



POLICY STATEMENT

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| Policy | Boarding Policy |
| Date Written | 10 th May 2018 |
| Written by | G Sutton |
| Approved by | K Scott |
| Next major review date | May 2019 |
| Location and disseminations | A copy of the policy can be found, in the college admin office and on the college website. |

The aim of boarding at St George's College is to provide a safe and secure environment for the personal and academic development of each student and ensuring their health and wellbeing whilst they reside with us. The Boarding experience encourages tolerance, respect for others, kindness, spiritual and moral awareness, personal development, general welfare and self-discipline. It develops independence, strength and ability within the individual to function as part of a team.

Students

Students residing at the college have a range of channels of communication available to them which are discussed during the induction process. It is possible for students to access the office phone, whilst supervised, if necessary and there are computers that are linked to the college internet available for use.

All students have formal opportunities to raise issues of concern and suggestions for the development of boarding. All students are encouraged to express their views and make suggestions on how boarding provision can be improved, as well as to raise matters of concern. Matters raised are discussed as appropriate by staff and boarders should feel assured that their opinions are always given serious consideration, and will be responded to.

Parents

All staff at St George's College aim to work closely with parents to ensure that pupils reach their potential both in personal development and academic achievement. We recognise the particular needs of parents of students to be kept closely informed of the welfare and academic progress of their children.

Telephone/fax numbers and email addresses of all staff involved in boarding are supplied to parents and every effort is made to keep parents informed by their preferred means of communication.

House emails are checked at regular intervals, and parents can contact the college directly during the working day. Parents should feel able to contact any of the staff involved with boarding should they need to.

Staffing and Accommodation

St George's College assures adequate supervision of to assure student safety and wellbeing. Within our boarding facilities we provide boarders with separate accommodation for boys and girls which enables effective segregation of genders. Suitable personalisation of dormitories is encouraged in order for students to feel at home.

Staff living accommodation is separated by a lockable door. The living accommodation is organised and appropriate for private study and social purposes. Toilets and washing facilities are accessible at all times of day and night.

Boarding houses and other accommodation provided for boarders is appropriately lit, heated and ventilated, cleaned and maintained and reasonable adjustments are made to provide adequate accessible accommodation for any boarders with restricted mobility. Regular maintenance checks are carried out by appropriate house staff. Each house is cleaned regularly by the domestic staff.

Boarding accommodation is reserved for the use of those children designated to use it and is protected from access by unauthorised persons. Any use of college facilities by individuals or groups does not allow members of the public.

St George's College ensures there is at least one adult member of staff sleeping in the residence at night, who is responsible for the boarders in the house.

St George's College ensures that Boarders have a satisfactory means of contacting a member of staff in each house at night as all staff accommodation is located within the boarding houses. Students are inducted into how to contact a member of staff during the night upon arrival in the boarding house.

Boarders are not permitted to enter staff accommodation. If a student contacts a member of staff in the boarding house, the member of staff should move to meet them. In accordance with the college's safeguarding policies and staff conduct regulations, staff must always ensure that they are situated where their actions can be witnessed in order to safeguard both students and themselves.

Supervision and Registration

House Staff are responsible for supervising boarders once the academic day ceases. House staff are responsible for supervising boarders through the night until 9am when they are handed back over to the academic staff.

St George's College ensures that registration takes place at scheduled times. Should a student be absent, appropriate House Staff should be contacted to ascertain their whereabouts.

House Staff are required to complete paper registrations at specified times. Records of these are to be kept in house staff files in house. Cover staff are to complete these where appropriate.

Registration Procedure

House Staff are required to complete a registration of the house and identify any absences. Additional staff may be utilised in order to locate anyone who is absent. Cover Staff are required to complete registration if they are covering. Students are not permitted to leave the boarding house after curfew.

Should a student be found to be missing after the above has been completed, the Missing Student's Policy should be consulted immediately and followed accordingly.

Searching and Confiscation

Staff can search a student for any item banned under the school rules, if the student agrees¹. Ensure that a second member of staff is present if a search is to take place in order to assure personal safety and to have a witness to the action.

The Director and Management team are permitted to search students or their possessions, without consent, where they suspect the student has certain prohibited items. The items that can be searched for under this power are knives or weapons, alcohol, illegal drugs and stolen items.

Staff can seize any banned or prohibited item found as a result of a search or which they consider harmful or detrimental to the college and its community.

Students who are unwell

Buckswood Health Service has trained nurses who are supported by health assistants and an administrator, whom are available to St Georges. The nurses have a wide range of experience and will usually be able to help a scholar without needing to consult with a doctor. However, they liaise closely with the GP surgery and will, at their discretion, either consult with them by telephone or arrange an appointment for a scholar to be seen.

It is encouraged to arrange routine dental and eye care at home when the student is on holiday. However, in the case of an emergency, appointments with local dentists and opticians can be arranged (although there may be a charge for treatment and we will need specific consent from parents). Orthodontists, Physiotherapists, Osteopaths, Chiropodists, and Reflexologists can also be accessed once parents have consented to treatment. (NMS 3.3).

Leaves from college

Only the nurses, DSL or Director of Studies can give permission for a scholar to have stay off college, in their room, when unwell.

Concerns

If parents have a matter of concern or complaint they should raise this with the member of staff they feel most appropriate.
