	This standard is judged to be: Met Partially Met Not Met						
Comm	ents –						
		ant	:s, w	/ho	opt t	:o stı	udy
Partici	pants confirm that their application enquiries were dealt with promptly and effectively.						

6.	There is an appropriate policy on participant attendance and effective procedures and systems to enforce it						
6.1	There is a clear and published policy on participant attendance and punctuality.	•	Yes	С	No		
6.2	Accurate and secure records of attendance and punctuality at each session are kept for all participants, collated centrally and reviewed.	•	Yes	O	No	0	NA
6.3	Participant absences are followed up promptly and appropriate action taken.	•	Yes	0	No		
	This standard is judged to be: Met Partially Met Not Met						
Comm	ents —						
•	leted attendance registers are accurate. Attendance requirements are made very clear in writ pants and parents.	ten {	guid	ance	e for		
	are provided with a list of which participants are registered on the different electives. This is using and afternoon registers.	sed a	as a	che	cklist	t for	•
7.	The provider regularly obtains and records feedback from participants and other stakeholders and takes appropriate action where necessary						
7.1	The provider has effective mechanisms for obtaining feedback from participants and other stakeholders (such as staff, partner providers and employers) on all aspects of the provider's provision, including formal participant representation where appropriate.	•	Yes	0	No		
7.2	Feedback is obtained, recorded and analysed on a regular basis.	•	Yes	0	No		
7.3	The feedback is reviewed by management and action is taken where necessary.	•	Yes	0	No		
7.4	There is a mechanism for reporting on the provider's response to the feedback to the participant body.	•	Yes	0	No		
	This standard is judged to be: Met Partially Met Not Met						
Comm	ents						
impro cleare satisfa	ack is used continually to help evaluate future programmes. Ongoing feedback from teachers vements. The incident report forms have been modified to make procedures for taking action r. This is as a result of suggestions from the staff. Completed feedback forms show a high level lection. Participants confirmed that they loved meeting new people and enjoyed the wide rangorovided.	, foll l of p	owii parti	ng a icipa	ın ind ant	cide	nt,
Excelle	ent feedback is also provided by the parents.						

Managers look for trends and common themes from the feedback. This evaluation is very thorough.

8.	The provider has effective systems to review its own standards and assess its own performance with a view to continuing improvement					
8.1	There are effective systems for monitoring and periodically reviewing all aspects of the provider's performance.	•	Yes	О	No	
8.2	Reports are compiled which present the results of the provider's reviews and incorporate action plans.	•	Yes	0	No	
8.3	Action plans are implemented and regularly reviewed.	•	Yes	О	No	
	This standard is judged to be: Met Partially Met Not Met					
Comm	ents ————————————————————————————————————					
•	ns for monitoring and reviewing performance are exceptional. They range from daily minuted ngs to end of programme reports, to which all staff contribute.	rep	orts	fror	n sta	iff
	ack from participants and parents, which is submitted in writing, by telephone and on social r ly to the exceptionally strong quality assurance process.	nedi	a, co	ntri	bute	:S
_	us evaluation, involving all staff, forms a key part of the action plans, which are formulated entering entering the contribute to the evaluation.	ach (Octo	ber	afte	r the
INSP	ECTION AREA - TEACHING, LEARNING AND ASSESSMENT					
9.	Programme management is effective					
9.1	There is a suitably qualified and experienced programme manager or management team with responsibility for teaching, learning and assessment and the management of the body of trainers.	•	Yes	0	No	○ NA
9.2	Classes are timetabled and rooms allocated appropriately for the courses offered.	•	Yes	0	No	○ NA
9.3	The allocation of trainers to classes provides for a consistent learning experience and delivery is monitored to ensure consistency.	•	Yes	О	No	○ NA
9.4	There is an appropriate policy and effective procedures for the acquisition of teaching and learning resources.	•	Yes	0	No	○ NA
	This standard is judged to be: Met Partially Met Not Met					
Comm	ents —					
	Il programme management is excellent. All academic and social activities are very well timeta re allocated.	bled	and	app	rop	riate
	rs get to know the participants well as several participants and trainers have attended the sailyears.	ne s	umn	ner (camį	ps for
Proced	dures for acquiring resources have been recently revised and are effective.					

10.	The courses are planned and delivered in ways that enable participants to succeed						
10.1	Courses are designed and delivered in ways that allow participants to develop the knowledge and skills which will be required for final examinations or assessments or which meet stakeholders' requirements.	•	Yes	0	No	0	NA
10.2	Lessons and assessments maintain an appropriate focus on any assessment objectives or statement of learning outcomes established by the awarding body.	0	Yes	0	No	•	NA
10.3	Formative assessments appropriately reflect the nature and standards of summative examinations.	0	Yes	0	No	•	NA
10.4	Participants are encouraged and enabled to develop independent learning skills.	•	Yes	0	No	0	NA
10.5	The academic backgrounds and particular needs of participants are taken into account in the classroom delivery of the course.	•	Yes	0	No		
	This standard is judged to be: Met Partially Met Not Met						
particip	teachers provide appropriate final assessments. The end of course report has been revised a pants' achievement related to the Common European Framework (CEFR) levels. The Provider lar needs of participants in the classroom delivery. Trainers are suitable for the courses to which they are allocated and effective in					nt t	:he
	delivering them						
	Trainers are appropriately qualified and experienced.		Yes				
	Trainers have a level of subject knowledge, pedagogic and communicative skill which allows them to deliver the content of courses effectively.	•	Yes	0	No		
	The appraisal procedures for trainers incorporate regular classroom observation.	•	Yes	0	No		
	Trainers are supported in their continuing professional development and enabled to develop further pedagogic techniques to enhance the learning of participants.	•	Yes	0	No		
	Trainers respond to different learning needs of participants where appropriate, taking various learning styles into account in their planning and delivery of lessons.		Yes				
11.6	Trainers employ effective strategies to involve all participants in active participation and to check their understanding of concepts and course content.	•	Yes	0	No		
	This standard is judged to be: Met Partially Met Not Met						
Comme	ents ————————————————————————————————————						
Trainer	s are very well qualified and experienced. They are supportive and friendly to the participant	s at	all ti	me	S.		
	-going appraisal of tutors in extremely thorough. There are regular observations of teaching s nt observations of lesson activities and oral and written feedback is of a high quality.	taff	. The	ere	are		
_	th level of active participation in activities such as swimming, rugby and drama has a significanticipants' enjoyment.	nt ir	npac	t oı	ı fos	terii	ng

12.	The provider provides participants and trainers with acces materials for study	s to appropi	riate resources a	na 	
	This standard is judged to be: Met Partially	Met O	Not Met		
Comm	nents				
_	th teachers are provided with a range of resource books, to assonic boards and interactive whiteboards in classrooms. Excepol.		•		
The sc staff.	chool's large theatre and ante-rooms are a unique resource ar	nd provide a	very valuable as	set for the parti	icipants and
There	is adequate space available to accommodate additional activ	ities indoors	in the case of po	oor weather.	
13.	Participants receive appropriate assessment and feedback progress, which are effectively monitored	on their pe	rformance and		
13.1	Feedback is given to individual participants tailored to meet constructive in its nature and delivery.	their specif	ic needs and	• Yes O	No
13.2	Courses are planned to include a schedule of assessments, t which are available in writing and in advance to participants			or O Yes O	No • NA
13.3	Assessment outcomes are monitored to enable the identification not making satisfactory progress and prompt intervention was a second prompt in the second prompt intervention was a second prompt in the sec	cation of par	ticipants who are	e O Yes O	No • NA
13.4	Participants are made aware of how their progress relates t achievement.		-	○ Yes ○	No • NA
13.5	Additional support or advice on alternative courses is provide judged not to be making sufficient progress to succeed.	ded to partic	ipants who are	○ Yes ○	No • NA
13.6	Participants have appropriate access to trainers outside class	ss time.		• Yes	No C NA
	This standard is judged to be: Met Partially	Met 🔘	Not Met		
Comm	nents				
The fe	eedback provided to participants in activities and in English cla	sses is very	constructive.		
14.	The provider offers courses leading to accredited awards g bodies wherever appropriate	ranted by re	ecognised award	ing	
	This standard is judged to be: O Met O Partially	Met O	Not Met	NA	
Comm	nents ————————————————————————————————————				

15.	There is a clear rationale for courses leading to unaccredited or internal awards			
15.1	There is a clear statement of the level claimed relative to the NQF/QCF and evidence that participants who receive the award meet the stated requirements for that level.	○ Ye	S () No	○ NA
15.2	There is evidence of the extent to which the awards are accepted for the purposes of employment or further study.	○ Ye	S (No	○ NA
15.3	External moderators are involved in the assessment process where appropriate.	○ Ye	S O No	○ NA
	This standard is judged to be:			
Comm	ents			
16.	There are satisfactory procedures for the administration of examinations and other means of assessment			
16.1	The provider complies with the requirements of the relevant awarding bodies in terms of examination security and administration where appropriate.	○ Ye	S () No	○ NA
16.2	For internal assessments and awards, there are effective systems in place for examination security and administration, and clear procedures for participants to appeal against their marks.	○ Ye	S () No	O NA
	This standard is judged to be:			
Comm	ents ————————————————————————————————————			

INSPECTION AREA - PARTICIPANT WELFARE

17.	Participants receive pastoral support appropriate to their age, background and circumstances			
17.1	There is at least one named staff member responsible for participant welfare who is suitably trained, accessible to all participants and available to provide advice.	Yes	O No	O NA
17.2	Participants receive appropriate advice before the start of the programme.	Yes	O No	
17.3	Participants receive an appropriate induction and relevant information at the start of the programme.	Yes	O No	
17.4	Participants are issued with a contact number for out-of-hours and emergency support.	Yes	O No	○ NA
17.5	The provider has policies in place to avoid discrimination and a published procedure for dealing with any abusive behaviour.	Yes	O No	
17.6	Effective safeguarding arrangements are in place and are regularly reviewed to keep all participants safe.	Yes	O No	○ NA
17.7	Effective arrangements are in place to protect participants from the risks associated with radicalisation and extremism.	Yes	○ No	
	This standard is judged to be: Met Partially Met Not Met			
Comme	ents ————————————————————————————————————			
	s an exceptional level of support provided for the participants. They have various staff they can be approximately problems.	an go to	o in the e	event
Particip	pants receive extensive relevant information before the camp via e-mail, telephone and socia	l media	١.	
On the	first day a full induction covers behaviour expectations and all designated pastoral staff are in	nvolvec	l The gr	ound
	or dormitories are shared and this is good practice.		, , , , , e B.	Jana
aspect any chi	meets a high standard of safeguarding. There is a safeguarding manager with responsibility ac of excellent practice is that all children are clocked in and out of the buildings so that XKeys k ild is at any given moment. There is extensive staff training on safeguarding matters, including g to radicalisation and extremism.	nows e	xactly w	here
18.	International participants are provided with specific advice and assistance			
18.1	International participants receive appropriate advice before their arrival on travelling to and staying in the UK.	Yes	o No	
18.2	International participants receive an appropriate induction upon arrival covering issues specific to the local area.	Yes	O No	
18.3	Information and advice specific to international participants continues to be available throughout the course of study.	Yes	O No	
18.4	Provision of support takes into account cultural and religious considerations. Where possible, participants have access to speakers of their own first language.	Yes	O No	
	This standard is judged to be: Met Partially Met Not Met NA			
Comme	ents -			

19.	The fair treatment of participants is ensured				
19.1	Participants apply for and are enrolled on courses under fair and transparent contractual terms and conditions.	● Y	/es	○ No	
19.2	Participants have access to a fair complaints procedure of which they are informed in writing at the start of the course.	● Y	/es	O No	
	This standard is judged to be: Met Partially Met Not Met				
Commo	ents ————————————————————————————————————				
XKeys'	complaints procedures are very well documented and are fair and transparent.				
20.	Where residential accommodation is offered, it is fit for purpose, well maintained and appropriately supervised				
20.1	Any residential accommodation is clean, safe and of a standard which is adequate to the needs of participants.	● Y	/es	○ No	
	Any residential accommodation is open to inspection by the appropriate authorities, including Ofsted where participants under 18 are accommodated.			O No	○ NA
	Clear rules and fire, health and safety procedures are in place, with appropriate precautions taken for security of participants and their property.	● Y	/es	○ No	
20.4	A level of supervision is provided appropriate to the needs of participants.	● Y	⁄es	○ No	
20.5	Separate accommodation blocks are provided for participants under 18.	● Y	/es	O No	○ NA
	This standard is judged to be: Met Partially Met Not Met NA				
Commo	ents ————————————————————————————————————				
Althou	gh OFSTED inspection is not applicable to the summer camp operation the school site itself re	gula	rly ι	undergo	oes

stringent inspections of all provision from OFSTED.

21.	Where home-stay accommodation is organised, the welfare of participants is ensured and the provider's relationship with hosts is properly managed						
21.1	Due care is taken in selecting home-stay accommodation which both provides a safe and comfortable living environment for participants and is appropriately located for travel to the provider and back.	0	Yes	0	No		
21.2	Any home-stay accommodation is inspected before participants are placed and is subject to regular re-inspection by a responsible representative or agent of the provider.	0	Yes	0	No		
21.3	The provider has appropriate contracts in place with any hosts, clearly setting out the rules, terms and conditions of the provision.	О	Yes	О	No		
21.4	Appropriate advice and support is given to both hosts and participants before and during the placement.	0	Yes	0	No		
21.5	Clear monitoring procedures are in place with opportunities for participant feedback and prompt action taken in the event of problems.	0	Yes	0	No		
	This standard is judged to be: O Met O Partially Met O Not Met NA						
Comme	ents ————————————————————————————————————						
22.	The provider provides an appropriate social programme for participants and information on leisure activities in the area						
22.1	Participants are provided with appropriate information on opportunities for participation at events and other leisure activities which may be of interest.	•	Yes	С	No		
22.2	The social programme is responsive to the needs and wishes of participants.	•	Yes	$\overline{\bigcirc}$	No	0	NA
22.3	Any activities within the social programme have been chosen with consideration for their affordability by the majority of participants.	•	Yes	0	No	0	NA
22.4	Any activities organised by the provider are supervised by a responsible representative with suitable qualifications and experience.	•	Yes	0	No	0	NA
	This standard is judged to be: Met Partially Met Not Met NA						
Comme	ents ————————————————————————————————————						
	pants can choose from a range of appropriate social activities such as football and table tennistants. Sectivities take place during the participants' free time.	s to	urna	mer	nts. S	Som	e of
	riety of activities is tailored to the participants' needs and interests. Participants and staff can es, which indicates a good level of flexibility.	sug	gest	ado	oitik	nal	
The lev	vel of supervision is excellent during social activities.						

23. The provider has secure possession of and access to its premises 23.1 The provider has secure tenure on its premises. Yes \(\cap \) No \(\cap \) NA 23.2 Where required, the provider has access to suitable external premises for training ● Yes ○ No ○ NA purposes of a temporary or occasional nature. This standard is judged to be: Met Partially Met ○ Not Met Comments 24. The premises provide a safe, secure and clean environment for participants and staff 24.1 Access to the premises is appropriately restricted and secured. Yes \(\cap \) No 24.2 The premises are maintained in an adequate state of repair, decoration and cleanliness. Yes ○ No 24.3 There are specific safety rules in areas of particular hazard (e.g. science laboratories), Yes \(\cap \) No \(\cap \) NA made readily available to participants, staff and visitors. 24.4 General guidance on health and safety is made available to participants, staff and visitors. Yes ○ No 24.5 There is adequate signage inside and outside of the premises and notice boards for the Yes \(\cap \) No display of general information. 24.6 There is adequate circulation space for the number of participants and staff Yes \(\cap \) No accommodated, and a suitable area in which to receive visitors. 24.7 There are toilet facilities of an appropriate number and level of cleanliness. Yes \(\cap \) No

Partially Met

Met

Not Met

INSPECTION AREA - PREMISES AND FACILITIES

24.8 There is adequate heating and ventilation in all rooms.

This standard is judged to be:

Comments

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Yes \(\cap \) No

25.	Training rooms and other learning areas are appropriate for the courses offered						
25.1	Training rooms and other learning areas provide adequate accommodation in size and number for the classes allocated to them.	•	Yes	C	No		
25.2	Training rooms and any specialised learning areas (e.g. laboratories, workshops, studios) are equipped to a level which allows for the effective delivery of each course.	•	Yes	С	No	0	NA
25.3	There are facilities suitable for conducting the assessments required on each course.	0	Yes	0	No	•	NA
	This standard is judged to be: Met Partially Met Not Met						
Comme	ents ————————————————————————————————————						
Classro	ooms are very well equipped with interactive whiteboards and other technology resources.						
26.	There are appropriate additional facilities for participants and staff						
26.1	Participants have access to sufficient space and suitable facilities for private study, including library and IT resources.	•	Yes	С	No	0	NA
26.2	Trainers have access to sufficient personal space for preparing lessons, marking work and relaxation.	•	Yes	С	No	0	NA
26.3	Participants and staff have access to space and facilities suitable for relaxation and the consumption of food and drink where appropriate.	•	Yes	С	No	0	NA
26.4	Participants and staff have access to storage for personal possessions where appropriate.	•	Yes	С	No	0	NA
26.5	There are individual offices or rooms in which trainers and senior management can hold private meetings and a room of sufficient size to hold staff meetings.	•	Yes	C	No		
	This standard is judged to be: Met Partially Met Not Met						
Comme							
offices	ers and the temporary staff, who are employed for the camps have full use of the facilities, su with computers, recreational facilities as well as the very well run dining hall. The dining hall i y for refreshments.						ng
сом	PLIANCE WITH STATUTORY REQUIREMENTS						
	Declaration of compliance has been signed and dated.	•	Yes	С	No		

PART C - SUMMARY OF STRENGTHS AND ACTION POINTS

Numbering of action points aligns with that of the minimum standards

MANAGEMENT, STAFFING AND ADMINISTRATION

	_											
ı	Ρ	ro	VI	d	e	r's	st	re	n	g١	th	ıS

Provider's strengths	
Excellent administration and high staff to participant ratios.	
The Director and other key staff have many years of experience in summer camp standard to enable effective operation and a flexible response to clients' needs.	s. As a result, action planning is of a high
Communication at every level between stakeholders is very effectively managed.	
Managers are extremely responsive to participants' and parents' requirements or	n a day-to-day basis.
The administration and management of academic and social activities is of excell	ent quality.
Actions required	Priority H/M/L
None	○ High ○ Medium ○ Low
TEACHING, LEARNING AND ASSESSMENT Provider's strengths	
Teachers are well qualified and plan lessons and activities very well.	
The ongoing assessment of participants' progress is thorough and developmental	l.
Participants enjoy the fun activities. They respond very well, and are very well moenthusiasm and guidance.	otivated to learn through trainers'
Actions required	Priority H/M/L
None	○ High ○ Medium ○ Low
PARTICIPANT WELFARE	
Provider's strengths	
Policies and procedures relating to safeguarding and welfare are comprehensive during the camp in a thorough and exemplary way by all staff.	and up-to-date. They are implemented
Staff responsible for children's training, pastoral care and welfare are highly quali	ified and experienced.
Boarding facilities are extremely well appointed and regulated.	
Participants feel safe and secure and enjoy all aspects of the camp.	
Actions required	Priority H/M/L
None	○ High ○ Medium ○ Low

PREMISES AND FACILITIES

Provider's strengths The private school premises at Monmouth are unique and spacious providing a wide range of facilities and equipment.						
None	○ High ○ Medium ○ Low					
RECOMMENDED AREAS FOR QUALITY IMPROVEMENT						
None						
COMPLIANCE WITH STATUTORY REQUIREMENTS						