



# Kingsmead School Boarding Policy

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## **Kingsmead School Boarding Policy**

### **1. General Rationale**

- 1.1 This policy seeks to outline the unique contribution made by the boarding ethos of Kingsmead School to the achievement of the Mission Statement and the Aims of the School.

### **2. Aims**

- 2.1.1 To make boarding life a rich experience, where the growth and development of the individual is fostered in a secure and happy environment.
- 2.1.2 To promote community living, where relationships are based on the values of trust and respect.
- 2.1.3 To ensure that Pupils from different traditions are encouraged to fulfil their personal potential through a tangible experience of Christian community.
- 2.1.4 To promote growth in independence and maturity in preparation for meeting confidently the challenges of the wider world.

### **3. Objectives**

- 3.1.1 The objectives of Boarding at Kingsmead School are to ensure the pastoral care, welfare, health and safety of its pupils.
- 3.1.2 To provide a context for young people to support and encourage each other in their journey towards personal fulfilment and independence, for example by providing a structural framework for living together, by setting up structures for increasing responsibilities and freedoms, mentoring through one-to-one relationships, conflict resolutions.
- 3.1.3 To ensure a safe and secure environment, where Pupils are offered care, support and challenge from adults trained and expert in pastoral care, for example, through the Health & Safety Policy and accompanying risk assessments, instigating necessary security measures.
- 3.1.4 To encourage recognition, appreciation and celebration of the richness of human diversity, for example through cultural celebrations, cuisine, offering a diverse range of activities to cater for different tastes. Raising the awareness of others to festivals and occasions specific to groups of Pupils.
- 3.1.5 To create a community where all are welcome and the uniqueness and self-esteem of each individual are nurtured, for example, through recognition of individual achievements commensurate with the personal potential of pupils, and through daily one-to-one contact with pupils.

### **4. Guidance to staff**

- 4.1.1 All staff have a common law duty of care to the pupils in the School; essentially this is a pastoral role. These guidelines are to support professional behaviour amongst house and academic staff in the execution of their responsibilities. Much of this information is to be found elsewhere in the Staff Handbook.

- 4.1.2 It is imperative that clear lines of communication exist between all staff involved within boarding and Heads of Department and Form Tutors. Any concerns raised by staff should be recorded and boarding staff will be involved in monitoring the concern.
- 4.1.3 It is essential that each house has an 'daily diary' where events/ issues can be logged and viewed by all boarding staff members of the house. This should be kept securely as it may include sensitive material. It should be monitored by the Senior Master.
- 4.1.4 Particular consideration to communication with regards to pastoral incidents or academic progress should be undertaken between House staff, Tutors and Heads of Department.
- 4.1.5 Staff need to be aware that the security and happiness of each Pupil is paramount. In order to accomplish this, staff ought to ensure:
- 4.1.6 Each Pupil's dignity and entitlement to privacy are respected. This includes recognising the Pupil's right to personal space. Staff are advised not to enter a Pupil's bedroom unless the Pupil is present and permission is granted. This guideline applies also to the toilet and bathroom areas. Staff should not enter without knocking and indicating their presence. Only in exceptional circumstances, such as a medical emergency, should staff enter any of these areas without Pupil permission. In such cases, the presence of another adult is desirable.
- 4.1.7 If staff are required to search a Pupil's room, which should only take place if a serious disciplinary offence is suspected it must be performed according to the guidelines recommended by the BSA. (*Boarding Briefing paper 15 September 15 Update*). Staff should follow the Schools Conducting a Search Policy. All houses should have copies of this document and all staff should be aware of its contents.
- 4.1.8 The operation of an open door policy to Pupils is encouraged. Staff need to be aware of the risks related to one-to-one Pupil/ staff situations. Staff are reminded that a one-to-one conversation behind closed doors is to be avoided. Should such a conversation be necessary, it should be conducted in a setting which simultaneously offers privacy, but also is observable by others, e.g. a room with a window on to a public area. Staff are advised for their own protection not to entertain Pupils in their private accommodation.
- 4.1.9 Confidentiality cannot be promised. Staff must be sensitive to the Pupil and, as appropriate, tell the Pupil the name/ s of the person/ s who will be informed and the reason for this action. All such matters must be entered onto the electronic daily diary and appropriately reported to the Designated Safeguarding Lead.
- 4.1.10 If a pupil discloses a case of abuse, Mrs Hepworth, Designated Safeguarding Lead or one of the Deputies (Mr Gibbons, Mrs Gibbons, Mrs Liddy, Mr Wilson, Mrs Evans) must be contacted, and an incident report form completed within 24 hours. Staff are reminded that it is imperative that no leading questions or judgements are made during this interview with the Pupil. *For further information see the Safeguarding (Child Protection) Policy.*
- 4.1.11 House staff relationships with Pupils must be appropriate. These relationships are noticeably different from the relationships between Pupils and their subject teachers. It is recognised that by the very nature of the situation, staff tend to be at greater ease with the Pupils. Therefore, staff need to guard against actions which can be misinterpreted, e.g. the use of sarcasm. Staff are required to act as professionals at all times.

- 4.1.12 The cultural diversity existing in any house is to be celebrated for its richness. Staff need to be sensitive to cultural issues and to create opportunities for Pupils to share their experiences. Stereo- typical comments are to be avoided.
- 4.1.13 With regard to health and medical matters, there is a working partnership between the house and medical staff. The aim is to enable Pupils to make important decisions which will affect their present and future health. Methods include careful handling of information and guidance of Pupils in maintaining and obtaining a healthy lifestyle.
- 4.1.14 Emergency Medical boxes, first aid boxes and facilities for dealing with body fluid spills are located in each House. Staff should acquaint themselves with these and medication given must be recorded on the School's data base 3Sys. Staff who administer paracetamols or Ibuprofen should also record these on the controlled drug sheet in house. Staff should refer to the medical nurse who is contactable at all times if they are in any doubt. The recording of any health and medical information should be recorded within the electronic daily diary and recorded on PASS.
- 4.1.15 The House is a safe place for Pupils. Staff supervision of the house is of primary importance, the house should not be left unattended and a member of staff should always be accessible in person in the Boarding House, unless dealing with an emergency, when the Assistant Head Pastoral and Boarding should be contacted. To ensure safety staff must register all pupils and ensure that they are all safely in their rooms before ending each shift.
- 4.1.16 Visitors to the School who are not wearing badges must be challenged. Clear instructions on fire/ bomb drill procedures must be given to Pupils at the beginning of each academic year and regular drills are carried out each term. The telephone number of the Headmaster/Bursar and resident caretaker should be kept next to the telephone. Within each Pupils room there will be displayed the poster 'What if you just want to talk to someone' (Appendix 2) this will give information on the independent listener, childline and the children's rights director available to them.
- 4.1.17 Video/DVD, Computer games and access to the Internet must be closely monitored in terms of the age appropriateness of their material. *See the ICT Code of Practice Policy.* Age categories as stated on DVDs and Computer games must be observed. Parental permission must be sought if there is any doubt. To ensure compliance with the British Board of Film Classification (BBFC) guidelines, Pupils are to be discouraged from bringing their own material into School. On occasions when this does occur, Pupils must submit the videos/DVDs or Computer games to staff to be judged on their appropriateness for viewing or to be stored for collection by parents.

## **5. Sanctions and Rewards**

- 5.1.1 Discipline should be seen to be fair and just and in line with the School behavior policy. (*See Behaviour Policy for details*).
- 5.1.2 Within the house situation, discipline should be characterised by mutual trust, respect and concern, if staff are to teach Pupils to learn, to serve, to forgive and to care. All matters whereby breaches of the boarding house or School rules have occurred must be recorded using an ABC Log (Appendix 3), signed and dated by the member of staff completing the Log and also by the pupil or pupils involved and finally signed off by the Housemaster/mistress. The Schools Behaviour Policy and Pupils' Code of Conduct must be followed.

- 5.1.3 The investigation of theft within a boarding house is a very sensitive issue and staff must be extremely security cautious in their actions. If it is deemed necessary to search a bedroom, the Pupil and another adult must be present in the room. (*See guidance in BSA procedures 'Boarding Briefing paper September 15 Update*) Accurate records of conversations must be recorded on the electronic daily diary. A Serious Incident Proforma (Appendix 2) should be completed if the incident warrants the intervention of the Senior Master, this should be dated and signed. Staff should follow the Schools Conducting a Search Policy.
- 5.1.4 In order to ensure fairness and consistency, all incidents should be recorded on an ABC Log and added to the daily diary. This will allow the Senior Master and other appropriate adults to be able to view any punishments.
- 5.1.5 Use of Restraint: Staff are reminded that the use of force to restrain Pupils is to be avoided, except in an emergency situation. In such circumstances, it is absolutely essential to contact another member of staff and request immediate assistance. Staff are advised to read the appropriate DfE circulars (*e.g. 10/98, 'Use of Force to Control and Restrain Pupils'*). Incidents of restraint should be informed to the Senior Master immediately, or a member of SMT.
- 5.1.6 Staff confiscation of Pupils' belongings which are deemed to be in direct contravention of School rules, has to be recorded. The items should be stored safely and a collection time arranged with the Pupil or parents or disposed of safely.
- 5.1.7 Pupils should be reminded at the beginning of term of the expectations of appropriate behaviour especially with members of the opposite gender. They should be reminded of the seriousness of such breaking of trust. Sixth Form Pupils should be made aware of the curfew times.
- 5.1.8 If a Pupil is found in the boarding areas of the opposite gender then an investigation will be conducted and a possible outcome could be an immediate suspension of 24 hours. A serious breach of this policy may lead to permanent exclusion (*See Exclusions Policy*). The Head reserves the right to exclude any Pupil who offends.
- 5.1.9 Breaking out of bounds rules are treated seriously as breaking trust. Parents/guardians will be contacted and the Pupils will have privileges withdrawn (*e.g. gated for weekend for an appropriate period of time*).
- 5.1.10 As indicated in the Parent Handbook and Pupil Code of Conduct, the use of alcohol and cigarettes including 'E cigarettes' is against the School rules (*see also the Drugs, Alcohol, Tobacco and Substance Abuse policy*). All incidents will be recorded using 3Sys.
- 5.1.11 The use and supply of illegal drugs is a most serious offence and will lead to permanent exclusion (*see also the Drugs, Alcohol, Tobacco and Substance Abuse policy*).

## **6. Regulatory compliance**

- 6.1 Kingsmead School works hard to ensure that it meets all of the regulatory requirements set out in the National Minimum Boarding Standards and in other relevant legislation. Regular checks are made to ensure that appropriate Health and Safety standards are met in all aspects of School life. The School will conduct regular fire alarm practices both during the

working day and at night. The School is subject to regular inspection by ISI to ensure that all regulatory requirements are met or exceeded.

## **7. Management and administration**

- 7.1.1 Housemasters/mistresses are ultimately responsible to the Head for the smooth and effective running of their boarding house. In practice, they report directly to the Senior Master who has the responsibility for pastoral care in the School.
- 7.1.2 Weekly Housemaster/mistress meetings are chaired by the Senior Master and are used for promulgation of information and discussions about topical issues. Minutes of each meeting are recorded and are distributed to house staff and Headmaster.
- 7.1.3 Kingsmead School is proud to be a day School with boarding. It does however wish to provide the best boarding experience and is constantly working to improve the level of care on offer to our pupils.

## **8. Boarding Trips**

- 8.1.1 A weekend activity programme has been written for the enjoyment of boarders. All planned excursions off of school site follow the guidelines found within the Trips Policy.
- 8.1.2 All trip paper work is signed prior to departure by the Houseparent.

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# What if you just want to talk to someone?

Remember you probably have friends who may be able to help you or an older Pupil to whom you feel you can turn to. The Management, House staff, Form Tutors or other members of staff always want to help.

Turn to anyone you feel you can talk to comfortably.

There may be times when you feel you cannot talk to a member of staff - this is perfectly alright. Remember you can always talk, telephone or write to any of the following people:

Friends and other Pupils in your Form or Boarding House

Form Tutor

Houseparent

Member of staff on duty

Any member of staff you trust

Pupil suggestion box, located by The Headmaster's office

Mrs Hepworth (Designated Safeguarding Lead)

Mr Gibbons, Head (Deputy Safeguarding Lead)

Mrs Thomas, School Matron

Mrs Renison, School Counsellor

Mrs E Davies, Boarding Governor

Your Parents/Guardians


Mrs Cate Warbrick - Independent Listener 07786394436.

Child Line  0800 1111

Children's Commissioner  0800 5280731

The Samaritans  08457 90 90 90

Cruse Bereavement Line  0844 4779400

OFSTED  0300 123 4666

## Appendix 2

The Behaviour Log is a tracking form for keeping a record of a Pupil's behaviour following an incident that has taken place. It is an important tool in identifying patterns in behaviour, modifying or adjusting intervention strategies, and in evaluating the success of intervention. It is also an important tool in communicating with parents/guardians, SEN support Department and the Senior Leadership Team.

The Behaviour Log can be used to record any type of behaviour—from inappropriate behaviours such as social skills (e.g., smoking, drinking, swearing) to more severe inappropriate behaviours such as non-compliance (e.g., refusing to follow instruction, disrupting the House) and to very serious inappropriate behaviours such as physical aggression and assault (e.g., Bullying and actions that lead to the risk of injury to himself and to others).

The Behaviour Log contains six sections:

Time of the Incident:

Date/Time the incident occurred

Location:

Where the incident occurred

People/Person Involved:

Name of staff member(s) involved or present and completing and recording in the Behaviour Log.

Antecedent/Trigger:

Record what was happening prior to the Pupil demonstrating inappropriate behaviour and what occurrence(s) triggered the behaviour.

Behaviour:

Record the details of the inappropriate behaviour, i.e., a description of what the Pupil did, how long the behaviour lasted, and the level of severity. Also record what intervention by staff occurred – include how long it took to bring the behaviour under control.

Consequence:

Record if intervention was successful in stopping the behaviour during this incident, what the Pupil did following the intervention (e.g., resumed appropriate behaviour), was removal required, etc. Also include any follow-up action such as communication with School administration and/or parents/guardians and consequences such as time out, detention, or suspension.

Action Taken:

What action was taken to deal with the Behaviour.



**Appendix 3**

<b>Pupil Name:</b>		<b>Name of Member of dealing with incident:</b>	
<b>Date:</b>	<b>Time:</b>	<b>Location:</b>	
<b>ANTECEDENT</b>	<b>BEHAVIOUR</b>	<b>CONSEQUENCE</b>	<b>Action Taken</b>
<b>Describe the triggers or what happened just before...</b>	<b>Describe what happened...</b>	<b>What positive or negative event occurred immediately following</b>	<b>(What Action was taken to deal with the Behaviour)</b>