



# **CSA Policy**

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## **1.0 Introduction**

- 1.1 At Cardiff Sixth Form College the safety and security of all pupils is paramount. As such the health, happiness and safety of all pupils at the college is always considered; extending further to those students who are classified on entry as a pupil of Compulsory School Age (CSA).
- 1.2 In accordance with the Education Act 1996 (Section 8), in England and Wales:
  - A child begins to be of compulsory school age on the start date of the term following his/her fifth birthday, or that day if his/her fifth birthday falls on the day term starts.
  - A child ceases to be of compulsory school age on the last Friday in June in the academic year in which he/she reaches the age of 16 or if he/she reaches 16 after the last Friday in June but before the start of the new school year.
- 1.3 Therefore, all students who begin the academic year as a child of compulsory school age, stay a CSA (Child of Compulsory School Age) until the last Friday in June.
- 1.4 This policy outlines set responsibilities and college procedures for all pupils that fall into the above category.

## **2.0 Responsibility**

- 2.1 All college staff have responsibilities for ensuring that the college operates within the legal framework for looking after and caring for pupils of compulsory school age and the management team have overall responsibility for implementing the policy throughout the college and ensuring that staff dealing with these students on a day-to-day basis are appropriately briefed regarding procedures outlined herein.
- 2.2 Each member of the college community is responsible for being alert to and recognising CSA students and for ensuring their safety at all times both on and offsite.

## **3.0 Procedures for Children of Compulsory Age**

### **3.1 Main College**

- 3.1.1 Pupils at the college, during college hours have a designated Head of House, who monitors their attendance, behaviour and welfare. Each Head of House responsible for a CSA pupil knows their timetables and immediately if a student is not present in a lesson. The Head of House team also maintain regular contact with parents and guardians of CSA pupils.
- 3.1.2 CSA pupils have a set PSE (Personal and Social Education) Programme in which topics such as e-safety, effective relationships and resilience are covered aiding pupils' knowledge and understanding of the wider world and also allowing them to gain valuable life skills equipping them for future study and the world of work.
- 3.1.3 CSA pupils have grey lanyards, which are different from other pupils and so are easily recognisable to all staff in the main college site. CSA students must not leave college premises at any point during the college timetabled day and upon leaving after college has finished must be accompanied by a group of students or a member of staff to return back to accommodation.

3.1.4 In order to ensure that CSA students are mixing appropriately with AS and A2 students, shared college pastoral events and extra-curricular activities are organised that allow pupils of CSA age to embed themselves within the college community. All CSA students have access to the bespoke college pastoral programme – CREATE©, which allows them to engage in college activities and events, along with engaging with the wider local community.

3.1.5 Any leave requests must be completed no later than one week before the leave is due to take place and students must have permission from their Head of House and also the Head of Boarding before leave is approved. Any CSA leave must also include ID checks of appropriate adults the student is staying with and additional checks from parents that they are happy with their son/daughter taking leave applied for.

## 3.2 Accommodation

3.2.1 In addition to the above, there are further procedures for those CSA students who reside within college accommodation.

### 3.2.2 Pastoral Care

3.2.2.1 CSA students are monitored and well cared for like all other students at CSFC however there are additional procedures within boarding to ensure that they are maintaining a balanced and healthy lifestyle. Regular health check-ups are conducted by the nurse and college matrons, which may include BMI checks. In addition, boarding staff log meals taken by CSA students and monitor their diet on a day to day basis. All CSA students have supervised prep times to help with their academic studies which is attended by school prefects and House Staff.

3.2.2.2 House staff organise dining sessions in which CSA students dine in with other students of CSA age. This not only gives students the opportunity to socialise with students of the same age further but it also allows for a home from home feel; something which the college values.

3.2.2.3 Students of CSA age are not permitted to stay out past 2100 and a strict curfew is in place.

3.2.2.4 During free time, and on weekends a range of activities are available for CSA pupils and those pupils wishing to engage in shopping must only ever go out when accompanied by two other students. Staff will always do their best to accommodate any activity requests for CSA pupils but adequate notice must be given if this involves travel to another city and if additional staffing is not possible then the college reserves the right to decline any CSA activity or super-circular involvement requests in the interest of pupil safety.

### 3.2.3 CSA Rules

3.2.3.1 Boarders must treat all members of the boarding community with respect.

3.2.3.2 Any form of discrimination or bullying is totally unacceptable whether on the basis of race, appearance, gender or sexual orientation. The college will take all allegations of bullying or discrimination very seriously and investigate thoroughly. Please refer to the Anti-Bullying Policy for further information on this.

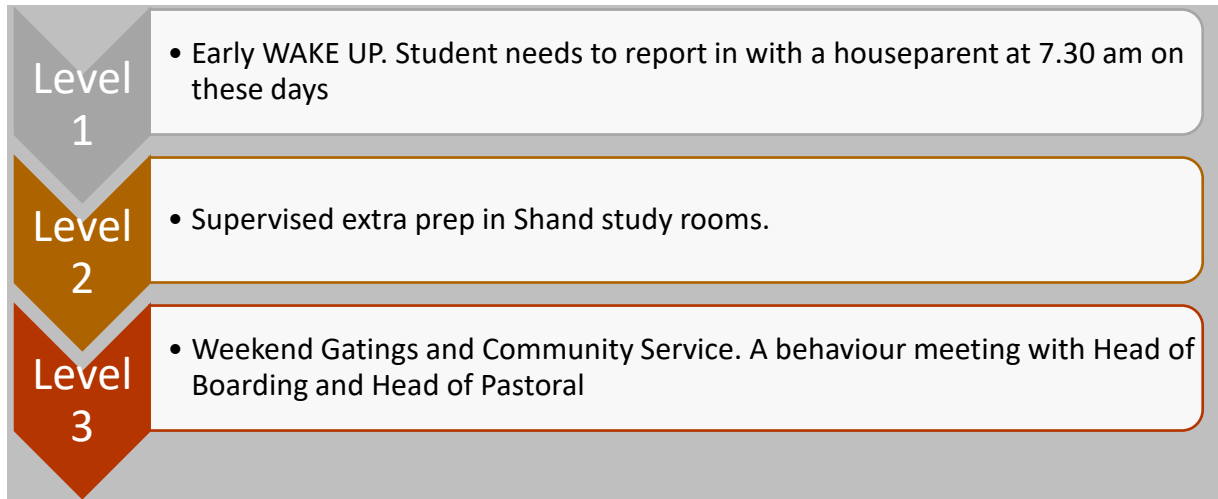
- 3.2.3.3 All members of staff related to the boarding house, including catering and cleaning services must be treated with respect. Any rudeness to staff may result in disciplinary action. Any physical harm caused to any other student may result in suspension or expulsion. Details of college sanctions associated with poor behaviour can be located in the college Good Behaviour and Sanctions Policy.
- 3.2.3.4 **Male and female accommodation areas must be kept separate.**
- 3.2.3.5 Male and female accommodation areas are single-gender only and access to a floor/building of the opposite sex is prohibited.
- 3.2.3.6 **It is forbidden to store or use alcohol, illegal drugs and abuses of substances on boarding premises**
- 3.2.3.7 Students cannot store or consume alcohol on or off the school premises and should not return to the boarding house under the influence of alcohol. Students are also reminded that it is illegal in the UK for under 18s to buy or consume alcohol and that any illegal activities will result in disciplinary action including the potential for suspension and exclusion.
- 3.2.3.8 There are strict laws in the UK regarding illegal drugs. Any student found, or believed, to be under the influence of any drug that hasn't been prescribed by a UK registered doctor (including so called legal highs) will be subject to disciplinary sanctions which may include expulsion and the police being notified. The colleges also reserve the right to drug test any student it suspects of drug misuse.
- 3.2.3.9 Any student in the company of a student taking an illegal substance who does not report the incident will be considered complicit in the act and will be subject to the same disciplinary sanctions.
- 3.2.3.10 Students should read the college policy on Alcohol, Substance Misuse and Sexual Relations.
- 3.2.3.11 **Smoking is forbidden in all college/boarding premises**
- 3.2.3.12 Pupils must not smoke anywhere within boarding and students caught breaking this rule will be subject to college disciplinary action and may be billed for any damage or safety checks that are undertaken as a consequence of smoking. Members of staff have a duty of care to ensure that those under eighteen are not smoking and smoking materials may be confiscated from students if discovered to be in use by students. The college nurse will assist in cases of smoking cessation.
- 3.2.3.13 **All health, safety and security procedures must be followed.**
- 3.2.3.14 Specifically, all ovens and cooking equipment have been disabled in cluster kitchens and any cooking should be done in the CSA dining room under the supervision of a staff member. Any instructions or requests given by house parents regarding these matters must also be followed at all times.

## 4.0 Sanctions

- 4.1 CSA students need to be monitored more closely than over 16's with regards to sanctioning. All staff should consult with the Head of Boarding before issuing sanctions.

Before, during and after any sanctions staff should consider alternative methods to support students with any behavioural issues.

- 4.2 The CSA boarding sanctions structure has also been amended to be more in line with the requirements of younger students. Any breach of the school rules may involve staff imposing sanctions. Boarding sanctions are illustrated in the diagram below. Any further sanctions will follow the school Good Behaviour and Sanctions policy.



- 4.3 Sanctions are at the discretion of staff but reasons would include the following:

- Rudeness to staff members
- Consistent failure to register or extreme registration incident
- Refusal to tidy rooms or cluster kitchens
- Students being late to college