

Organisation name	Cambridge Academy of English Summer Courses for Young Learners
Inspection date	12 July 2017

**BACKGROUND**
**Organisation profile**

Inspection history	Dates/details
First inspection	2012
Last full inspection	2016
Subsequent spot check (if applicable)	N/a
Subsequent supplementary check (if applicable)	N/a
Subsequent interim visit (if applicable)	N/a
Other related non-accredited activities (in brief) at this centre	N/a
Other related accredited schools/centres/affiliates	Cambridge Academy of English – year-round school
Other related non-accredited schools/centres/affiliates	N/a

**Current accreditation status and reason for spot check**

Current accredited status	Accreditation under review
Reason for spot check	Signalled: end period under review

**Premises profile**

Address of main site	65 High Street, Girton, Cambridge CB30QD
Details of any additional sites in use at the time of the inspection	Moreton Hall School, Mount Road, Bury St Edmunds IP32 7BJ Old Buckenham Hall, Brettenham Park, Brettenham IP7 7PH Princess Helena College, Preston, Hitchin SG9 7RT
Details of any additional sites not in use at the time of the inspection	N/a
Sites inspected	65 High Street, Girton, Cambridge CB30QD

**Student and staff profile**

	At inspection	In peak week July
Total ELT/ESOL student numbers (FT + PT)	143	203
Minimum age (including closed group or vacation)	8	8
Typical age range	8–17	8–17
Typical length of stay	2 weeks	2 weeks
Predominant nationalities	Italian, Slovak, Spanish	Italian, Slovak, Spanish
Total number of teachers on eligible ELT courses	14	16
Total number of administrative/ancillary staff	18	25

## INTRODUCTION

### Background

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Cambridge Academy of English (CAE) is a well-established language school that runs courses for adults (17+) and for closed groups of under 18s throughout the year. It is situated in the village of Girton, about five miles from Cambridge.

The school has run teenage homestay courses from its year-round Girton premises since 1990. By 2012 CAE was also running three residential summer courses in independent boarding schools. It received separate accreditation for its young learner summer course programme in that year. The young learner summer courses in Girton take place in a purpose-built extension in the grounds of the main school; the premises consist of four large classrooms and an office around a courtyard. The other three courses use teaching, recreational and residential accommodation in the independent schools, which are all located within reasonable travelling distance of the main school.

In 2017 the provider offered:

three three-week teenage homestay courses at Girton, Cambridge (14 to 16 year-olds)

two two-week residential course at Princess Helena College (PHC), Preston, near Hitchin (14 to 17 year-olds)

two two-week residential courses at Old Buckenham Hall, Brettenham, Suffolk (12 to 15 year-olds)

two two-week residential courses at Moreton Hall School, Bury St Edmunds (8 to 13 year-olds).

In 2012 the Moreton Hall and Old Buckenham Hall centres were inspected and a spot check was conducted in 2013 of the teenage homestay courses at Girton. At the next inspection in 2016 the teenage homestay course in Girton and the residential course at Princess Helena College were visited. In the course of the two full inspections, all four centres in use were visited and inspected.

At the 2016 inspection, the *Care of under 18s* section was not met and the young learners summer courses provision was placed under review. The present spot check was scheduled for the following year (2017) at a time when the summer programme would be running, in order to end the period under review.

The inspection lasted for one day with two inspectors.

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### Preparation

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The inspectors received in advance of the visit the previous inspection report, a recent annual declaration, publicity material and copies of recent correspondence between the school and the Accreditation Unit. The school principal was contacted in advance to establish the basic parameters of the inspection and the reporting inspector requested that an action plan based on the previous report should be available, together with basic student and staff statistics. The action plan and the student and staff statistics which had been requested were provided and all other data and documents requested during the inspection were readily available.

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### Programme and persons present

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The inspectors visited the main school at Girton where a young learners course was currently running. The inspectors arrived at the school at 8.55 and left at 16.50. They had meetings with the principal, the deputy principal, the director of young learner courses, the academic manager for young learner summer courses and the director of studies (DoS) of the Old Buckenham Hall centre. The course at Old Buckenham had not started at the time of the spot check and was due to start the following week. The DoS was at Girton at the time. One inspector met the accommodation manager and the assistant social activities organiser. The inspectors also had meetings with a group of students on the young learner course and the two teachers who were teaching the course on the day of the inspection.

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## FINDINGS

### Management

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The management of the provision operates effectively and to the benefit of students. Issues raised by the previous full inspection have been addressed in nearly all respects. An outstanding issue concerns records of evidence of teachers' qualifications and of staff safeguarding training. These are checked locally at each centre but are not recorded centrally.

Photocopying guidelines are on display at all centres. This is checked by main office staff.

Progress has been made in the minuting of meetings and minutes are produced as the summer programme progresses. Preparatory meetings for young learners courses have been minuted and a template has been produced for the minutes of meetings during the summer programme. A student forum meeting for the first course of the summer has been minuted. At the time of the inspection it was too early in the season for minutes of all

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meetings to be produced.

Teachers' certificates are checked locally and signed copies are made. Signed copies are not kept centrally unless the teachers attended interview personally prior to appointment. References are recorded and a newly-designed form enquires specifically about suitability for contact with under 18s. Safeguarding training certificates are checked locally at each centre but are not recorded centrally.

Initial student feedback is now being obtained; a template form for recording feedback has been produced and is being introduced into use. End-of-course feedback is obtained through written questionnaires and the results are fully recorded on a spreadsheet. However, this is essentially raw data and a summary or analysis of the results is not produced for distribution to relevant staff.

Online publicity material has been revised and printed material is being revised for the print run for the 2018 season. All students enrolled are within the published age ranges.

### Teaching and learning

The issues raised at the previous inspection have been addressed by the academic management team which has introduced new procedures and developed additional resources. There has been a significant amount of development work completed in the run up to the summer programme.

A full programme of observations of teaching, scheduled to cover all teaching staff at each centre, is in place and a detailed observation report template has been produced. Professional development needs with specific reference to teaching young learners are being met. The academic management team has produced a number of training modules specific to young learners and these are being used at in-service training sessions across the centres.

All teaching staff are appropriately qualified.

### Welfare and student services

Pastoral care is of a good standard and student safety is taken very seriously. The homestay provision at the Girton centre is well managed and leisure activities are organised effectively. The issue of staff awareness of responsibilities under the Prevent strategy has been addressed through the inclusion of an element of training and awareness raising at staff induction sessions at each centre.

### Care of under 18s

Most issues raised at the previous inspection have been addressed. However, measures to be taken where the results of requests for staff suitability checks were pending and had not yet been received had not been fully put in place.

See below for details.

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### Care of under 18s

Criteria	Not met	Met	Strength	See comments	N/a
C1 Safeguarding policy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C2 Guidance and training	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C3 Publicity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C4 Recruitment procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/a	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C5 Safety and supervision during scheduled lessons and activities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C6 Safety and supervision outside scheduled lessons and activities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C7 Accommodation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C8 Contact arrangements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/a	<input type="checkbox"/>	<input type="checkbox"/>

### Comments

At inspection three of the four centres were running and the fourth was due to begin the following week. All students on the programmes are under 18.

C1 The school has a safeguarding policy which all staff sign, confirming that it has been read. The policy is detailed

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and comprehensive and covers all required areas. There are named designated safeguarding officers. Two staff have training at specialist level.

C2 All staff are required to successfully complete online safeguarding training at basic level before commencing their duties with the school. In some cases this training is completed by staff on arrival at the centre where they will be working, immediately prior to starting. It is the responsibility of individual centre managers to check that training has been completed and that evidence of this is provided by staff members. Safeguarding training is also provided to homestay providers at the Girton centre.

C3 The publicity material has several sections specifically focusing on pastoral care and support given to under 18s. Topics covered include welfare, safety, illness and emergencies, transport arrangements, and level of supervision.

C4 All staff are required to take suitability checks and in most cases these had been completed. In a number of cases they were in progress and certificates had not yet been received. The school has a central database where the status of all staff in this respect is recorded and the ongoing process of completing suitability checks is regularly monitored. Centre managers are aware of staff for whom clearance is awaited and of the need for vigilance; however, no risk assessments are completed for such staff. All homestay providers are DBS checked, including all resident adults. References are obtained for all staff and are held on file. Reference request forms include questions about suitability to be in contact with under 18s.

C5 No students over 17 are enrolled on young learner courses. All students are fully supervised throughout the day. Full leisure programmes are provided at all centres.

C6 Students are fully supervised on a 24-hour basis at the three residential centres, which have resident staff on the premises at all times. At the Girton centre students come to school unescorted, but walking in small groups together. All homestays accommodate at least two students, who stay together when walking between the homestay and the school. All homestays in use at the time of the inspection were within easy walking distance of the school, within the confines of the village. When an evening activity involves transport away from Girton, students are dropped off at their accommodation on return.

All students and social activity assistants spoken to were fully aware of the time by which students were due home and there is no evidence that this time was not being adhered to. Parental consent forms now make clear that students at Girton will be walking to and from their homestay accommodation.

C7 The school has taken steps to ensure that no student enrolled on its young learner courses will be older than 17.

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### **Care of under 18s summary**

The provision meets the section standard. There is an appropriate safeguarding policy in place with named designated safeguarding leads. All staff are required to complete safeguarding training at basic level and to undergo suitability checks, although some of these were pending at the time of the inspection and risk assessments had not been done. Publicity material gives a full and accurate description of the level of care given to all students, both residential and in homestay accommodation.

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### **POINTS TO BE ADDRESSED**

*Points from the previous full inspection and/or subsequent spot checks or interim visits with comments (in bold) to indicate how far these have been addressed.*

### **Points which must be addressed before continued accreditation can be recommended**

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#### **Care of under 18s**

C2 There was no evidence that most teaching staff at PHC had completed any safeguarding training before they began working at the centre.

**Addressed All staff are required to successfully complete online safeguarding training at basic level before commencing their duties with the school.**

C4 Not all staff at PHC had had suitability checks. The CD stated she had not been informed of this and had not put appropriate measures in place. Not all summer school staff had references on file and some references did not refer to the applicant's suitability to work with under 18s.

**Partially addressed All staff are required to take suitability checks and in most cases these had been completed. In a number of cases they were in progress but certificates had not yet been received. No risk assessments had been completed for such staff but centre managers were aware of the situation and the need for vigilance. References are obtained for all staff and are held on file. Reference request forms include questions about suitability to be in contact with under 18s. Suitability checks have been completed for all homestay providers.**

C5 Student safety could not be assured at PHC as measures had not been put in place for staff without suitability checks. At PHC there was an 18 year-old in class with under 16s.

**Addressed No students over 17 are enrolled on young learner courses. Centre managers are aware of any staff whose suitability check result is pending.**

C6 For homestay students there is no indication on parental consent forms that they will be walking to and from their accommodation at various times of the day, including after evening activities. Written procedures for ensuring that students are in their homestay by 23.00 curfew time are not always adhered to.

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**Addressed All students and social activity assistants spoken to were fully aware of the time by which students were due home and there is no evidence that this time was not being adhered to. Parental consent forms now make clear that students at Girton will be walking to and from their homestay accommodation.**  
C7 At PHC there was an 18 year-old student in the same residential accommodation as 14 and 15 year-olds, where shared bathroom facilities were used.  
**Addressed The school has taken steps to ensure that no student enrolled on its young learner courses will be older than 17.**

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## **Other points to be addressed**

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### **Management**

M1 Photocopying guidelines were not on display by photocopiers in the Princess Helena College centre.

**Addressed: Photocopying guidelines are on display at all centres. This is checked by main office staff.**

M4 No minutes were available of meetings in the centres with the exception of the activity team in PHC.

**Addressed: Preparatory meetings for young learners courses have been minuted and a template has been produced for the minutes of meetings during the summer programme. A student forum meeting for the first course of the summer has been minuted. At the time of the inspection it was too early in the season for other minutes to be produced.**

M5 The PHC centre was understaffed at the start of the first course. The DoS had had to teach a full teaching timetable in the first week and a member of the social activity staff with teaching experience had filled another teaching slot.

**Addressed: Centres are adequately staffed.**

M6 Staff files did not contain a number of references for summer staff and some references did not refer to the applicants' suitability to work with under 18s. The copies of the staff qualifications for summer staff were not easily accessible and had not always been signed. Copies of safeguarding training certificates were also not available at head office for most PHC staff and were missing for some staff.

**Partially addressed: Teachers' certificates are checked locally at each centre. References are recorded centrally and a newly-designed form enquires specifically about suitability for contact with under 18s. Safeguarding training certificates are checked locally at each centre.**

M18 In Girton the first-course student council meeting had not taken place until the third week of the course, so no formal initial feedback had been collected. There is currently no template form to ensure that all aspects of course provision are covered in student council meetings.

**Addressed: Initial feedback is obtained and a template form has been produced and is being introduced into use.**

M24 In 2016 CAE had accepted students below the minimum age and above the maximum enrolment age on certain young learner courses.

**Addressed: All students enrolled are within the published age ranges.**

M28 The publicity for PHC refers to 'our team of qualified and energetic teachers', when one of them has a qualification which does not meet Scheme requirements.

**Addressed: All teaching staff are appropriately qualified.**

### **Teaching and learning**

T2 One of the teachers in PHC does not have an ELT qualification that meets Scheme requirements.

**Addressed: All teaching staff are appropriately qualified.**

T10 There had been no young learner specific professional development sessions at either centre during the courses.

**Addressed The academic management team has produced a number of training modules specific to young learners and is using them on in-service sessions across the centres.**

T11 Not all of the teachers in PHC had been formally observed.

**Addressed There is a full programme of observations scheduled to cover all teaching staff at each centre.**

T24 The class profiles in PHC were very basic.

**Addressed Templates and examples for class profiles have been produced and included in teachers' notes.**

### **Welfare and student services**

W4 Staff at PHC were insufficiently aware of their responsibilities under the Prevent strategy.

**Addressed Awareness of the Prevent strategy at an appropriate level is included in induction sessions.**

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## **Points to be addressed arising from this visit**

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None.

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## CONCLUSIONS

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The operation is generally well managed and works to the benefit of students. The provision of care for under 18s meets most Scheme requirements, but where suitability checks are pending appropriate alternative means of ensuring safety are not always fully in place. The school has improved some management practices and the areas of monitoring teachers and providing support and in-service training have seen significant developments.

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## RECOMMENDATION

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The period of review may now be ended and accreditation continued until the next full inspection, which falls due in 2020. However, evidence must be submitted within three months to demonstrate that continuing weaknesses in C4 (no risk assessments completed for staff with pending suitability checks) have been addressed.

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## SUMMARY STATEMENT

### Changes to summary statement

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An updated summary statement can now be issued.

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### Summary statement

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The British Council inspected and accredited Cambridge Academy of English Summer Courses for Young Learners in July 2016 and July 2017. The Accreditation Scheme assesses the standards of management, resources and premises, teaching, welfare, and care of under 18s and accredits organisations which meet the overall standard in each area inspected (see [www.britishcouncil.org/education/accreditation](http://www.britishcouncil.org/education/accreditation) for details).

This private language school offers vacation courses for under 18s.

Strengths were noted in the areas of student administration, care of students and leisure opportunities.

The inspection report stated that the organisation met the standards of the Scheme.

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