

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

Reviewed January 2024

This policy should be read with:
Boarding schools National Minimum Standards
The Safeguarding Policy & KCSIE
The Medical Provision Policy
Behaviour Policy
The Anti-Bullying Policy
The ICT Safe User Agreement
The Health and Safety Policy
DfE Advice: Searching, Screening and confiscation, January 20018

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 safeguard and promote the welfare of all boarders at Stover School;
- 1.2.2 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;
- 1.2.3 maintain an on-going evaluation of the quality and content of both the teaching and learning;
- 1.2.4 provide a broad forward-looking research based curriculum at all levels with appropriate resources;
- 1.2.5 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;
- 1.2.6 provide sound moral values through clear expectations of behaviour, emphasising respect and consideration for others;
- 1.2.7 encourage self-confidence, self-motivation and self-discipline within a safe and caring community;
- 1.2.8 engage and maintain effective communication with members of the academic and whole school community;
- 1.2.9 value the school's special, natural and historic environment and use this to support the curriculum;
- 1.2.10 help prepare the boarders to develop strong, lifelong and supportive friendships within the boarding community; and
- 1.2.11 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 houses open before the start of term and opening times are clearly communicated in advance to new and existing boarders. Wherever possible boarders should arrive to school no later than 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 'boarding 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 boarding 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 prescribed medicines and 'over-the-counter', prescription 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 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 boarding 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 person, 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 boarding 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.
- 2.16 Within the first few days the new boarder will meet the School Matron and as soon as practicable the new boarders will meet the 'Independent person'.

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 and 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 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 Person is a person who is not directly involved with the school and may be contacted by the boarders by telephone. This telephone number is available on the pinboard through the boarding house . The Independent Person is invited to meet with the boarders at least termly and their role is clearly explained to the boarders. The Independent Person 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.
- 3.6 The Health and Wellbeing Team will provide support as needed during day school hours.
- 3.7 Other national and local agencies that provide support are publicised in the boarding house, such as Childline and the Children's Commissioner's Help at Hand Service.
- 3.8 Boarders are made aware of the right to advocacy and are informed about the National Standards for the Provision of Children's Advocacy Services.

4 Boarders' Health and Well-Being

- 4.1 The School Matron is available on site 5 days per week, during normal school working hours. All boarders must seek medical advice from her during this time.
- 4.2 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 regularly.
- 4.3 Medical forms completed by parents and carers are scanned into the confidential health part of ISAMS for each individual boarder. This is accessed by the medical team and the boarding team only. Other information for general school purposes is shared on a 'needs-to-know' basis eg anaphylaxis by the School Matron and is made available on the pupil record as a red flag. A 'needs-to-know' list for over the counter medicines is held on the Boarding Google Classroom.
- 4.4 House Staff will annually complete training for the administration of over-the-counter and prescription medicines (including controlled drugs) using Educare training. All controlled drugs will be stored and administered according to Appendix C of the Medical Provision Policy.
- 4.5 Outside of normal school working hours the House Staff will ensure that they administer over-the-counter medicines and follow the training provided by Educare. Prescribed medicines will be logged in the Medicines Folder, held in the medicines cabinet, and on the record for the individual boarder on ISAMS.
- 4.6 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. Boarders will be allowed to self-medicate once assessed as being sufficiently responsible to do so – all medication will be kept secure in rooms.
- 4.7 Medicine cabinets within the houses are audited weekly by the School Matron and any issues are immediately discussed with the House Staff and the Boarding Manager.
- 4.8 All full time boarders will be registered periodically with the local doctor and registration will be checked by the Health and Wellbeing Team.
- 4.9 Arrangements for dental and optometric requirements will be made as required by the Health and Wellbeing Team and where necessary consultation will be made with parents. It is likely that the Houseparents will

take the boarder to external appointments and feedback will be provided. Other appointments with external agencies such as CAMHS will be sought in a timely manner. Where there are long waiting lists the school will endeavour to provide school based early help. At times and where appropriate routine appointments may be facilitated by parents.

- 4.10 Where a boarder is unwell during normal school hours they will be looked after in the Health and Wellbeing Centre or in the boarding house if the boarding staff are available. Where a boarder is unwell and needs to be isolated from others, wherever possible guardians or parents will collect the boarder. Where unable to collect then school will provide separate accommodation, toilet and washing facilities within the Boarding House or in the overflow accommodation in Health and Wellbeing Centre.
- 4.11 Where a boarder is unwell when the School Matron 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 houses or will provide appropriate supervision for the Medical Centre accommodation to be utilised for overnight care where boarders are ill.
- 4.12 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, including if they wish the member of staff to attend the appointment. Information will always be shared where there are reasonable grounds to assume that the boarder might be at risk of significant harm.
- 4.13 Mental health and emotional wellbeing sessions are provided to those in the boarding house on a one-to-one or small group basis and the impact is tracked over time.
- 4.14 Medical issues are shared appropriately by the School Matron at the weekly Team Briefing.
- 4.15 Health, welfare and safeguarding issues are shared by the House Staff at the weekly Team Briefing.
- 4.16 House Staff attend the school's weekly briefing and will share any needed information about the health and wellbeing with the teaching staff.
- 4.17 House Staff will support the PSHE/RSHE 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.

- 4.18 All boarders will be assigned a Boarding Mentor and new boarders will also be assigned a Boarding Buddy. Staff throughout the school recognise that a boarder might approach them with a concern, as per all pupils and the safeguarding policy.

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. All House Staff will be informed on any legal access restrictions to boarders.
- 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 houses.
- 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.
- 5.8 The school will ensure that appropriate filters and measures are put in place to safeguard against potentially harmful and inappropriate online material. House Staff will attend the South West Grid for Learning input as a parent and will inform the pupils of the protective measures they need to put in place.

6 **Boarding Accommodation**

- 6.1 House Staff are responsible for ensuring the general upkeep of the boarding accommodation including lighting, heating, ventilation, cleanliness and maintenance to ensure that this is of a good standard. 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 have completed risk assessments that are overseen by Peninsula. These are reviewed annually by the House Staff, or as required and are made available to the boarding staff.
- 6.3 Separate accommodation and toilet facilities are 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, with good quality living accommodation and equipment and appropriate internet access. All spaces are well furnished.
- 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 roomed taking account of privacy, sex, age and special requirements. Boarders can express a preference about whom they share accommodation with.
- 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 for use during examination revision time.
- 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 spaces, usually within their rooms.
- 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 separate within 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 living accommodation, sleeping accommodation and toilet and washing facilities.
- 6.12 Boarders can only enter the staff accommodation in exceptional circumstances and only 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 Efficient 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. Some older boarders will launder their own clothes as a means of developing independence.
- 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 houses 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 houses. Failure to keep the houses clear of boarders will compromise the safeguarding of the boarders and other staff. No unauthorised person may enter boarding or have access to boarders at any time.
- 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 houses this is usually by prior arrangement. During school hours, visitors will sign in at reception and must wear a visitor's badge at all times. Out of school hours, visitors will sign in at the Boarding House office (outside of boarding) and must wear a visitor's badge at all times. They will be escorted to the boarding house and supervised appropriately in the individual rooms. All visitors must sign out when they leave and return their visitor's badge.
- 6.19 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 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.
- 6.20 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.
- 6.21 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. Risk assessments will be completed by House Staff and there will be updates to training on a regular basis in relation to Health and Safety.
- 7.2 The house staff fully recognise that a safe environment promotes safe living and learning.
- 7.3 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 additionally alert the Boarding Manager to any health, safety, safeguarding or welfare issues.
- 7.4 The House Staff will adhere to the Safeguarding Policy at all times, have Level 3 safeguarding, where they are resident staff and Level 2 where non-resident. This training will be regularly updated. Additional training will be provided in

relation to the health and wellbeing of boarders. All house prefects will have, according to the Safeguarding Policy Level 2 Safeguarding training.

- 7.5 A senior boarding house member of staff will be nominated as the safeguarding lead within the house and will sit on the school Safeguarding Team as a DDSL. A further senior boarding house member will be allocated as the Mental Health Lead within the boarding house. Boarders will know whom these staff are through posters and information shared at induction.
- 7.6 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.
- 7.7 Boarders have access to a boarding 'Tell Us' box which supports the boarders in writing down any concerns that they may have. Boarders may choose to do this in an anonymous fashion. Similarly, boarders are aware of the 'Tell Us' button on the school website that alerts school about any concerns they may have that they may wish to disclose anonymously or through an electronic post.
- 7.8 When boarders are off site under the care of the school the school's Trips Policy will be adhered to and appropriate risk assessments will be completed. When boarders have been off site to visit a guardian or a school friend's home then a "Return to Boarding" form will be completed to ensure that there are no safeguarding concerns caused by the visit. Any concerns about a guardian will be referred to relevant agencies immediately.

8 Fire Drill/Mustering and Lockdowns

- 8.1 The school complies with the Regulatory Reform (Fire Safety) Order 2005 and this is followed in the boarding houses. Alternative alerting systems are employed to ensure that all boarders are aware of the need to muster or lockdown.
- 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 houses within the first few days of each term and will include an overnight drill over the year.
- 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.
- 8.6 The boarding house will regularly practice 'lockdown' situations where the boarders and the staff are required to hide indoors due to an external threat.
- 8.7 In the event of the need to evacuate the boarding house, all boarders will be assembled in the Clock House entrance and will be designated sleeping accommodation, as required.

9 Provision and Preparation of Food and Drinks

- 9.1 The Catering Team 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 Chinese 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. The Catering Team will discretely inform House Staff if they are aware that there are boarders that are not eating appropriately and this will be discussed in the weekly meeting.
- 9.4 The food prepared throughout the day within the school kitchen is nutritionally balanced and is of a very high quality. There is always choice that includes salad and fruit and a choice of main meal at dinner time. 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 houses. 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. Dinner is served in the dining room.

- 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. A dishwasher ensures that crockery and cutlery is correctly cleaned.
- 9.8 The boarding houses 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 Pupils must not keep foodstuffs in their rooms.
- 9.10 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.
- 9.11 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 Good and regular laundry is provided by the school laundry service. Laundry is collected and taken throughout the week 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. Bedding is changed weekly and boarders are encouraged to take part in changing their own bedding. All items are returned to the right boarder following laundering.
- 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 continually. 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 The boarding house is locked outside of boarding hours, meaning that personal belongings are kept secure. During boarding hours, the boarding houses 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 the DfE advice 'Searching, Screening and Confiscation' Jan 2018, enables a member of staff to confiscate, retain or dispose of a pupil's property as a disciplinary penalty, where there is good reason to do so. House Staff and any other staff involved in this process must refer to the school Behaviour Policy. House Staff should complete the search in pairs and should seek permission from the Senior Houseparent or the Boarding Manager beforehand.

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 every evening, 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, trips 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. Staff know the whereabouts of boarders (or know how to find their whereabouts) in their charge at all times.
- 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 Assistant Head (Operations) 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 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.
- 11.8 There is an expectation that the national news is watched in the Common Room. Boarders have access to the weekend national newspapers.

12 **Safeguarding**

- 12.1 It is everyone's responsibility to safeguard children and the boarding house staff fully adhere to the school's Safeguarding Policy. All staff (teaching and non-teaching staff) have annual Level II safeguarding updates throughout the year. All Boarding staff have completed Level III training with Devon Local Authority. KCSiE documentation is provided to all staff and any new staff members. Volunteers have Level II safeguarding provided by the Designated Safeguarding lead. The Staff Central Register logs the attendance of staff training. Further on-going training throughout the year is delivered through Educare and other course providers.

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 RSHE programme with regards to pupil relationships and will ensure that the boarders are aware of consent and what a healthy physical relationship is. At no point may two boarders engage in a sexual relationship in the boarding house or on the school grounds. Clear rules are explained about accessing individual's rooms and at no point must this be abused.

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 houses 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. It is recognised that any boarders who are being bullied in the boarding house cannot escape their bullies for long periods of time as they are not going home. House Staff will communicate with parents as necessary and offer support for both the victim and the perpetrator. Any bullying will be added to the bullying log held by the Head's PA. The pastoral team and the health and well being team will support the House Staff in dealing with bullying.

13.2 The boarding houses 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 houses. Boarders are encouraged and enabled to sustain respectful relationships within and outside the boarding community and are helped to understand what makes a healthy and nurturing relationship.

13.3 The boarding houses 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 houses will follow the behaviour policy in relation to arrangements for searching pupils and their possessions in accordance with the DfE advice, 'Searching, Screening and Confiscation' Jan 2018

13.5 Within the boarding houses 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. House Staff will have continued training with regard to positive behaviour and relationships amongst boarders. This is completed through posters around the houses and by the House Staff discussing the salient points in House Meetings.
- 13.7 The House Staff will adhere to the Safeguarding policy and point 12.2 above in relation to sexual relationships. They are trained to engage their 'professional curiosity' and recognise the signs of any boarder that may be at risk of negative relationships, including child-on-child abuse, sexual or criminal exploitation or teenage relationship abuse.

14 Management and the Development of Boarding

- 14.1 Governors are actively involved with the monitoring of the boarding and welfare provision with reports made to termly meetings led by the Chair of the Education and Welfare Committee, who is also the Governor with overall Safeguarding responsibility for the school. Governors have the opportunity to take part in regular updates, are encouraged to visit the boarding house and speak directly to the boarders and will challenge boarding practice appropriately.
- 14.2 House Staff are supervised by the Senior Houseparent who in turn is managed by the Boarding Manager. The Boarding Manager, the Safeguarding Houseparent and the Senior Houseparent normally meet weekly alongside the School Matron and the School Registrar. The Senior Houseparent chairs a further weekly meeting with all House Staff. Houseparents and House Tutors meet at handover time to discuss any issues and for general comment. This is logged and available for all staff.
- 14.3 A member of the boarding team attends the Staff weekly briefing on a Monday morning. 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 The Safeguarding Houseparent will attend the weekly Safeguarding Team Meeting.
- 14.6 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.
- 14.7 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.
- 14.8 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.
- 14.9 Prefects and the Head of House (the Boarders' House Representative) hold regular meetings within the houses. Termly the Heads of Houses 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 Houses and to the activity and visits programmes.
- 14.10 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 and includes succession planning for staff.

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 and no member of staff may be appointed as a guardian. Guardianship arrangements are made directly with parents and the school may provide the details of a number of local guardianship companies. The school's expectations of guardians are shared with the guardian.
- 15.3 When pupils return from visiting their guardians they will be asked to complete a 'Return to Boarding' form with their mentor. This identifies if

they have any concerns about their stay, including the health and safety of the accommodation and the individuals that they have been residing with.

- 15.4 Any person over the age of 16 (including the children of staff) who live in the same premises as boarders or on the school site, that 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.
- 15.5 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.
- 15.6 The Safeguarding Policy highlights the need for Visitors and maintenance staff to be supervised at all times to prevent them gaining unsupervised access to boarders or their accommodation.

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 houses, 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 know how to contact a member of staff at all times and have 'ICE' numbers that can be called in an emergency.
- 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. Arrangements about the collection and transport of boarders at the start and end of term will be on a case by case basis. The Senior Houseparent will support the co-ordination of this process with parents and guardians, usually this will involve some school transport. This will be clearly logged on a schedule and will include the travel details and the destination of the boarder.
- 16.10 If a boarder goes missing then the school's Supervision and Missing Pupil Policy will be followed.
- 16.11 Staff accommodation is suitable and is appropriately separated from the boarding pupils.

17 **Equal Opportunities**

- 17.1 House Staff and pupils are expected to respect one another and uphold the school's Equal Opportunities Policy and the Equalities Act 2010. House Staff will take an individualised approach to the boarders' care, recognising and supporting their differing needs as required. Boarding staff are aware of any

protected characteristics in advance and any unknown needs will be shared with the appropriate staff.

- 17.2 Reasonable adjustments are made to provide accessible accommodation for any boarders with disabilities.

18 Securing Boarders' Views

- 18.1 Heads of House (Head Prefects) 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 and the Chair of Governors.
- 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.
- 18.3 Boarders are represented on the Pastoral Committee and have an opportunity to contribute to school day and boarding related pastoral issues.
- 18.4 Boarders meet regularly with the Catering Manager.
- 18.5 Boarders are given the opportunity to suggest and reflect upon the trips and evening activities.
- 18.6 Boarders are encouraged to contact members of staff directly in both the day school and the boarding team, via school email if they wish to raise a concern/complaint or make a suggestion. They will not be penalised for raising a concern or complaint in good faith. Any emerging patterns arising from the boarders will be reviewed.

19 Complaints

- 19.1 Any boarding parental complaints will be logged in the Complaints Log and will follow the Complaints Policy. Any emerging patterns arising from boarding parental complaints will be reviewed.

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.