



CSA Policy

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Document Quality Control

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1.0 Introduction

At Cardiff Sixth Form College (CSFC) Cambridge, the safety, wellbeing and security of all students is paramount. The College recognises that additional statutory responsibilities apply to students who are of compulsory school age and ensures that appropriate arrangements are in place to reflect these responsibilities.

1. In accordance with section 8 of the Education Act 1996, a child in England becomes of compulsory school age on the prescribed day following their fifth birthday, or on that day where their fifth birthday falls on a prescribed day. The prescribed days are:
 - 31 August;
 - 31 December; and
 - 31 March.
2. A child ceases to be of compulsory school age on the last Friday in June in the school year in which they reach the age of 16.
3. Therefore, a student who is of compulsory school age at the start of the academic year will remain of compulsory school age until the last Friday in June of that academic year.
4. For the purposes of this policy, such students may be referred to as **students of compulsory school age (CSA students)**.
5. The College recognises that students of compulsory school age are subject to additional requirements in relation to attendance, safeguarding, supervision and welfare. This policy sets out the responsibilities and College procedures that apply to students who fall within this category.
6. Once a student has ceased to be of compulsory school age, they remain subject to the wider education and training participation requirements applicable to young people in England until the age of 18, but they are no longer classified as being of compulsory school age.

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 students 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 Students are assigned a Head of House who monitors their attendance, behaviour and welfare. The Head of House maintains regular contact with parents and guardians of CSA students.
- 3.1.2 CSA students have a PSHE programme in which topics such as e-safety, effective relationships and resilience are covered aiding students' 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 In order to ensure that CSA students are mixing appropriately with other year A-level students, shared college pastoral events and extra-curricular activities are organised that allow students of CSA age to embed themselves within the college community.

3.1.4 Any leave requests must be completed by Wednesday evening, before a weekend leave is due to take place and students must have permission from their Head of House and also the Senior Houseparent before leave is approved. Any CSA leave must also include ID checks of anyone new the student is staying with if they are different to the approved guardian at enrolment.

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 Cambridge 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/college staff monitor meal times at lunch and dinner times. Boarding staff check with CSA students that they are completing their prep.

3.2.2.2 House staff organise occasional 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 During free time, and on weekends a range of activities are available for CSA students and those students 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 students 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 student 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 Smoking is forbidden in all college/boarding premises
- 3.2.3.11 Students 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.
- 3.2.3.12 All health, safety and security procedures must be followed.
- 3.2.3.13 Students wishing to cook must only do so under the direct supervision of the boarding staff. 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 non CSAs with regards to sanctioning. All staff should consult with the Housemaster 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 Boarding Handbook. 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