

Status:	Regulatory
Applies to:	Boarding
SLT Reviewer (initials):	HN
Committee Monitor:	P&W/Estates
School Manual Ref:	



# STOVER

## Boarding Policy

---

Independent Day and Boarding School for Girls and Boys  
aged 3 to 18 years

Stover School

Updated January 2020  
Updated September 2019  
**March 2019**

This policy should be read with:  
The Safeguarding Policy  
The Medical Provision Policy  
Behaviour Policy  
The Anti-Bullying Policy  
The ICT Safe User Agreement  
The Health and Safety Policy

# 1 Statement of Boarding Principles and Practice

## 1.1 *Stover School Mission Statement*

*Stover School provides education which nurtures, celebrates, challenges and inspires each pupil. Our holistic approach combines a progressive research based curriculum, with a resilient moral code based on sound family and Christian principles. We prepare confident and independent young people to adapt and succeed in an ever changing world.*

## 1.2 In pursuit of this we aim to:

- 1.2.1 invest in educational excellence enabling the provision of effective, inspiring and stimulating teaching to pupils of wide ranging abilities, encouraging their enthusiasm for learning, enabling each pupil to achieve their potential;
- 1.2.2 maintain an on-going evaluation of the quality and content of both the teaching and learning;
- 1.2.3 provide a broad forward-looking research based curriculum at all levels with appropriate resources;
- 1.2.4 nurture and maintain a supportive and happy environment where the individual, ability, cultural, dietary and spiritual needs of pupils and staff are recognised and provided for;
- 1.2.5 provide sound moral values through clear expectations of behaviour, emphasising respect and consideration for others;
- 1.2.6 encourage self-confidence, self-motivation and self-discipline within a safe and caring community;
- 1.2.7 engage and maintain effective communication with members of the academic and whole school community;
- 1.2.8 value the school's special, natural and historic environment and use this to support the curriculum;
- 1.2.9 help prepare the boarders to develop strong, lifelong and supportive friendships within the boarding community; and
- 1.2.10 offer full, weekly, flexi and occasional boarding to support the differing needs of the boarding community.

## 2 Boarders' Induction

- 2.1 The induction process will begin at the point of entry for the individual boarder, normally this will be at the start of a term.
- 2.2 The boarding house open at 2pm on the day before the start of term and pupils should be at school for 5.30pm. This allows for new pupils to arrive in time for dinner.
- 2.3. New boarders will be shown to their rooms and their space by the House Staff. They will be given a copy of the A-Z of Boarding which will help them to find.

- 2.4 The House Staff will encourage the new boarder to personalise their space over the coming few days, including posters and photographs.
- 2.5 New boarders will have a 'room buddy' who will be responsible for ensuring that they are made aware of the routines within the house and will keep a watchful eye upon them over the first few days and weeks. The room buddy will also ensure that they will inform the House Staff if the new boarder is feeling unsettled or unhappy.
- 2.6 The House Staff will ensure that all passports, Visa documentation, pocket monies and permission slips from parents are collated and placed securely in the secure store. These will be signed in and out by both the House Staff and the boarder.
- 2.7 The House Staff will collect any medicines, including 'over-the-counter', prescription or homeopathic remedies and store them in the lockable medicines cabinet.
- 2.8 The House Staff will ensure that the new boarder is familiar with the process for evacuation in case of fire or other emergency and will inform the new boarder that there will be a Fire Drill at the start of the term.
- 2.9 The House Staff will ensure that all Uniform is supplied from the School Uniform Shop as soon as practicable and will support the new boarder in labelling the uniform.
- 2.10 The House Staff will check that all non-uniform, bedding and towels are labelled and will support the new boarder in ensuring that this is completed.
- 2.11 The room buddy (and where appropriate the House Staff) will show the new boarder the process for using the school laundry service.
- 2.12 The House Staff will show the new boarder the information board within the Common Room which details the Boarding House Routines, the contact numbers of boarding staff, the independent listener, school counsellor, staff with safeguarding responsibility and outside telephone numbers such as the Children's Commissioner.
- 2.13 Within the first couple of days the new boarder will have the opportunity to visit the local town to purchase any toiletries or missing items.
- 2.14 The room buddy (and if required the House Staff) will give the new boarder a tour around the school grounds, highlighting significant areas such as toilets, the sports facilities and the areas designated as safe 'green zones' for the boarders.

2.15 Within the first few days the new boarder will meet their Boarding House Mentor and will have their first 'getting to know you' meeting. If the new boarder has a particular desire to be mentored by another member of staff then this will be accommodated.

### 3 Boarders' Support

3.1 The House Staff operate a 'hands-on' and 'open-door' approach so that they are able to be easily accessed by the boarders and they are willing to challenge behaviours and choices made by the boarders to ensure that they feel listened to.

3.2 The Manager of the Boarding house is a regular visitor and is available during the school day as her role as Pastoral Lead and Designated Safeguarding Lead.

3.3 The School Counsellor is available in school 3 days a week for one-to-one sessions and is available outside of this time by telephone. Tel:07743 988 908

3.4 The Independent Listener is a person who is not directly involved with the school and may be contacted by the boarders by telephone. Tel: 07980352292 . She is invited to meet with the boarders at least annually and her role is clearly explained to the boarders. The Independent Listener will adhere to the Safeguarding Policy guidelines related to disclosure and passing on information.

3.5 The School Chaplain visits the boarding house regularly and is available for the boarders within the school day and at times over the weekend.

### 4 Boarders' Health and Well-Being

4.1 The School Nurse is available on site during normal school working hours. All boarders must seek medical advice from her during this time.

4.2 All medical paper records, including medical consent and health forms are held alphabetically in the secure cabinet in the Medical Centre. Out-of-hours access to this is made available using the coded key-pad on the outside of the Medical Centre. A copy of these records is kept securely in the Boarding Offices.

4.3 House Staff are notified of any underlying acute illness such as diabetes, anaphylaxis or asthma and the required medicines such as epi-pens and inhalers are clearly labelled in the Medicines cabinet in the appropriate boarding house office. House staff will have epi-pen training annually.

- 4.4 Information that can be shared is taken from the medical consent and health forms and is transferred by the School Nurse to the boarder's individual electronic record on ISAMS.
- 4.5 House Staff will undertake training for the administration of medicines by the School Nurse.
- 4.6 Outside of normal school working hours the House Staff will ensure that they administer over-the-counter medicines and follow the training provided by the School Nurse. Administered medicines will be logged in the Medicines Folder, held in the medicines cabinet, and on the record for the individual boarder on ISAMS.
- 4.7 Outside of normal school working hours the House Staff will ensure that they administer prescription medicines according to the dosage stated by the medical practitioner. Administered medicines will be logged in the Medicines Folder, held in the medicines cabinet, and on the record for the individual boarder on ISAMS.
- 4.8 Medicine cabinets within the house are audited weekly by the School Nurse and any issues are immediately discussed with the House Staff and the Boarding Manager.
- 4.9 All boarders will be registered with the local doctor.
- 4.10 Arrangements for dental and optometric requirements will be made as required. Where visits to these medical services are required the member of staff will respect the boarder's choice about being accompanied in the examination and will support in ensuring they are safely supervised to and from the doctor's surgery. It is likely that the Houseparents will take the boarder.
- 4.11 Where a boarder is unwell during normal school hours they will be looked after by the School Nurse in the Medical Centre. This provides separate spaces for boys and girls. Toilets and shower facilities are available as is a washing machine and tumble dryer if required.
- 4.12 Where a boarder is unwell when the School Nurse is off site then the House Staff need to determine the severity of the illness, using their First Aid training to support this. Where deemed severe the House Staff must call 111 or 999 and seek further medical advice. Where deemed not severe then the House Staff can isolate the boarder within the house or will provide appropriate supervision for the Medical Centre accommodation to be utilised for overnight care where boarders are ill.
- 4.13 At all times the medical confidentiality and rights of boarders must be appropriately respected and where deemed 'Gillick or Fraser Competent' the boarders may decline treatment or give their own consent.

Information will always be shared where there are reasonable grounds to assume that the boarder might be at risk of significant harm.

- 4.14 Medical issues are shared appropriately by the School Nurse at the weekly Team Briefing.
- 4.15 Welfare issues are shared by the Houseparents at the weekly Team Briefing.
- 4.16 House Staff will support the PSHE programme regarding smoking, alcohol use, illegal drugs or 'legal highs' and sex education in an age appropriate related manner. The possession of cigarettes (including vapourisers) and tobacco, alcohol, illegal substances or so called 'legal-highs' is expressly forbidden and the Behaviour Policy will be implemented according to the severity of the contravention, including permanent exclusion.

## 5 The Use of Mobile Devices

- 5.1 Boarders are encouraged to regularly contact home, using the school telephones or computers or via the boarder's individual mobile devices. House Staff are aware of different time zones and will be sensitive to the need to speak to parents at unusual times. Boarders can choose to use the 'quiet zones' in the boarding corridors to phone family.
- 5.2 All boarders must comply with the ICT Safe User Agreement and will attend the annual e-safety courses held at school by SWGfL. Boarders are required to switch off their mobile devices at their designated bedtimes and no mobile devices should be on after 'lights-out' at 10.30pm. Wi-fi is available during the evenings within the boarding house.
- 5.3 All Junior boarders (Year 9 and below) must hand in their mobile devices to the House Parent for safe overnight keeping.
- 5.4 Cyber-bullying or sexting is not tolerated and any contravention in this respect will follow the Anti-Bullying Policy and Behaviour Policy.
- 5.5 Any suspicion of cyber-bullying or concerns regarding e-safety must be reported as soon as practicable to the Boarding Manager who is the Designated Safeguarding Lead.
- 5.6 Mobile devices are not permitted in the Dining Room and must not be switched on during the normal school day, unless directed by a member of staff.
- 5.7 Where the rules regarding mobile devices are not followed the House Staff will remove the mobile device from the boarder for an appropriate period of time.

## 6 Boarding Accommodation

- 6.1 House Staff are responsible for ensuring the upkeep of the boarding accommodation including lighting, heating, ventilation, cleanliness and general maintenance. Any issues are reported directly to the Estates Manager via email and these are acted upon as soon as is practicable.
- 6.2 All areas of the boarding accommodation has completed risk assessments that are overseen by Peninsula. These are reviewed annually by the House Staff, or as required.
- 6.3 Separate accommodation is provided for boys and girls, with communal spaces such as Common Rooms made available for all.
- 6.4 Adequate space is provided for the boarders in their sleeping accommodation and wherever possible screens are utilised to provide privacy in shared rooms.
- 6.5 Older boarders are usually provided with the smaller rooms or dormitories. Younger boarders may have a bunk bed or a cabin bed as their sleeping accommodation.
- 6.6 Boarders are placed in room where they are of a similar age.
- 6.7 Where a boarder is undergoing gender reassignment they may be enabled to utilise the individual bedroom facilities that accords with the gender role in which they identify, if they wish to do so, if practicable and if in agreement with the school, relevant boarders and parents. In such a circumstance, suitable risk assessments would be put in place for accessing sleeping accommodation and toilet and washing facilities.
- 6.8 Boarders are supervised for 'prep'. Senior boarders have their own dedicated study space near to their sleeping accommodation.
- 6.9 The boarding house operates an 'open-door' prep policy for Sixth Form boarders so that they may be able to study privately. Sixth Form boarders have their own dedicated study space.
- 6.10 The common rooms are furnished with appropriate DVDs for all ages and Wii games and other games consoles. Soft furniture encourages a relaxed non-working atmosphere in which the boarding community is tolerant and respectful of one another.
- 6.11 Staff accommodation is based throughout the boarding house and usually the duty member of staff will be available in the Boarding Office or in the Common Room. Residential staff have facilities that include space for eating, cooking, living accommodation, sleeping accommodation and toilet and washing facilities.

- 6.12 Boarders can only enter the staff accommodation by invitation and House Staff must ensure that they protect themselves according to the safeguarding training and policy. This must not show inappropriate favouritism or inappropriate one-to-one contact.
- 6.13 Laundry facilities are available via the school laundry service. Bedding is laundered weekly and boarders are encouraged to take responsibility for ensuring that their clothes are laundered appropriately.
- 6.14 Toilet and washing facilities are separated to ensure privacy. During the meeting with the House Prefects the Boarding Manager will determine if the boarders are happy with the washing and toileting facilities.

Ratios are:

Park Wing				
	Beds	WC	Wash basin	Shower/Bath
	15	3	5	4
Park House				
	Beds	WC	Wash basin	Shower/Bath
First Floor	13	7	8	4
Second Floor	17	4	5	5
Total	45	14	18	13

- 6.15 Boarders are encouraged to personalise their spaces with photographs, personal items and posters. Information is sent to the boarders before arrival to ensure that they are able to do this.
- 6.16 All boarding house remain locked at all times and Boarders must vacate the boarding house at 8.30am and must not return until 4.30pm. This is when the housekeeping staff and the maintenance staff have access to the house. Failure to keep the house clear of students will compromise the safeguarding of the school.
- 6.17 All entrances are locked and House related staff are the key holders. In an emergency Boarders may request supervised access.
- 6.18 When visitors (including parents) wish to access the boarding house this is usually by prior arrangement. Visitors will sign in at reception during normal school hours or with the boarding staff outside of normal school hours, including over the weekend and must wear a Visitors badge at all times. They will be escorted to the boarding house and supervised appropriately at all times. All visitors must sign out when they leave and return their Visitors badge. Visitors must not access spaces without permission.
- 6.19 When the Boarding House has 'Open House' the boarders are permitted to visit each other at the discretion of the House parents.



6.20 When there are external events on site the Events Team will ensure that the Boarding staff are made aware of the number of participants and what access the event will have of the site. Whenever possible large site based events will coincide with Exeat weekends and trips away from the site. Where this is not practicable a suitable risk assessment will be drawn up by the Events Team and shared with the Boarding Staff.

6.21 When there are external letting outside of the normal school term times the Lettings Agreement will be followed and all boarders' personal belongings will be securely stored.

6.22 The school site has a number of CCTV cameras for the purpose of security and surveillance. All CCTV cameras are outside and do not encroach upon the boarder's privacy. The information is captured and held by the Estates Manager and is scrutinised only for the need of security and safeguarding reasons. Within the school grounds there are a number of staff that patrol and are responsible for the site management. They would not be expected to patrol the boarding accommodation, unless requested to do so.

## 7 Safety of Boarders

7.1 The Boarding House will ensure that they follow the Health and Safety Policy and Safeguarding Policy at all times and will alert the appropriate staff when they believe that there are breaches of either.

7.2 It is the duty of the House Staff to alert the Estates Team to any maintenance issue that might place the boarders' health, safety and welfare at risk. This must be made as soon as is practicable. During the weekly team meetings staff will alert the Boarding Manager to any health, safety or welfare issues.

7.3 The House Staff will adhere to the Safeguarding Policy at all times and will have Level 2 training. The Boarding Manager and the Senior Houseparent will have Level 3 training, Training for all staff will be regularly updated. All house prefects will have, according to the Safeguarding Policy Level 2 Safeguarding training.

7.4 Boarders are encouraged to share any concerns that they have regarding health, safety and welfare with staff and each other. Boarders should always feel that they are listened to, and are safe to make any declaration or disclosure about one another or a member of staff.

## 8 Fire Precautions

8.1 The school complies with the Regulatory Reform (Fire Safety) Order 2005 and this is followed in the boarding house.

8.2 Regular fire drills are carried out in during boarding hours and at different times, including when the boarders are asleep. These are recorded by the Estates Manager and are causes for concern are shared with the staff members.

8.3 Fire evacuation is an important part of the induction programme for all boarders and it is essential that the House Staff brief all new starters, including flexi boarders and weekly boarders about exit routes and meeting places.

8.4 It is normal practice for the school to have completed a Fire Drill for the boarding house within the first few days of each term.

8.5 It is the responsibility of the House Staff to ensure that the registers are updated daily and are kept in an easy place of access in the case of Fire.

## 9 Provision and Preparation of Food and Drinks

9.1 The school kitchen provides all of the main meals of the day, including breakfast, lunch and dinner. All dietary, religious or cultural or medical needs are provided for with a clear list created daily to ensure that foodstuffs are appropriate for the boarders. Information is provided by parents and carers on the medical form, and this is shared with the Catering Manager as soon as is practicable.

9.2 The school kitchen responds to and respects the needs of cultural differences and will tailor menus to reflect different celebrations such as Chines New Year, Eid and will support boarders who wish to follow Ramadan.

9.3 At breakfast and dinner a register is taken to ensure that boarders have been in attendance and have eaten. Kitchen staff will discretely inform House Staff if they are aware that there are boarders that are not eating appropriately.

9.4 The food prepared within the school kitchen is well balanced and is of a very high quality. There is always choice that includes salad and fruit. All pupils, including boarders are encouraged to offer suggestions for mealtimes. The Catering manager regularly meets the Boarding House Representative to discuss meal choice.

9.5 Supper and snacks are available in the boarding house. There is a small kitchen area in the common room with a toaster, fridge, kettle and microwave. Requests for foodstuffs, such as bread, milk, tea and coffee are made to the Kitchen daily and supplies replenished accordingly.

- 9.6 Fresh dispensed water is available and water supplies are appropriately labelled as drinking water. All drinking water is subject to the required Health and Safety tests, including legionella.
- 9.7 Common Room areas and bedrooms are cleaned daily by the housekeeping staff. Fridges are kept clean and hygienic and are regularly checked for temperature. Dishwashers in the main catering area are utilised to ensure that crockery and cutlery is correctly cleaned.
- 9.8 The boarding house provide a 'Tuck Shop' which reflects cultural foodstuffs and is open 3 times a week. House Staff should use their judgement about how much and at what time tuck shop food should be consumed.
- 9.9 If boarders would like to cook over the weekend and outside of the dedicated cooking activity session then they can request to use the school food technology room and be supervised.
- 9.10 As part of the Equal Opportunities school policy no individual should be discriminated against according to special needs or disability. Where a boarder might require assistance to eat this will always be provided in a respectful fashion and with the consent form the individual.

## 10 Boarders' Possessions

- 10.1 When boarders need to have their items laundered they can will utilise the school laundry service. Laundry is collected and taken Monday to Saturday to the laundry room. Boarders are encouraged to take part in the organisation of this process. Sixth Formers may wish to iron their own clothes as a move towards independence.
- 10.2 If a boarder has a urine or faeces 'accident' during school time or through the boarding time the House Staff will wherever possible support the individual in making them clean and ready. Dirty clothes will be placed in a plastic bag and placed in the laundry room. The laundry staff will be informed about the dirty clothes and they will be washed separately.
- 10.3 If a boarder suffers with nocturnal enuresis (bedwetting) then the House Staff should support the boarder in sensitive manner, reassuring the boarder that you will not punish them or ridicule them. The process of the bed changing should be discussed with the boarder and should be encouraged to help the House Staff to change the bed. Bedding and bed clothes should be placed in a plastic bag and placed in the isolation room until the Laundry Room is available. The mattress should be cleaned with a suitable cleaning agent and the bed remade. It is important that the boarder should not feel embarrassed by the process. The laundry staff will be informed and the wet clothes will be washed separately.

- 10.4 The School Shop provides a good supply of stationery items that the boarders can access during the school day if they need to replenish their supplies. Regular trips at the weekend are made to the local town and city to enable the boarders to purchase any personal items that they may require. Upon request, occasional visits to the local supermarket can be made during the week.
- 10.5 All boarders are provided with a lockable cupboard for their personal possessions and the boarders are expected to provide a padlock. The boarding house operate on a trust system at all times. All large sums of money must be handed to the House Staff and locked away in the Staff Office. Any items of significant value must also be locked away in the Staff Office.
- 10.6 All passports, visas and other related travel documentation must be handed to House Staff as soon as the boarders arrive and these must be kept securely in the house safe. These must be signed in and signed out.
- 10.7 Boarders have the right to keep their possessions private. Any need to search belongings would normally require the consent from the boarder. Where there are concerns regarding the health, welfare and safety, for example harmful or illegal substances, of a boarder then a search of the boarders' possessions without consent may be required. This may also include mobile devices where e-safety concerns are raised. Any search can only be carried out in accordance with Section 550ZA of the Education Act 1996. House Staff wherever possible should complete the search in pairs and should have permission from the Headteacher or in their absence a member of SLT to complete the search. Schools' general power to discipline, as set out in Section 91 of the Education and Inspections Act 2006, enables a member of staff to confiscate, retain or dispose of a pupil's property as a disciplinary penalty, where reasonable to do so. House Staff and any other staff involved in this process must refer to the school Behaviour Policy.

## 11 Activities and Free Time

- 11.1 The boarding house provides a balance between activities and free time. The week day routine enables boarders to have time to complete prep everynight, have the opportunity to take part in 3 weekly activity sessions such as sports, art, board games or cooking and 2 weekly sessions where it is 'Open House'. At weekends there are clear times set aside for prep and for free time.
- 11.2 During the week the activity sessions are run by the House Staff according to their expertise and experience. Appropriate risk assessments are completed for activities that are deemed to be more at risk such as bushcraft or clay pigeon shooting, which are supervised by qualified staff members. These are held with the Bursar on Peninsula.

- 11.3 The school site is zoned in Green, Amber and Red areas. Green areas can be accessed without staff supervision, amber with a 'hands-off' supervisory presence and red areas require staff supervision eg the Fitness Suite. Green Zoned areas such as the peace garden and Stover Farm provide spaces for the boarders to visit if they wish to be alone or quiet outside. Inside the main entrance, the library, the Chapel and the dining room are available as alternative areas inside for quiet individual time. The Zoned areas are posted on the noticeboard in the Common Room.
- 11.4 There are regular trips off site to sites of cultural, historical and recreational interest. The Trips Policy is followed for all off site visits and all paperwork and permissions are gained via the Deputy Head who oversees all trips and residential visits.
- 11.5 Sixth Formers with parental permission will be allowed off site in small groups during evening times and over the weekend.
- 11.6 Sixth Formers are expected to take on a certain level of responsibility within the house. A number may wish to apply to be a Prefect with specific duties and consequence privileges. These should not be onerous and detrimental to the welfare and academic well being of the boarders and must be monitored and supported by the House Staff.
- 11.7 National and local newspapers are made available to each house and there is an expectation that the national news is watched in the Common Room. House Staff will provide information about local facilities and will support visits to the nearby town and city. There are regular visits to the local cinemas, bowling alleys and shopping centres.

## 12 Child Protection

- 12.1 The boarding house adheres to the school Safeguarding Policy. All staff (teaching and non-teaching staff) have annual Level II safeguarding updates and key information from Babcock are shared throughout the year. KCSiE documentation is provided to all staff and any new staff members, including volunteers have Level II safeguarding provided by the Designated Safeguarding lead. The Staff Central Register logs the attendance of staff at Level II training.
- 12.2 In a residential setting House Staff are alert to pupil relationships and the potential for peer abuse. The House Staff will support the PSHE programme with regards to pupil relationships.
- 12.3 The whistleblowing process is in the school Safeguarding policy and all House Staff are made aware of this process. Alternative arrangements for accommodation away from children where a member of boarding staff is suspended pending an investigation of a child protection nature will be

organised immediately by the school in communication with the boarding staff member.

### 13 Promoting Positive Behaviour and Relationships

- 13.1 The boarding house follow the school's Anti-Bullying Policy. The anti-bullying mission is displayed in the boarding house common rooms and the House Staff utilise this if they suspect any bullying or cyber-bullying. They will inform the pastoral team of any issues within the house in relation to any form of bullying. House Staff will communicate with parents as necessary and offer support for both the bullied child and the bully.
- 13.2 The boarding house follow the School Standards, which are displayed in the boarding house common rooms. This highlights the expectations of the conduct and appearance around school. These transfer to the boarding house.
- 13.3 The boarding house follow the school's Behaviour Policy which details disciplinary sanctions that will be implemented as required by the House Staff. Any restraint that is utilised will be recorded according to the policy, using the behaviour log.
- 13.4 The boarding house will follow the behaviour policy in relation to arrangements for searching pupils and their possessions in accordance with the 550ZA of the Education Act 1996.
- 13.5 Within the boarding house according to the Prefect's Job Description, no Prefect may authorise a sanction. Prefects must inform the House Staff who will action any punishment according to the Behaviour Policy. All sanctions and behaviour concerns will be logged on the ISAMs system in order to identify any patterns or trends. Alongside this, any major sanction will be logged centrally in the behaviour log. The same behaviour log is used for both boarders and day pupils.
- 13.6 All school policies are reviewed annually to ensure that they meet current legislation. All school staff are required to read the policies and sign to say that they have done so. House Staff are no exception to this. It is the responsibility of the House Staff to help the boarders understand what these policies mean in a boarding house capacity. This is completed through posters around the house and by the House Staff discussing the salient points in House Meetings.

### 14 Management and the Development of Boarding

- 14.1 Governors are actively involved with the monitoring of the boarding and welfare provision with termly meetings led by the Chair of the Education and Welfare Committee, who is also the Governor with overall Safeguarding responsibility for the school.

- 14.2 House Staff are supervised by the Senior Houseparent who in turn is managed by the Boarding Manager, the Senior Teacher Pastoral. The Boarding Manager and the Senior Houseparent normally meet weekly alongside the School Nurse and the School Registrar. The Senior Houseparent chairs a further weekly with all House Staff. Houseparents and House Tutors meet at handover time to discuss any issues and for general comment.
- 14.3 The Senior Houseparent attends the Staff weekly briefing. All House Staff are provided with the minutes from these meetings. Individual pupils will be discussed from both an academic and pastoral perspective.
- 14.4 The Senior Houseparent attends the weekly Pastoral Board. Any boarding related pastoral issues will be shared on a needs-to-know basis with the House Staff.
- 14.5 House Staff are copied into any parental email from an academic tutor. School reports and internal examinations are shared with House Staff as parents and House Staff wherever practicable attend Parents' Evenings if the parent or guardian is unable to attend.
- 14.6 House Staff are monitored using the school's Performance Management Policy. Areas of success are identified alongside areas for development. Continuing Professional Development is discussed with a rolling programme of development in place amongst the House Staff. This is usually accessed through the BSA.
- 14.7 House Staff new to post are mentored by the Senior Houseparent and will follow the Staff Induction process for performance management. All other House Staff performance management reviewed by the Senior Houseparent. The Senior Houseparent will be performance management reviewed by the Boarding Manager, the Senior Teacher Pastoral.
- 14.8 Prefects and the Head of House (the Boarders' House Representative) hold regular meetings within the house. Termly the Heads of House meet with the Boarding Manager to discuss any issues, concerns and success stories. All boarders are encouraged to contribute to mealtime choices, snacks offered in the Boarding House and to the activity and visits programmes.
- 14.9 As part of the School Development Plan there are key areas for development over the short and medium term for the boarding provision. This is reviewed at the Annual Strategy Day by the Headteacher and the Governing Body.
- 15 Staff Recruitment and Checks on Other Adults

- 15.1 House Staff and any volunteers are recruited in line with the Safer Recruitment Policy and reflect safer working practices as outlined in Keeping Children Safe in Education. Criteria are logged on the Single Central Register and are updated by the Headteacher's PA.
- 15.2 Stover School does not directly organise guardians or lodgings for boarding pupils. Guardianship arrangements are made directly with parents and the school may provide the details of a number of local guardianship companies.
- 15.3 Any person over the age of 16 (including the children of staff) who lives in the same premises as boarders, is not a pupil of the school and is not an employee of the school, must provide the issue date and number of an enhanced certificate from the Disclosure and Barring Service certificate. The individual will be included on the Single Central Register. This includes individuals who do not live full time on the premises but are regular visitors such as children of staff who are at University.
- 15.4 The Residency Agreement provides a written agreement between school and any person over 16 not employed by school but living in the same premises as boarders. This would be signed by the spouse, civil partner or partner of a member of the House Staff or a child of the House Staff. This includes detail about their role within the boarding house.
- 15.5 The Safeguarding Policy highlights the need for Visitors and maintenance staff to be supervised at all times when in the boarding house.
- 16 Staffing and Supervision
  - 16.1 Job descriptions are written in advance of the recruitment of House Staff and are the framework for the Performance Management Review.
  - 16.2 New members of staff are included in the Induction Process for new teaching and non-teaching staff and will be introduced to the significant persons in the school, will be shown the significant spaces such as the Dining Room and the sports facilities. School safeguarding Level II training is provided as soon as is practicable, usually on the first day.
  - 16.3 The line manager of the new member of staff will meet weekly. Processes such as communicating with parents, report writing, medicine administration practices and record keeping will be regularly reviewed. House Assistants will be included in this process and will be reviewed by the Houseparent for each house.
  - 16.4 Throughout the week the House Staff have duty timetables to reflect the need for greater input and support, for example by running activity sessions or supporting prep. This is also designed to support the age range within the house, so that House Staff have different schedules



according to being responsible for Junior Boarders (Years 4-8) or Senior Boarders (Years 9–13). When trips are organised they are staffed according to the Trips Policy.

- 16.5 At all times, including through the night, there is an appropriately experienced member of staff that is responsible for the boarders. The boarders can access the staff accommodation and the route to the staff accommodation is clearly lit.
  - 16.6 It is essential that the House Staff know where the boarders are at all times. Roll calls are taken at the same times and these are regularly taken through the evening times and over the weekend. Roll calls are also taken at mealtimes.
  - 16.7 Boarders are expected to sign in and out of the boarding house and must utilise the signing in and out boards. Boarders must be where they state they will be, this will be discussed and agreed by a member of the House Staff.
  - 16.8 When a boarder is invited to visit a friend from Stover the House Staff will seek permission from the parent of the boarder and make contact with the hosting family to discuss any specific medical issue and explain the role of the hosting parents. The hosting parent will receive a document before the boarder's arrival, that includes all emergency details for the boarder and they will sign to say that they understand that they are responsible for the boarder at that point of time and until they arrive back to boarding. No boarder will be allowed to return to the house after 10pm for a recreational visit.
  - 16.9 When travelling to and from arrival points into the country and or to a guardian any boarder under the age of 16 must be accompanied. Guardians, parents and agents are made aware of this before the boarders join the school.
  - 16.10 If a boarder goes missing then the school's Supervision and Missing Pupil Policy will be followed.
- 17 Equal Opportunities
- 17.1 House Staff and pupils are expected to respect one another and uphold the school's Equal Opportunities Policy. House Staff will take an individualised approach to the boarders' care, recognising and supporting their differing needs as required.
- 18 Securing Boarders' Views

- 18.1 Heads of House meet termly with the Boarding Manager to share the points of view of the boarders. These findings are shared with the Boarding Staff and the Chair of the Education and Welfare Committee.
  - 18.2 Heads of House are part of the Pupil Committee and have an opportunity to report to this committee upon school day and boarding related issues.
- 19 Complaints
- 19.1 Any boarding house related complaints will be logged in the Complaints Log and will follow the Complaints Policy.
- 20 Prefects
- 20.1 Boarders can apply to be a House Prefect. House Prefects have a job description which details their specific duties. They are expected to support the House Staff and their duties should not be too onerous. Prefects are not authorised to issue punishments. Training for safeguarding is provided and staff supervision from the duty House Staff is on hand.
- 21 Lodgings
- 21.1 At present Stover School does not provide lodgings for boarders.