



OLD BUCKENHAM HALL

Brettenham Park
Ipswich, Suffolk, IP7 7PH
Website: www.obh.co.uk

Policy for Adults living/staying in Boarding Accommodation and On Site



Policy for Adults living/staying in Boarding Accommodation

INTRODUCTION

This policy describes the school's expectations of the behaviour by all of the adult members of the families or households of members of the house staff of Old Buckenham Hall school who are accommodated on any part of our 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.

BEFORE YOU MOVE IN

DBS Disclosure

Every adult member (16 years and over) of a household occupying accommodation which is provided as part of an employee's conditions of employment is required to have a DBS. These clearances are required before the accommodation is occupied. The school will assist employees and their families in obtaining these clearances.

Occupancy Rights

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 the staff of OBH school for the performance of his/her duties. The employee alone signs a Licence to Occupy Agreement with the school before taking up residence, covering the conditions of occupancy in school property. One of those conditions is that all adult members of their household/family residing with them comply 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 its Safeguarding policy.

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 (Safeguarding) Child Protection

The school's Senior Designated Person will arrange an induction session in Safeguarding for adult members of the households boarding house and accommodated staff within their first week of arrival. We keep a record of everyone who has attended our induction sessions in child protection.

MOVEMENTS 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 usually school employees and that they have no status regarding the pupils for whom their spouse/partner/parent is responsible. The accommodation which is provided has its own separate entrance, which should be used by them at all times

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 these barriers must be respected at all times.

Household members may use the school's leisure facilities; but only at designated family times and when given permission by the Headmaster. They should only enter the school, including the Common Room areas, by invitation.

The school employs an Estates Team 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.

It is important that these guidelines are followed at all times by household members of boarding staff. Please remember that they are designed to protect the children who are in our 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.

Guests should be advised that:

- They should not attempt to enter the areas that are designated for the boarders
- They should not attempt to engage pupils in conversation
- They should go straight to their host's house on entering the campus and go straight to the 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
- They should not be left alone in their host's accommodation

REGULAR VISITORS

Regular visitors should at all times make sure that they observe the restrictions that apply to occasional visitors.

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 Business Manager of all such visitors in advance and he/she may decide to carry out a risk assessment and will organise a DBS check, if necessary.

SCHOOL HOLIDAYS

The restrictions on movement do not apply at times when the pupils are not on site *unless the school is let and occupied by another organisation.*

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. The school has carried out a risk assessment that takes into account the fact that these adults are likely to wander round the site and become a regular and visible presence, since the houses are within the same site as the boarding accommodation. It has been concluded that it is appropriate to require all adult members of these households to have a DBS disclosure and to be given an induction in child protection.

CONCLUSION

The school goes 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.

A. Shropshire (Mrs)
Business Manager

Reviewed Jan 2015

DECLARATION

I, _____ have read the above note. I declare that I wish to live with _____ in the boarding house accommodation that has been offered to my spouse/partner/parent/ as an essential part of his/her appointment/employment as Residential Staff at Old Buckenham Hall school. 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 Disclosure on me before I move into the accommodation
- I have arranged to give/ have given my DBS form and document to the Business Manager.
- I will attend the child protection training which the school has arranged.
- 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 the Business Manager at once if I am ever 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 became aware of evidence that I was considered unsuitable to have contact with children and vulnerable people.

SIGNED:NAME.....DATE.....

Please return the completed forms to the Business Manager. If you have any questions, please contact the Business manager on 01449 744798.