



**THE
LOUGHBOROUGH
Schools Foundation**

Policy Title: Adults Staying with Boarding House Staff Policy

Version Number: 20190307_Boarding House Visitors

Approved By: Executive Committee

Date Approved: 15 March 2019

Point of Contact (Reviewer): HR Manager

Legal Review: NA

Legal Review Date: NA

1.	Introduction
-----------	---------------------

1.a	This policy describes the Schools' expectations of the behaviour by all of the adult members of the families or households of members of the house staff of the Loughborough Schools Foundation who are accommodated on any part of the site in school accommodation that is shared with boarding pupils.
1.b	For the purpose of this policy the term "adult" is defined as anyone over the age of 16.
1.c	This policy is designed to comply with modern standards of child protection, and to make sure that everyone clearly understands what is expected of them.

2.	Before Moving into Boarding House Accommodation
-----------	--

2.a	<p>DBS Checks:</p> <p>Every adult member of a household occupying accommodation which is provided as part of an employee's conditions of employment is required to have a DBS check. This clearance is required before the accommodation is occupied. The Schools will assist employees and their families in obtaining this clearance.</p>
-----	---

3.	Occupancy Rights
-----------	-------------------------

3.a	The Schools do 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 the Loughborough Schools Foundation for the performance of his/her duties.
3.b	The employee alone signs a Licence to Occupy/Service Occupancy Agreement with the Schools before taking up residence, covering the conditions of occupancy in school property.
3.c	One of those conditions is that all adult members of their household/family residing with them comply with this policy.

4.	Declaration
-----------	--------------------

4.a	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 Schools.
-----	--

4.b	The Schools 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 Schools' child protection & safeguarding policy.
-----	--

4.c	This policy should be read carefully and the declaration at the end signed <i>before</i> anyone moves into school accommodation that has been provided.
-----	---

5.	Induction in Child Protection and Other Safety Procedures
-----------	--

5.a	The relevant school's Child Protection Officer/Designated Safeguarding Lead 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 the school term. The relevant school keeps a record of everyone who has attended its induction sessions in child protection.
-----	--

5.b	The relevant Boarding House Master will arrange an induction in fire safety procedure and lock down practices. Adult members of the household's boarding house and accommodated staff should take part in all fire and lock down practices when they are on site.
-----	---

6.	Movements by Members of the Households of Boarding House Staff
-----------	---

6.a	Adult members of the households of Boarding House staff should be conscious of the fact that they are <u>not school employees</u> by default and that they have no status regarding the pupils for whom their spouse/partner/parent(s) are responsible.
-----	---

6.b	The accommodation which is provided has its own separate entrance except in the Resident Tutor's flats in both School House and Garton Road, which should be used by the household of Boarding House staff at all times.
-----	--

6.c	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.
-----	--

6.d	There are keypad locks to the boarding houses and these barriers must be respected at all times.
-----	--

6.e	Household members may use the Schools' leisure facilities; but only at designated family/employee times. They should only enter the schools, including the common room areas, by invitation.
-----	--

6.f	The employee and household members should register their vehicles with the Security Officer so that parking permits can be issued (which should be
-----	--

	displayed when the vehicle is on site) and fob(s) for access through the school entrance barriers.
--	--

6.g	The Schools employ caretakers and security staff who are instructed to check movements and to challenge individuals who appear to be moving in restricted areas. Please do not take offence if you are challenged.
-----	--

6.h	It is important that the guidelines contained in this document are followed at all times by household members of boarding staff. Please remember that they are designed to protect the children who are in the Schools' care.
-----	---

7.	Occasional Guests
-----------	--------------------------

7.a	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.
-----	--

7.b	The names and vehicle registration numbers of personal guests should be passed to the Security Officer who will notify the caretaking staff.
-----	--

7.c	Guests should be advised that:
-----	--------------------------------

- | | |
|--|--|
| <ul style="list-style-type: none"> ● 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 Schools apart from their host's accommodation, ● They should not be left alone in their host's accommodation. | |
|--|--|

7.d	Boarding 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 Schools reserve the right to inspect the visitors' book from time to time.
-----	---

8.	Regular Visitors
-----------	-------------------------

8.a	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 that they visit the property.
-----	--

8.b	Regular day visitors and all overnight visitors to boarding house staff accommodation during term-time should be subject to suitable disclosure checks. You should notify the Chief Operating Officer of all such visitors in advance and he/she may decide to carry out a risk assessment and will arrange for a DBS check, if necessary. This applies to visitors who regularly stay more than one night a week.
-----	--

9.	School Holidays
-----------	------------------------

9.a	The restrictions on movement do not apply at times when the pupils are not on site.
-----	---

10.	Other Adult Residents
------------	------------------------------

10.a	On-site accommodation is also offered to a number of other members of staff, who may be accompanied by their families. The Loughborough Schools Foundation 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 adult members of these households to have a DBS check and to be given an induction in child protection. In addition, the Loughborough Schools Foundation require these adults to sign a declaration (as detailed below).
------	---

11.	Conclusion
------------	-------------------

11.a	The Schools have gone to great trouble to ensure that it employs suitably qualified house staff. It invests considerable resources in their induction and training in child protection. It is also necessary to impose certain constraints on the families, households and private guests of our house staff – not because they are unwelcome. On the contrary, we understand and value the support which they provide to busy members of staff who work long hours.
------	--

Declaration

<p>I, [Name], have read the above notes. I declare that I wish to live with [Name] in the accommodation that has been offered to my spouse/partner/parent/[Other] as an essential part of his/her appointment/employment as Head of [Name of School]. I understand that I do not have any rights of occupancy or tenure.</p> <p>I declare that:</p>

<ul style="list-style-type: none"> ● ● 	<p>I am content for the Schools to obtain a DBS Check on me now that I have <i>reached/am over</i> 16 years of age.</p> <p>I have provided HR with the required ID for a DBS check and completed the online form.</p>
--	---

<ul style="list-style-type: none">●●●●●●	<p>I will attend the child protection training which the School has arranged for me and refresher training when I am notified of it.</p> <p>I am fully aware of the restrictions which the Schools have imposed upon relatives, members of the household and guests of staff who are employed by the Schools, and I undertake to comply with the provisions of this document, and such other provisions as may from time to time be in operation.</p> <p>I will ensure that any visitors of mine comply fully with the Schools' requirements for supervising visitors.</p> <p>I undertake to notify the Chief Operating Officer at once if I am ever charged with or convicted of any criminal activity.</p> <p>I understand that failure to comply with the Schools' code for adult members of the households of boarding house staff/other staff with accommodation on site, could result in my being asked to leave school accommodation.</p> <p>I understand that the Schools will ask me to leave school accommodation at once if it became aware of evidence that I was considered unsuitable to have contact with children and vulnerable adults.</p>
---	--

Signed :

Name :
In Block Capitals

Dated :

*Please return the completed form to the HR Manager in the envelope provided.
If you have any questions, please contact the HR Manager on 01509 638910.*