



WESTERFIELD COLLEGE

LEARNING AND ENRICHMENT CENTRE

Discover. Lead. Excel.

Document Reference No	WC33
Document Title	Accommodation and Residential Welfare Policy
Version	Version 1.1 (Final Integration)
Status	Draft
Reviewing Member of Staff	Centre Manager
Review Date	June 15, 2026
Review Cycle	Annually

Provisionally accredited by



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IMPACT THE CHILD... IMPACT THE WORLD.

1. Introduction & Core Ethos

Westerfield College Learning and Enrichment Centre is committed to providing a safe, inclusive, and supportive learning environment that promotes academic excellence, personal growth, and social responsibility. We recognise that a student's residential environment is fundamental to their overall well-being, happiness, and academic engagement. Our residential accommodation functions as a supportive community where every young person has an absolute right to privacy, dignity, comfort, and physical safety.

Given the short-term, intensive nature of our enrichment programmes (typically lasting 1 to 2 weeks), the boarding house dynamic develops rapidly. In alignment with top-tier independent school frameworks, our residential setup is designed to minimise culture shock and homesickness while providing a highly structured, secure environment. Residential care at the centre is proactive, ensuring that boarding life provides robust pastoral support, fosters positive peer relationships, and allows each student to thrive during their stay.

This policy is one of a series of interconnected institutional policies that, taken together, are designed to form a comprehensive statement of the Westerfield College Learning and Enrichment Centre's aspiration to provide an outstanding education for each of its students, alongside the explicit mechanisms and procedures in place to achieve this. Accordingly, this document must be read in conjunction with overarching frameworks covering Equality and Diversity, Health and Safety, and Safeguarding and Child Protection.

All of these frameworks have been written, not simply to meet statutory and other regulatory requirements, but to enable and evidence the practical work that the entire centre community is undertaking to ensure the implementation of its core values. All outcomes generated by this document must take account of and actively seek to contribute to safeguarding and promoting the welfare of children and young people at Westerfield College Learning and Enrichment Centre. While this current policy document may be referred to elsewhere in centre documentation, including particulars of employment, it is strictly non-contractual.

2. Governance, Compliance & Professional Assurance

To ensure absolute regulatory compliance, protect student welfare, and implement industry best practices, Westerfield College Learning and Enrichment Centre contracts the services of or aligns its procedures with certified third-party organisations and external advisory bodies for:

HR and Employment Law guidance.

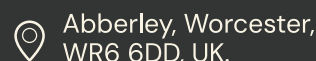
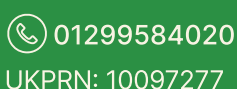
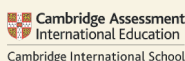
Health and Safety compliance, fire safety assessments, and specialised residential insurance cover.

Disclosure and Barring Service (DBS) check processing for all residential and night staff.

Mandatory Safeguarding, Residential Care, and First Aid training for staff.

Data Protection and GDPR guidance.

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3. Definition of Terms

To ensure absolute operational consistency across all residential reviews and safety audits, the following definitions apply:

Boarding House / Residence: The designated physical campus accommodation blocks utilised by the centre to house students overnight during their programme.

Residential House Parent: A dedicated member of staff responsible for the overnight supervision, safety, and pastoral care of students within the residence.

Room Allocation: The strategic placement of students into bedrooms based on specific age, gender, and linguistic integration parameters.

Employee / Staff: Refers to any individual who is classified as an employee, worker, volunteer, or contractor working with and on behalf of Westerfield College Learning and Enrichment Centre.

Parent / Guardian: In alignment with Section 576 of the Education Act 1996 and updated Department for Education (DfE) statutory guidance, a 'parent' in relation to a child or young person is defined broadly to guarantee all legal caretakers are involved in serious welfare, accommodation, and disciplinary tracking workflows. This includes biological parents, individuals with formal legal parental responsibility, or anyone who has day-to-day care of the child.

4. Residential Management and Supervision

4.1 Staffing Structure and Ratios

To manage the compressed timelines of short-course delivery, the centre implements a rigorous 24-hour residential supervision network overseen by the Centre Manager:

Residential House Parents: Live on-site within the boarding blocks, maintaining a visible, reassuring presence and executing evening and morning registration routines.

Night Wardens / Staff: Conduct regular, quiet security patrols throughout the corridors during lock-up hours to ensure physical security and address emergency welfare needs.

Centre Manager: Maintains ultimate administrative oversight, serving as the direct escalation point for residential concerns or behavioral infractions.

4.2 Induction and Residential Rules

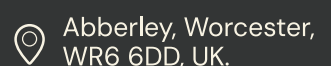
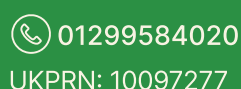
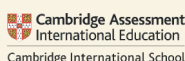
Upon arrival, all students receive a mandatory residential briefing from their House Parents. This orientation outlines:

Fire evacuation protocols, assembly points, and emergency call procedures.

Strict room allocation parameters and the absolute prohibition of entering rooms assigned to the opposite sex.

Clear expectations regarding lights-out times, noise reduction, and respect for communal properties.

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5. Room Allocation and Welfare Integration

5.1 Allocation Strategy

In alignment with advanced independent boarding sector practices, room allocations are designed to balance emotional security with social integration. The Centre Manager applies the following criteria:

Age and Gender: Students are strictly separated by biological sex into distinct corridors or floors. Roommates are matched within a narrow age bracket to ensure developmental compatibility.

Cultural and Linguistic Mix: Where possible, the centre blends nationalities to encourage the use of English as a common language, whilst carefully monitoring peer dynamics to avoid isolating any individual student.

5.2 Early Detection of Residential Distress

House Parents are trained to look beyond obvious disciplinary issues to identify hidden vulnerabilities within the residential setting. Staff must log an immediate welfare concern if a student exhibits:

Persistent insomnia, night terrors, or an inability to settle during lights-out.

Extreme reluctance to return to the boarding house or a pattern of isolating themselves in their bedroom.

Signs of peer exclusion, friction, or unprovoked tension within shared accommodation spaces.

Neglect of personal hygiene or significant changes in eating habits during communal meals.

6. Accelerated Residential Sanctions and Eviction Protocols

Serious breaches of residential rules, such as bullying (policy WC30), bringing unauthorised items into the residence, or violating gender-separated boundaries, are treated as major breaches of the Student Code of Conduct under policy WC28.

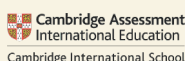
Infraction Logged -> Immediate Separated Accommodation -> Centre Manager Formal Review within 24 Hours -> Disciplinary Eviction / Repatriation

6.1 Accelerated Sanctions

Level 3 Warning: Issued for minor infractions such as repeated lateness for curfew or minor room untidiness. The student is issued a formal warning and a revised behavior contract.

Level 5 Disciplinary Eviction: Triggered immediately for severe or gross misconduct within the residence, including physical violence, substance misuse, or willful endangerment of life (such as tampering with fire safety equipment). The short-course rapid response eviction protocol is executed instantly.

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6.2 Financial Liabilities and UKVI Protocols

Travel Expenses: If a student is permanently evicted from the residence and excluded from the centre, all costs associated with emergency short-notice flights, transit logistics, and necessary staff escorts shall be borne entirely at the parents' or legal guardians' expense. The centre reserves the right to invoice the family directly or deduct these travel expenses from any pre-paid holding deposits.

Visa Reporting: For international students studying via a visa route, a residential eviction resulting in permanent course exclusion constitutes an immediate cessation of study. The Centre Manager will report the withdrawal to the Home Office within the mandated statutory timeframe, leading to the curtailment of the student's visa.

7. Accelerated Residential Appeals Procedure

7.1 Right to a Fast-Track Review

If parents, legal guardians, or international booking agents dispute an emergency residential eviction or permanent exclusion ordered by the Centre Manager, they maintain a right to an accelerated review.

Submission Timeline: The appeal must be submitted in writing via email to the CEO, Michael Dosunmu, within 48 hours of receiving the formal written eviction notice.

No Delay to Repatriation: To ensure the continuous safety, operational stability, and emotional well-being of the broader boarding community, lodging an appeal will not delay the repatriation process. The student will still return home at the parents' expense as scheduled while the CEO processes the review file.

7.2 Panel Composition and Resolution

The CEO, Michael Dosunmu, will assemble an emergency Exclusion Appeal Panel comprising himself and at least one other senior staff member who was completely independent of the original residential investigation and initial decision.

Final Judgment: The panel will review the investigative notes, witness statements, and any written mitigating evidence submitted by the parents via email. The CEO will communicate the final binding decision to the parents in writing within 3 working days. If the appeal is successful after the student has departed, appropriate financial remediation or course fee refunds will be assessed.

8. Policy Review & Version History

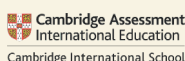
8.1 Policy Review

To preserve absolute alignment with both statutory regulations and internal administrative shifts, this policy is subject to a formal, rigorous review cycle annually by the Centre Manager. If internal restructuring, legislative changes, or independent inspection assessments necessitate an earlier update, the review window will be moved forward accordingly.

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8.2 Version History

The table below tracks the complete evolution of this policy document:

No: 1

Revised on: 30th November 2024

Version: Version 1.0

Changes: Initial baseline configuration for residential accommodation and boarding codes of conduct.

Approved by: Academic Board

Date of Approval: 30th November 2024

Revised by: Policy Lead

No: 2

Revised on: 14th June 2026

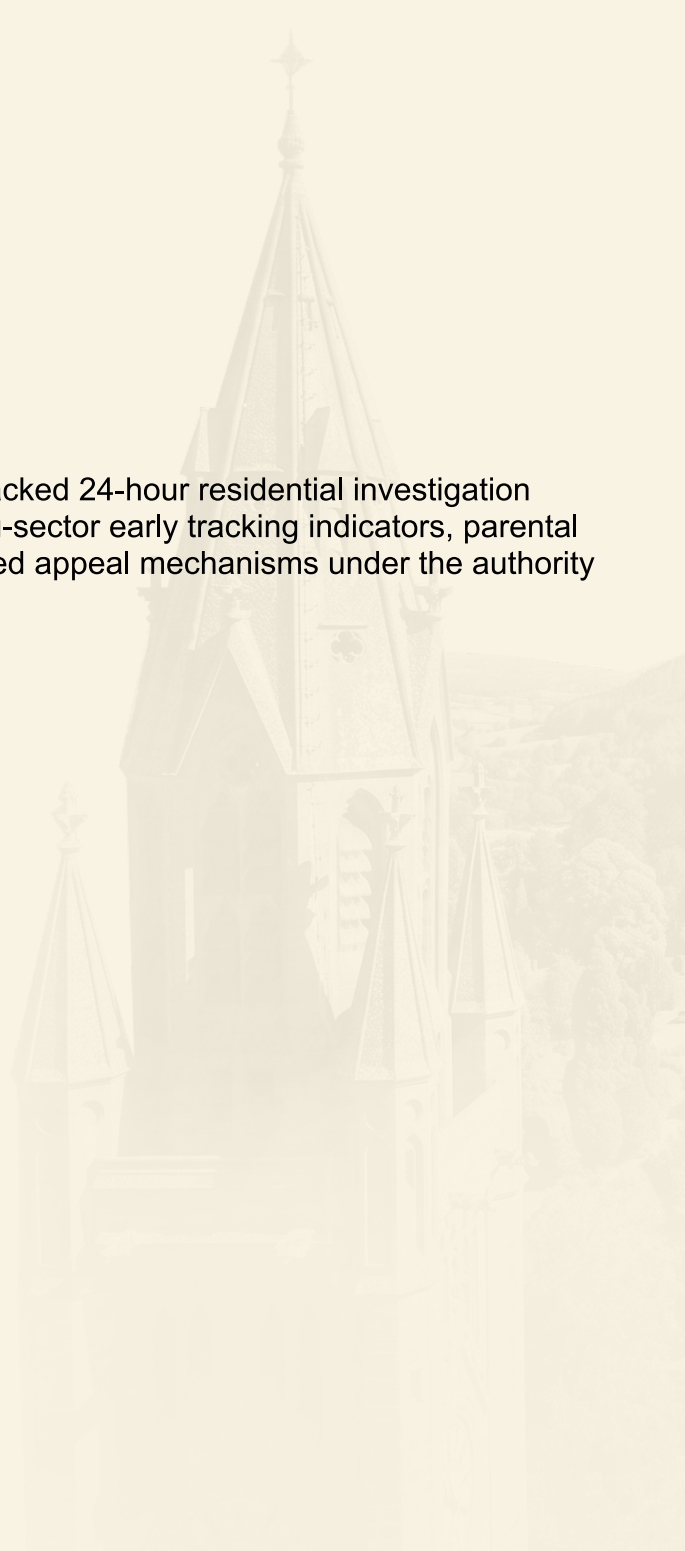
Version: Version 1.1

Changes: Comprehensive upgrade implementing fast-tracked 24-hour residential investigation windows, strategic room allocation frameworks, boarding-sector early tracking indicators, parental financial liabilities for residential evictions, and accelerated appeal mechanisms under the authority of the CEO, Michael Dosunmu, and the Centre Manager.

Approved by: Centre Manager

Date of Approval: 14th June 2026

Revised by: Senior Registry Officer



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