

# **Adults Staying with Boarding House Staff Policy**

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**Queen's College, Taunton**

August 2017 (v 2.ii)

### **Scope**

This policy applies to the whole Boarding community of the College.

Terminology within the Keeping Children Safe in Education DFE September 2016 guidance refers to the Designated Safeguarding Lead (DSL).

All employees of Queen's College, including volunteers and all College staff are required to read Parts 1, 2 and 4 in the Keeping Children Safe in Education DFE September 2016 guidance, signing a declaration confirming that it has been read.

### **Policy statement**

This policy sets out the school's expectations of the behaviour of all the adult members of the families and households of members of the house staff at Queen's College who are accommodated on any part of the site in school accommodation that is shared with boarding pupils. It is designed to comply with modern standards of child protection, and to make sure that everyone clearly understands what is expected of them.

### **HOW IT WORKS IN PRACTICE**

#### **DBS Checks**

All persons over 16 (not on the school roll) living on the same premises as boarders but not employed by the school and occupying accommodation which is provided as part of an employee's conditions of employment is required to have a DBS (Disclosure and Barring Service) check. This clearance is required before the accommodation is occupied. Queen's College will assist employees and their families in obtaining this clearance.

#### **Occupancy Rights**

Prior to taking up residence, the employee alone will sign a Licence to Occupy with the school covering the conditions of occupancy in school property. The school does not bestow any rights of occupancy or tenure on the spouses/partners/adult children/other members of the households of its boarding house staff who have elected to move into the accommodation provided to a member of staff of Queen's College for the performance of his/her duties. One of the conditions of the Licence to Occupy is that all adult members of the household/family residing with the employee complies with this policy.

#### **Declaration**

All adult members of boarding households must declare a written undertaking to comply fully with this policy which relates to the protection of pupils at the school. The school can insist that any individual who is not a member of staff removes him/herself from school accommodation where he or she has committed a breach of this policy which forms part of the school's child protection policies. This note should be read carefully and the declaration at the end signed before anyone moves into school accommodation that has been provided.

### **Induction in Child Protection**

The school's Designated Safeguarding Lead or Human Resources Manager will arrange an induction session in child protection for adult members of the household's boarding house and accommodated staff within their first week of arrival. The school keeps a record of everyone who has attended its induction sessions on child protection.

### **Movement by Members of the Households of House Staff**

Adult members of the households of house staff should be conscious of the fact that they are not school employees and that they have no status regarding the pupils for whom their spouse/parent/partner is responsible.

ACCESS: Household members should not enter or attempt to use any of the areas that are designated for boarders, nor should they attempt to establish friendships with individual pupils. There are keypad locks to the boarding houses and CCTV monitors movement near the entrances and exits to the boarding houses. These barriers must be respected at all times.

If household members walk about the campus without their spouse/parent/partner accompanying them, they must wear their photo ID badge at all times. They may use the school's leisure facilities; but only at designated family times. They should only enter the school, including the common room areas, by invitation. Their vehicles should be registered with the Operations Director.

The school staff are instructed to challenge individuals who appear to be moving in restricted areas. No offence should be taken if the adult members of the households' of house staff are challenged.

It is important that these guidelines are followed at all times by household members of boarding staff. They are designed to protect the children who are in the school's care. They are simple to follow and should quickly become a habit.

### **Occasional Guests**

Boarding house staff and their families may entertain guests in their houses during term-time and invite guests to stay overnight but it is important that their host ensures that they are aware of the fact that certain restrictions apply because they are visiting a school.

Guest should be advised that:-

- They should not attempt to enter the areas that are designated for the boarders;
- They should be aware of their responsibilities when engaging pupils in conversation;
- They should go straight to their host's house on entering the campus and go straight to the campus exit on leaving;
- They should be asked to wear a visitor's badge and be escorted if they visit anywhere in the school apart from their host's accommodation; and
- They should not be left alone in their host's accommodation.

House staff should keep a visitors' book and ensure that all their personal guests, and guests of other members of their households, sign and date it before departure. The school reserves the right to inspect the visitors' book from time to time.

**Regular Visitors**

Regular visitors should at all times make sure that they observe the restrictions that apply to occasional visitors, including signing their host's visitors' book each time they visit the property. Regular day and overnight visitors may be subject to DBS checks.

**School Holidays**

The restrictions on movement do not apply at times when the School or residential/holiday lettings pupils are not on site.

**Other Adult Residents**

On-site accommodation is also offered to a number of other members of staff who may also be accompanied by their families. Queen's College has carried out a risk assessment that takes into account the fact that these adults are likely to wander round the campus and become a regular and visible presence, since the houses are within the same campus as the boarding accommodation. It has concluded that it is appropriate to require all over 16 members of these households to have a DBS check and to be given an induction in child protection.

<b>Effective date of the policy</b>	31 <sup>st</sup> August 2017
<b>Responsible Member</b>	Richard Syree, HR Manager

<b>Authorised by</b>	
<b>Signed</b>	Andrew Free, Deputy Head
<b>Date</b>	31 <sup>st</sup> August 2017

**PLEASE NOW SIGN THE DECLARATION ATTACHED**

**Declaration**

I, .....(insert name), have read the Adults Staying with Boarding Houses Staff Policy. I declare that I wish to live with ..... (insert employee's name) in the boarding house accommodation that has been offered to my spouse/parent/partner/other ..... as an essential part of his/her employment as Houseparent/Assistant Houseparent/Resident Tutor at Queen's College. I understand that I do not have any rights of occupancy or tenure.

I declare that:

- I am content for the school to obtain a DBS check on me before I move into the accommodation;
- I have arranged to give/have given my DBS form and documents to the Head's PA/HR Manager on .....
- I will attend the child protection training which the school has arranged to take place on .....
- I am fully aware of the restrictions which the school has imposed upon relatives, members of the household and guests of staff who are employed by the school, and I undertake to comply with the provisions of this document, and such other provisions as may from time to time be in operation;
- I will ensure that any visitors of mine comply fully with the school's requirements for supervising visitors;
- I undertake to notify either the Head Teacher, the Headmistress of Junior School, or the Designated Safeguarding Lead at once if I am ever charged with or convicted of any criminal activity;
- I understand that failure to comply with the school's code for adult members of the households of boarding house staff could result in my being asked to leave school accommodation;
- I understand that the school will ask me to leave school accommodation at once if it becomes aware of evidence that I should be considered unsuitable to have contact with children.

Signed ..... Name .....

Date .....

*Please return the signed declaration to the HR Manager, Queen's College, Taunton. If you have any questions please contact the HR Manager on 01823 340904.*