



BRITISH ACCREDITATION COUNCIL INSPECTION REPORT

Short Course Provider (SCP) Candidacy / Stage 2 Inspection

NAME OF PROVIDER: UK Schooling Ltd

ADDRESS: 31 Amesbury Crescent
Hove
BN3 5RD

HEAD OF PROVIDER: Mrs Qi Yi (Linda) Man

DATE OF INSPECTION: 5–6 April 2023

ACCREDITATION STATUS AT INSPECTION: Unaccredited

DECISION ON ACCREDITATION:

Accreditation awarded for six months

Decision on accreditation deferred

Award of accreditation refused

DATE: 18 May 2023

1. Background to the provider

UK Schooling Ltd (the Provider) is a privately owned limited company. It is planning to run two two-week summer camps in Cambridge in the United Kingdom (UK) in July and August 2023, and in two further locations in 2024. Only the summer camps in Cambridge form part of this inspection and any future British Accreditation Council (BAC) accreditation.

The Provider's offices are based in Hove in East Sussex in the UK. An agreement is in place with Lucy Cavendish College, Cambridge, UK to use its accommodation and facilities for the summer camps in 2023.

UK Schooling aims to become a provider of short summer camps dedicated to inspiring participants from diverse backgrounds to develop their academic knowledge and cultural competencies. The purpose of the academic summer camps is to give participants an opportunity to experience study at a UK university, to ignite a passion for learning and to support the development of transferable and independent learning skills.

The Principal of UK Schooling, who is also the sole owner and company director, is supported by an Academic Director, a Course Director and Course Activity Leaders, who are recruited seasonally to support the organisation and running of the camps. UK Schooling also employs an Administrator and a part-time Academic Administrative Assistant.

UK Schooling Limited was established as Asia UK Schooling Limited in April 2015, subsequently changing its name to UK Schooling Ltd in September 2022. It previously acted as an agent to help international participants find suitable summer camps in the UK.

2. Brief description of the current provision

UK Schooling's summer camps are designed to offer participants the opportunity to select a subject in which they have a particular interest and to study this for two weeks. A wide range of subject choices is offered, including Mathematics, Physics and Engineering, Natural Sciences, Exploring Medicine, English Literature and Creative Writing, Economics, Business and International Leadership, Computer Science and Robotics, Law and Politics, Psychology, Architecture, and Art and Design. Teaching takes place in small groups within in-person settings.

In addition to the academic content, the summer camps offer a range of workshops, including in academic English and further study masterclasses, and advice and guidance on applying to UK universities. Participants enjoy a wide range of extracurricular activities, including visits, sports and social events.

The summer camps are designed for male and female participants aged between 13 and 17 years. Participants are being recruited from a range of countries, including China, Spain, Germany, France and Italy.

Participants are enrolled between April and July for the summer camps. There are no formal entry requirements for the summer camps, other than participants' proficiency in the English language. Where participants do not have an International English Language Testing System (IELTS) or equivalent certificate, they take a language test prior to enrolment. In the event that participants do not meet the required level of English proficiency, they are required to take an intensive English course prior to the participating in the camp.

3. Inspection process

The inspection was conducted by one inspector over two days, one day in person at the Provider's administrative office in Hove, where all the pre-camp planning and administration is undertaken, and the second day online. Meetings were held with the Principal, the Activities Manager and the part-time Academic Administrator. A wide range of documentation was scrutinised. Pictures of teaching rooms, student accommodation rooms and floor

plans of Lucy Cavendish College, where the summer camps will be held, were supplied by the Provider, along with links to the Lucy Cavendish website, where additional information about facilities was accessible. The Provider co-operated very positively with the inspection process.

PART B – JUDGEMENT AND EVIDENCE

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

INSPECTION AREA – MANAGEMENT, STAFFING AND ADMINISTRATION

1. The provider is effectively managed

- | | | |
|-----|--|---|
| 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. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 1.3 | There are clear channels of communication between the management and staff, including those working at the delivery venue or remotely. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 1.4 | The provider has a written statement of its mission and goals that effectively guides its activities, is communicated to all stakeholders and is effectively implemented and regularly reviewed. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 1.5 | The provider has a written risk management strategy, which includes financial planning, and this is effectively implemented and regularly reviewed. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

This standard is judged to be:

Met Partially Met Not Met

Comments

UK Schooling has a suitable organisational structure that is documented and made available to all staff as part of their induction. The Principal and other staff are appropriately qualified for their roles, with their main duties and responsibilities clearly set out in detailed and appropriate job descriptions. The job descriptions include information about the required level of qualifications and experience to carry out the role effectively.

UK Schooling has clear procedures to ensure there is effective communication between senior staff and the trainers working at the summer camps. The procedures are appropriately articulated in the staff handbook and explained as part of the induction training for all staff.

A clear, written mission statement is included in the equality, diversity and inclusion policy, and is available on the Provider's website. The mission and vision statements are also included in the summer camp brochure.

A clear risk management strategy is in place that includes appropriate consideration of financial planning. It is effectively implemented and regularly reviewed by the Principal.

2. The administration of the provider is effective

- | | | |
|-----|---|---|
| 2.1 | Administrators are suitably qualified and/or experienced, understand their specific responsibilities and duties and are effective in carrying them out. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 2.2 | The size of the administrative team is sufficient to ensure the effective day-to-day running of the provider. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 2.3 | The administrative support available to the management is clearly defined, documented and understood. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 2.4 | Administrative policies, procedures and systems are up to date, thorough, well documented and effectively disseminated across the provider. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 2.5 | Data collection and collation systems are effective in supporting the administration of the provider. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 2.6 | Participants' and trainers' personal records are sufficiently detailed and regularly updated. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

- 2.7 The provider has a robust security system with policies in place for protecting the data of its participants and trainers. Yes No

This standard is judged to be:

Met Partially Met Not Met

Comments

The staff carrying out the administration are suitably qualified and experienced. They understand their specific responsibilities and duties and are effective in carrying these out. UK Schooling has clear job descriptions for those staff with administrative duties, all of whom undertake an appropriate training programme on their appointment covering all aspects of the role.

The size of the administrative team is sufficient to support the effective running of the Provider. The Principal carries out a number of the administrative duties, supported by the Administrator. These duties include the completion of the documentation that is linked with the recruitment of staff and participants.

The administrative functions and the support available as a result are clearly defined and detailed in the staff handbook.

All policies and procedures are regularly reviewed and updated and provided to staff on recruitment. These include policies and procedures on safeguarding checklists, risk assessments for activities, equality and diversity, student complaints and code of conduct, the resources policy and the attendance policy.

Data collection and storage systems are appropriate and operate under a clear data protection policy, including restricted access to ensure confidentiality.

All staff records are updated as job applications are received and staff are appointed. A clear participant record system has been developed, with information about participant applications being securely stored electronically and updated as information is received from participants and their parents.

A robust security system is in place. It is supported by clear policies and procedures for the appropriate protection of personal data.

3. The provider recruits appropriate staff

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|-----|---|---|
| 3.1 | There are appropriate policies and effective procedures for the recruitment of suitably qualified and experienced staff that include, for self-employed staff, the development of a signed performance service level agreement. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 3.2 | Experience and qualifications are appropriately checked and verified before recruitment, and records are accurately maintained. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 3.3 | The recruitment process for trainers working remotely includes a face-to-face online interview. | <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA |
| 3.4 | There is an effective system for regularly reviewing the performance of all staff, which, for trainers, includes regular, scheduled course delivery observations. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 3.5 | Managerial and administrative staff are appropriately supported in their continuing professional development. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

This standard is judged to be:

Met Partially Met Not Met

Comments

Clear and appropriate staff recruitment policies, job descriptions and detailed interview questions for each role have been developed, including for staff employed for the summer camps. Staff who deliver teaching and activities and senior staff are required to sign performance service level agreements that are appropriate to their roles.

The clear staff recruitment policy and procedures include the checking of references and qualifications and appropriate pre-employment checks.

Staff records are accurately maintained and updated, for example to reflect any staff training that has taken place. All staff are required to undergo an interview to confirm their suitability for the role.

The Academic Director and the Course Director are responsible for ensuring that all trainers are regularly observed, using a clear observation template that includes judgements linked to appropriate student engagement and activities that promote active learning. In addition, feedback is collected from the participants in order to monitor the quality of the teaching and learning experience and student satisfaction, to enable any issues to be promptly addressed.

Managerial and administrative staff are appropriately supported in their continuing professional development. These staff have regular appraisals and are supported to undertake further training and development, as appropriate.

4. Publicity materials, both printed and online, provide a comprehensive, up-to-date and accurate description of the provider and its courses

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

4.3 The provider's key policies are accessible through the website. Yes No

This standard is judged to be: Met Partially Met Not Met

Comments

Text and images in the promotional brochure and on the website provide an accurate depiction of the Provider's location, premises, facilities and the range and nature of resources and services offered. The images of the location for the summer camps are clear and provide participants with appropriate pictures of the camp setting in Lucy Cavendish College.

Appropriate information is provided about the summer camp courses. The descriptions of the amenities and the subject options and activities are clear and concise and include brief descriptions of individual subjects.

The Cambridge summer camp brochure includes a clear timetable of classes, activities and social events. A broad outline of subject coverage is also included. Information about the assessment activities is also made clear. As a result, participants have access to relevant information about the nature of the experience they will have in learning more about their chosen subject.

Key policies and procedures are accessible through the website and provide clear information for participants, applicants and their families.

5. The provider takes reasonable care to recruit and register suitable participants for its courses

5.1 The provider ensures that the specific courses on which participants are registered are likely to meet the participants' expectations and needs. Yes No

5.2 Entry requirements for each course, including those relating to language ability, where applicable, are set at an appropriate level and clearly stated in the course descriptions read by prospective participants. Yes No NA

5.3 A formal application and selection process ensures that participants meet the entry requirements. Yes No NA

5.4 Applicants are provided with sufficient information to enable them to make a judgement on the suitability of the courses and their delivery methods and they can discuss any concerns before registration. Yes No

5.5	The provider replies to all application enquiries in line with its appropriate target response times and all stakeholders are briefed properly on the nature and requirements of its programmes.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5.6	Overseas recruitment agents are properly selected, briefed, monitored and evaluated.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
5.7	The provider has effective systems to identify participants who have special educational needs and/or disabilities requiring additional learning support or other assistance.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

This standard is judged to be:

Met Partially Met Not Met

Comments

The participants are registered on courses that meet their needs and expectations. UK Schooling offers a choice of subjects from which participants can select two subjects, a first choice and a second choice. The information that is provided to participants makes it clear that the courses offer an experience of their chosen subject and do not carry any credit, although participants who complete the courses are provided with a certificate of achievement. Parents and participants are encouraged to contact UK Schooling directly to discuss the suitability of the chosen programme.

Details of the English language entry requirements for the summer camp are included in the brochure and on the website. All participants are required to have an appropriate level of English language proficiency, as defined in the Common European Framework of Reference for Languages (CEFR). Where participants do not have an IELTS or equivalent certificate, they take a language test prior to enrolment. In the event that participants do not have the appropriate level of English language proficiency, they are required to take an intensive English course prior to attending the summer camp.

A clear application form is used to ensure that information about the participant's age and existing education level is provided in order to ensure that participants' needs can be met through the course.

The nature of the summer camp is made clear in well-designed brochures. The brochures provide sufficient information to allow applicants to make an informed choice about the subjects offered. Applicants and their parents are able to contact UK Schooling for additional information at any time.

The Provider responds promptly to all enquiries, which are logged on a central register. All applications or expressions of interest in the summer camps are usually responded to within two working days. The online expression of interest form allows the Provider to respond quickly and to provide additional information or to arrange an online meeting.

Agents are carefully selected, based on the work they have undertaken with other providers and their success rates. All agents are suitably briefed and provided with clear materials and guidelines, including the summer camp brochure. They sign a contract that stipulates they are to use only the authorised materials. Agent performance is monitored and evaluated based on successful referrals.

The application form is used to provide details of any specific participant needs or requirements for additional learning support. As a result, the necessary support is put in place in order to ensure that the identified needs can be met. UK Schooling makes it clear that it does not recruit participants with any special educational needs and/or disabilities that it is unable to support.

6. **There is an appropriate policy on participant attendance and punctuality and effective procedures and systems to enforce it**

6.1	There is a clear policy on participant attendance and punctuality, which is communicated to all participants and other stakeholders.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
6.2	Accurate and secure records of attendance and punctuality at each session are kept for all participants, collated centrally and regularly reviewed.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
6.3	Participant absences are followed up promptly and appropriate action is taken.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA

This standard is judged to be:

Met Partially Met Not Met

Comments

UK Schooling has a very clear policy on participant attendance and punctuality that is detailed in the terms and conditions of the course, the participant code of conduct, staff and participant handbooks, and during induction. This ensures that all participants and stakeholders are aware of the attendance and punctuality requirements.

Attendance records are centrally collated and reviewed regularly by the Academic Director and Course Director, and any required actions are taken.

Attendance sheets are completed during classes and activities and at mealtimes. Any absences are promptly followed up by staff on site to ensure participant safety.

7. The provider has effective systems to monitor its own standards and assess its own performance with a view to continuous improvement

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|-----|---|---|
| 7.1 | There are effective systems for monitoring and periodically reviewing all aspects of the provider's performance. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 7.2 | The provider has effective mechanisms for obtaining feedback from participants and other relevant stakeholders, such as staff, partners and employers, on all aspects of the provider's provision, including formal participant representation where appropriate. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 7.3 | Feedback is obtained, recorded and analysed on a regular basis. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 7.4 | The feedback is reviewed by management and appropriate action is taken. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 7.5 | There is a mechanism for reporting to the participants what the provider has done in response to their feedback. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 7.6 | Reports are compiled at least annually, which include the results of the provider's performance reviews, an analysis of appropriate data, including participant feedback, and action plans. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 7.7 | Action plans are implemented and regularly reviewed with outcomes reported to management. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

This standard is judged to be:

Met Partially Met Not Met

Comments

Clear and appropriate systems have been developed for the monitoring of the Provider's performance, both during and after the summer camps, and to ensure any appropriate actions are taken promptly, with a view to continuous improvement.

The Provider collects participants' feedback through surveys, both during and at the end of the summer camp. Feedback is also obtained from parents and staff at the end of the summer camp. All survey information is collated and analysed both during and at the end of each summer camp, so that appropriate improvements can be made as quickly as possible.

A self-evaluation report (SER) is produced by the Academic Director at the end of the summer camp. The SER includes an analysis of the feedback, as well as looking at feedback on the subject content delivery and its interest to the participants.

Information on the actions taken in response to the feedback is shared with parents and participants by email after the summer camp has been completed, so that they are informed about developments. Participants are also provided with updates on any actions taken in response to the feedback they have provided mid-way through the summer camp. This is provided as part of the daily announcements and updates.

The Provider has developed a clearly structured self-assessment report (SAR), which is used to evaluate the Provider's overall performance against its strategic objectives and key performance indicators. This report is completed at the end of the summer camp, along with a quality improvement plan (QIP), which provides an action plan for future developments. The SER is used effectively to inform the SAR. The QIP is reviewed by the senior team at the end of each summer camp to inform priorities for development and identify areas of good practice. The documents are reviewed by the Principal, and actions are agreed and appropriately implemented to support the continuing enhancement of the provision.

INSPECTION AREA – PARTICIPANT WELFARE

16. Participants receive welfare support appropriate to their age, background and circumstances

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|------|--|---|
| 16.1 | There is at least one named staff member responsible for participant welfare who is suitably trained and/or experienced, accessible to all participants and available to provide advice. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 16.2 | Participants receive appropriate information, advice and guidance before the start of the course. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 16.3 | Participants receive an appropriate induction and relevant information at the start of the programme. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 16.4 | Participants are issued with a contact number for out-of-hours and emergency support. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA |
| 16.5 | The provider has policies to avoid discrimination and a procedure for dealing with any abusive behaviour, including cyberbullying, and these are effectively implemented. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 16.6 | Effective safeguarding arrangements are in place for participants under the age of 18 and vulnerable adults, which are regularly reviewed. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA |
| 16.7 | A suitable policy and effective arrangements are in place to protect participants from the risks associated with radicalisation and extremism. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 16.8 | There is an e-policy in place that references any existing staff and participant codes of conduct and covers participants' on-site use of social media and devices such as mobile telephones, tablets and cameras. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA |
| 16.9 | The provider collects contact details for participants and their next of kin and appropriate staff can access the information quickly and easily, in and out of normal operating hours. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

This standard is judged to be:

Met Partially Met Not Met

Comments

There are appropriate staff who are responsible for participant welfare. These are the Principal, the Academic Director and the Course Director, who work as a team to ensure the participants' safety. They are suitably trained and are accessible to all participants and available to provide advice.

Participants and their parents receive clear information, advice, guidance and support in advance of the summer camps. Appropriate information is also provided in the participant handbook. This includes key contact numbers and email addresses. In addition, the summer camp brochure is provided to recruitment agents and to prospective participants and their parents.

Participants are provided with an appropriate induction. The induction covers key contacts, policies, the code of behaviour and other relevant aspects of the summer camp. Participants receive a comprehensive induction pack that includes a map of the site, emergency information and the attendance policy.

The Provider has also produced posters to display on noticeboards. The posters include useful information about the available welfare and pastoral support to ensure participants have access to clear information.

Emergency contact numbers are provided and printed on participants' identification cards. Out-of-hours support is provided by the Academic Director, the Course Director and the Activities Manager. Further support is also available from the night wardens, who are resident in the accommodation block. The participants are also provided with the Principal's contact details in their handbook and during induction.

Clear and appropriate policies are in place concerning discrimination and abusive behaviour. The participant code of conduct, which participants are required to sign, clearly sets out the behaviour policy. The participants also receive a policy that includes clear information about the risks of cyberbullying.

Very clear safeguarding arrangements are in place. There is a Designated Safeguarding Lead (DSL), who has undertaken appropriate safeguarding training. All staff are expected to have read and understood the policies and guidance. Policies and procedures are regularly reviewed by the Principal and senior staff to ensure their currency. All staff working with the participants, including the trainers, are required to have a Disclosure and Barring Service (DBS) check, and their experience of working with children is confirmed as part of their reference checks. The staff recruitment policy and procedures include the requirement for all staff to complete appropriate safeguarding training.

The Provider has a clear policy and risk assessment to ensure the protection of participants from the risks of radicalisation and extremism. The senior staff have undertaken appropriate training. All trainers are required to have completed a course on the prevention of radicalisation and extremism in advance of the summer camp, to ensure the protection of the participants, as part of their contract.

Staff and participants receive clear guidance on the use of Information Technology (IT) and social media. The participants' induction pack includes a policy about the acceptable use of IT and the misuse of social media, as well as the use of cameras, tablets and mobile telephones.

Details of next of kin are collected along with the participants' contact details. These are held in a secure database to which senior staff have 24-hour access.

17. International participants are provided with specific advice and assistance

17.1	International participants receive appropriate advice before their arrival on travelling to and living in their host country.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
17.2	International participants receive an appropriate induction upon arrival covering issues specific to the local area.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
17.3	Information and advice specific to international participants continue to be available throughout their course of study.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
17.4	Provision of support takes into account cultural and religious considerations.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

This standard is judged to be: Met Partially Met Not Met NA

Comments

All international participants are provided with clear and appropriate information, for example regarding travel to the summer camp and guidance on customs in the UK. Participants are met at the airport and taken to Cambridge to facilitate their safe arrival.

All international participants are provided with a comprehensive induction, which includes information about Cambridge and the local area. Further guidance, information and support are available to participants throughout the duration of the summer camp from the trainers and the senior staff.

The Provider takes appropriate account of cultural and religious considerations in the planning of activities and menus. All participants have individual study bedrooms that provide the necessary privacy for any religious activities. Any dietary requirements are catered for.

18. The fair treatment of participants is ensured

- 18.1 Participants apply for and are enrolled on courses under fair and transparent contractual terms and conditions, which include appropriate refund arrangements and a cooling-off period. Yes No
- 18.2 Participants have access to a fair complaints procedure, of which they are informed in writing at the start of the course. Yes No

This standard is judged to be: Met Partially Met Not Met

Comments

Clear and fair terms and conditions for the summer camp are available on the website and are provided to participants and their parents prior to enrolment. The terms and conditions include appropriate information on refund arrangements and the cooling-off period.

A clear complaints policy and procedure are included on the Provider's website and in the participant handbook and induction pack.

19. Where residential accommodation is offered, it is fit for purpose, well maintained and appropriately supervised

- 19.1 Any residential accommodation is clean, safe and of a standard that is adequate to meet the needs of participants. Yes No
- 19.2 Any residential accommodation, where participants under 18 are accommodated, is open to inspection by the appropriate authorities, including Ofsted. Yes No NA
- 19.3 Clear rules regarding fire safety and other health and safety procedures are in place and appropriate precautions are taken for the security of participants and their property. Yes No
- 19.4 A level of supervision is provided that meets the needs of participants. Yes No
- 19.5 Appropriate measures are in place to ensure that participants under the age of 18 and those over the age of 18 are separated when allocating accommodation. Yes No NA

This standard is judged to be: Met Partially Met Not Met NA

Comments

Participants are provided with comfortable, single, study bedrooms with en-suite facilities. The bedrooms are of a good standard and are inspected and approved by the Accreditation Network UK. They meet the needs of the participants.

Participants are provided with clear information on fire safety procedures and fire evacuation exits. A fire drill is organised early in the programme. Participants receive floor plans showing the emergency exits and assembly points as part of their induction.

A level of supervision is provided that meets the needs of the participants. Residential accommodation for male and female participants are on different floors. The accommodation is supervised by male and female night wardens respectively, who have rooms on the same floor. There are also duty staff who supervise the programme and are available to participants at all times.

The Provider does not enroll participants over the age of 18 on the summer camps.

20. The welfare of participants in home-stay accommodation is ensured and the provider's relationship with the hosts is properly managed

- 20.1 Due care is taken in selecting home-stay accommodation that both provides a safe and comfortable living environment for participants and is appropriately located for travel to the provider and back. Yes No

20.2	Any home-stay accommodation is inspected before participants are placed and is subject to regular reinspection by a responsible representative or agent of the provider.	<input type="checkbox"/> Yes <input type="checkbox"/> No
20.3	The provider has appropriate contracts in place with any hosts, clearly setting out the rules, terms and conditions of the provision.	<input type="checkbox"/> Yes <input type="checkbox"/> No
20.4	Appropriate advice and support are given to both hosts and participants before and during the placement.	<input type="checkbox"/> Yes <input type="checkbox"/> No
20.5	Clear monitoring procedures are in place, with opportunities for participant feedback and prompt action taken in the event of problems.	<input type="checkbox"/> Yes <input type="checkbox"/> No

This standard is judged to be: Met Partially Met Not Met NA

Comments

21. Participants have access to an appropriate social programme and information on leisure activities in the local area

21.1	Participants are provided with appropriate information on opportunities for participation at events and other leisure activities that may be of interest.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
21.2	The social programme is responsive to the needs and wishes of participants.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
21.3	Any activities within the social programme have been chosen with consideration for their affordability for the majority of participants.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
21.4	The activities organised by the provider are effectively supervised by a responsible adult representative with suitable qualifications and/or experience.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
21.5	Off-site social activities are subject to an appropriate risk assessment, and suitable safeguards are put in place as a result.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA

This standard is judged to be: Met Partially Met Not Met

Comments

The summer camp programme includes a wide range of social and leisure activities that meet the participants' needs. All the activities are included in the course fees, so that participants are not asked to pay any additional charges.

The activities and excursions are clearly set out in the camp programme and include a sightseeing trip to London, a walking tour of Cambridge, punting and visits to local areas of interest. Sports and evening activities are also arranged, including a team debating competition, guest speakers and a talent show.

The participants are supervised during all the social events and activities. Appropriate risk assessments are developed using a clear template. The assessments include detailed risk factors and are completed for all external events. Lucy Cavendish College also has an appropriate risk assessment that covers its buildings and facilities.

INSPECTION AREA – PREMISES AND FACILITIES

22. The provider has formal arrangements in place that mean it has possession of and/or access to suitable premises

22.1	The provider has formal arrangements in place that mean it has possession of and/or access to suitable premises.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
22.2	The provider has access to suitable external premises of a temporary or occasional nature for training purposes.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA

This standard is judged to be: Met Partially Met Not Met

Comments

A contract has been signed with Lucy Cavendish College for the use of its facilities and accommodation for the four-week summer camp period.

No other external premises are needed for the summer camps.

23. The premises provide a safe, secure and clean environment for participants and staff

23.1 Access to the premises is appropriately restricted and secured. Yes No

23.2 The premises are maintained in an adequate state of repair, decoration and cleanliness. Yes No

23.3 There are specific safety rules in hazardous areas, for example, science laboratories, which are readily accessible to participants, staff and visitors. Yes No NA

23.4 General guidance on health and safety is made available to participants, staff and visitors. Yes No

23.5 There is adequate signage inside and outside the premises and notice boards for the display of general information. Yes No

23.6 There is adequate circulation space for the number of participants and staff accommodated, and a suitable area in which to receive visitors. Yes No

23.7 There are toilet facilities of an appropriate number and level of cleanliness. Yes No

23.8 There is adequate heating and ventilation in all rooms. Yes No

This standard is judged to be:

Met Partially Met Not Met

Comments

Lucy Cavendish College has appropriate, 24-hour security and restricted entry. All staff and participants are required to wear their identification lanyards, and visitors are signed in and out and are always accompanied by a member of staff.

The premises are well maintained and clean, with clear guidance on health and safety displayed for participants, staff and visitors. Participants receive clear information on health and safety guidance in their induction packs.

Each building is clearly marked with its name, and participants and staff are provided with maps of the Lucy Cavendish College to help them locate buildings as needed. Signs to various locations are displayed in the porters' lodge.

Participants have appropriate access to general information from duty staff, including course-related announcements, with information also displayed on notice boards in classrooms and communal areas, as appropriate.

Staff and participants have access to adequate circulation areas, including the coffee shop, the refectory and classrooms after classes, where they can meet informally, and where visitors can be received.

Participants and staff have access to sufficient toilets in the main buildings, which are cleaned daily. Heating and ventilation arrangements are appropriate and meet the needs of participants and staff.

24. Training rooms and other learning areas are appropriate for the courses offered

24.1 Training rooms and other learning areas provide adequate accommodation for the teaching/training sessions allocated to them. Yes No

- | | | |
|------|---|---|
| 24.2 | Training rooms and any specialised learning areas, for example, laboratories, workshops and studios, are equipped to a level that allows for the effective delivery of each course. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 24.3 | There are facilities suitable for conducting the assessments required for each course. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA |

This standard is judged to be: Met Partially Met Not Met

Comments

The classrooms provide appropriate accommodation for the size and number of classes and are appropriately equipped with projectors and furniture.

Participants are required to bring their own IT equipment. Free access to the internet is provided in classrooms, communal areas and study bedrooms.

There are facilities suitable for conducting the assessments required for the summer camps. The classrooms provide appropriate facilities for the participants' presentations and the submission of group course assessments.

25. There are appropriate additional facilities for participants and staff

- | | | |
|------|---|---|
| 25.1 | Participants have access to sufficient space, which could include a library and suitable Information Technology (IT) facilities so that they can carry out their own private work and/or study. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 25.2 | Trainers have access to sufficient personal space for preparing teaching/training sessions, marking work and relaxation. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA |
| 25.3 | Participants and staff have access to space and facilities suitable for relaxation and the consumption of food and drink, including facilities that are located outside the premises. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 25.4 | There are individual offices or rooms in which teachers/trainers and senior management can hold private meetings and a room of sufficient size to hold staff meetings. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 25.5 | Administrative offices are adequate in size and are resourced for the effective administration of the provider. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

This standard is judged to be: Met Partially Met Not Met

Comments

Participants have access to sufficient space for private study, including their study bedrooms, which are suitably equipped. Participants can use classrooms for private study when classes are not being taught. All participants use their own IT equipment for their studies and completion of assessments.

Office space is provided for administration of the courses, and trainers prepare their lessons and activities in advance of the camps, as lesson plans and materials must be approved by the Academic Director. Trainers and other staff use the administrative office space to undertake work on site.

Staff and participants have access to the coffee shop and the gardens for socialising and relaxation, and the coffee shop for the consumption of food and drink. In addition, all main meals are provided for the participants and the staff managing the summer camps.

The administrative office on site is large enough to accommodate staff meetings, which may also be held in classrooms, as appropriate. The administrative facilities are appropriate for the effective administration of the summer camp.

COMPLIANCE WITH STATUTORY REQUIREMENTS

Declaration of compliance has been signed and dated

Yes No

PART C – SUMMARY OF STRENGTHS AND ACTION POINTS

Numbering of action points aligns with that of the minimum standards.

MANAGEMENT, STAFFING AND ADMINISTRATION

Provider's strengths

The clear and attractive summer camp brochure includes accurate information about subject options and guest speakers and provides a clear outline of the camp experience.

Detailed job descriptions are available that detail the qualifications, experience and training requirements, including safeguarding, required for each staff role.

Actions required	Priority H/M/L
None	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low

PARTICIPANT WELFARE

Provider's strengths

Clear information on participant welfare and the support provided to participants and their parents is provided in handbooks, and there are policies that ensure all stakeholders are well informed about safeguarding and the available pastoral support.

The well-developed social and additional activities programme provides participants with access to a wide range of activities and excursions.

Actions required	Priority H/M/L
None	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low

PREMISES AND FACILITIES

Provider's strengths

The spacious grounds provide attractive areas for relaxation and socialising.

Actions required	Priority H/M/L
None	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low

RECOMMENDED AREAS FOR IMPROVEMENT

To be reviewed at the next inspection

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COMPLIANCE WITH STATUTORY REQUIREMENTS

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