

## PRE-16

### POLICY STATEMENT

**It is the Policy of Canterbury College that:**

**Canterbury College will follow the legal and statutory responsibilities involved in delivery to young learners:**

- 1 By ensuring that young learners have equal access to learning
- 2 By using its best endeavours to make available suitable provision for all young learners with Special Educational Needs
- 3 By establishing the level of supervision required for young learners and putting this in place
- 4 By ensuring that it adheres to child protection regulations and all staff working with young learners have enhanced Criminal Record Bureau (CRB) checks prior to starting the course
- 5 By ensuring that the curriculum offer meets statutory requirements for young learners of compulsory school age
- 6 By following carefully laid down procedures for reporting attendance
- 7 By taking responsibility for the health and safety of young learners
- 8 By ensuring that appropriate insurance cover is in place
- 9 By keeping information about young learners in accordance with the Data Protection Act 1998
- 10 By providing appropriate staff development programmes

**Date written:** January 2004

**Review date:** January 2005

**Persons responsible for policy:**

The College Governing Body or anyone to whom it has delegated responsibility

Assistant Principal External Affairs

Manager Pre-16 Education

Co-ordinator Project 15

Co-ordinator Increased Flexibility Project (IFP)

## **The Policy will be implemented in the following way:**

### **1 By ensuring that young learners have equal access to learning**

- 1.1 The College will not submit students with disabilities to less favourable treatment and will make reasonable adjustments to overcome disadvantages caused by the disability.
- 1.2 There will be monitoring of the impact of the College Policy on Race Equality on the admission and progress of young learners.
- 1.3 Young learners will have equal access to learning, irrespective of their varied learning abilities, so that they have equal opportunity to reach their full potential.

### **2 By using its best endeavours to offer suitable provision for all young learners with Special Education Needs (SEN)**

- 2.1 The College will reach agreement with schools about the content and delivery of provision that is suitable for young learners with statements.
- 2.2 The College will get details from schools of the statements of young learners with SEN in order to determine the level of support needed.

### **3 By establishing the level of supervision required for young learners and putting this in place**

- 3.1 The College will assess the risks related to working with an unfamiliar age cadre. The risk assessment will cover the physical environment and the College policies and procedures.
- 3.2 After negotiating with the schools, on the basis of the schools' risk assessments, the appropriate level of supervision will be agreed and put in place. It will be both in class and on the premises prior to and between lectures and at lunchtime.
- 3.3 An area will be made available for young learners to have their lunch and ensure they understand that during lunchtime they must remain on College premises unless a letter from their parent/guardian has been received.
- 3.4 The College will comply with LEA trips and visits guidelines and ensure that all necessary documentation is completed (see Appendix 1).
- 3.5 The College will have clear guidelines for the organisation of placements where it is part of the provision for Year 11 young learners.

### **4 By ensuring that it adheres to child protection regulations and all staff working with young learners have appropriate checks**

- 4.1 College staff teaching young learners will have satisfactory enhanced Criminal Record Bureau (CRB) checks prior to starting the course.
- 4.2 Where young learners are in-filled in programmes with students over the age of 18, they will be supervised by an 'approved adult', that is one who has received a satisfactory enhanced CRB check.
- 4.3 It is the responsibility of the approved adult to ensure that other adults do not have 'substantial unsupervised access to the child'.
- 4.4 Support staff such as technicians and instructors who have not been CRB checked will not have 'substantial' access to young learners.
- 4.5 College policies and procedures to deal with drugs, bullying and discipline will be applied to young learners.

4.6 A clear reporting procedure will be established with a standard reporting Pro-Forma (see Appendix 2). These will be used in reporting any possible incidences of abuse to Social Services or the police.

**5 By ensuring that the curriculum offer meets statutory requirements for young learners of compulsory school age**

5.1 The curriculum offer will meet the Key Stage 4 statutory requirements and the qualifications used will be those approved under Section 96 of the Learning & Skills Act 2000.

5.2 The College will work effectively with the LEA/schools, providing continuing support to achieve the aims and objectives of the learning programme.

5.3 Moderation and quality assurance systems will be robust and in line with College policies. They will meet external requirements.

5.4 The College will collect and supply the necessary data for audit requirements.

5.5 Marketing materials of programmes will be produced for schools, young learners and LEAs.

5.6 There will be a thorough induction, to include health and safety, at the start of the programme.

5.7 A clear post-16 progression route in education, training or employment with training will be identified for young learners.

5.8 There will be an achievement ceremony to recognise the achievement of young learners.

5.9 The College will make arrangements to inform the school of the results of any qualifications on the day that the results are notified so that the schools can include, where necessary, the data in their performance tables.

**6 By following carefully laid down procedures for reporting attendance**

6.1 The College will agree a common procedure with schools on checking the attendance of young learners. This will ensure that the schools report absence to the College and vice versa.

6.2 There will be a system for monitoring attendance.

6.3 Where the College has organised a placement as part of its provision for young learners, a clear procedure for reporting absence will be in place.

## **7 By taking responsibility for the health & safety of young learners**

- 7.1 The College Governing body will have responsibility for young people in the College and for conducting the necessary risk assessments.
- 7.2 Key findings of the risk assessments and the control measures to minimise, or ideally eliminate, and significant risks will be conveyed to the school which will have the responsibility to provide them to parents/guardians.
- 7.3 Whilst a young person is in College s/he is in the care of the College which therefore has a duty of care towards that person.
- 7.4 The College will ensure that schools give details of any particular medical needs or requirements of young learners and agree with the schools how the necessary support can be provided.
- 7.5 The College will provide a free meal for those young learners eligible for a free lunch if at school.
- 7.6 The College will ensure that young learners and the schools are aware of the standards of safety to which they must all abide (see Appendix 3).
- 7.7 In the case of an accident to a young person, there will be a clear reporting procedure with a standard reporting pro-forma (see Appendix 4).
- 7.8 All staff and young people will be made aware of the evacuation procedures as they apply to young people (see Appendix 5).
- 7.9 All health and safety procedures will be well publicised. They will be included in the Tutor handbook, the LRC, the Student Information Centre and on the College Intranet.

## **8 By ensuring that appropriate insurance cover is in place**

- 8.1 The College will establish with its insurers if there is a need to adjust its premiums to provide adequate cover.
- 8.2 The College will inform partner schools of the legal cover being provided. Schools to inform parents.

## **9 By keeping information about young learners in compliance with the Data Protection Act 1998.**

- 9.1 The College will see evidence from both parent and young learner that consent has been given for the College to have data on young learners' attendance, behaviour, prior attainment and other relevant personal data.
- 9.2 The College will receive, via the school, the young learner's permission for young learner data to be captured on the College MIS system.
- 9.3 The College will only receive 'sensitive personal data', relating to SEN or behaviour for example, with the explicit consent of the young person, or, depending on the student's understanding, the parent. If consent is not received the College may decide not to accept the young learner.

## **10 By providing appropriate staff development programmes**

- 10.1 Staff development programmes will include strategies for teaching and learning as well as behaviour management for this age group.

10-2 The policy and procedures for pre-16 education will be included in staff training programmes and staff induction.

## REFERENCES

- 1 Guidance for FE Colleges Providing for Young Learners: AoC, LEACAN, LSC, LEAs, DfES, NATFHE, NUS
- 2 AoC Model Partnership Agreement between colleges and schools
- 3 The Children Act 1989
- 4 DfES guidance, Child Protection (DfES/0278/2002)
- 5 Disability & Discrimination Act, 1995
- 6 Special Educational Needs and Disability Act 2001
- 7 Code of Practice Post 16, COPP 16 – July 2002
- 8 Education Act 1996
- 9 Learning & Skills Act 2000
- 10 Data Protection Act 1998
- 11 The Health & Safety (Training for Employment) Regulations 1990
- 12 The Working Time Regulations 1998
- 13 The Management of Health & Safety at Work Regulations 1999
- 14 Young People at Work (Health & Safety Executive)
- 15 DfES guidance, Vocational & Work-Related Learning at Key Stage 4 (DfES/0132/2003)
- 16 College policies