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School

## BOARDING ACCOMMODATION POLICY

Policy Owned By:	Head	Summer 2023
Reviewed By:	Leadership Team	Summer 2023
Governor Review By:	Education & Welfare Committee	

## Introduction

1. This document aims to detail the School's policy and practice regarding boarding accommodation. It is set out in tabular form to provide quick and easy comparison with standards of boarding accommodation specified in DfE National Minimum Standards for Boarding (NMS) as inspected by ISI. The School's aim is always to comply with and exceed DfE standards.
2. Boarding accommodation consists of two separate boarding houses, Music House for girls and Harris House for boys. Each house is staffed by a team of boarding staff, led by a Houseparent and Assistant Houseparent who live in accommodation within their respective boarding house. The Director of Staff and Boarding has overall responsibility for boarding in the School.

## NMS for Boarding Accommodation (September 2022)

### NMS Part B: Boarding provision

**Aim:** The school provides a homely and welcoming environment in which boarders feel safe, secure and comfortable, and where their privacy is respected. Boarders enjoy their accommodation and mealtimes and feel that their belongings and personal possessions are protected.

To achieve this aim, the school should meet the following standards:

### Standard 4 – Boarding accommodation

*Failure of any part of this NMS triggers a failing of ISSR 30 as well as ISSR 8(b)*

NMS	School Policy and Practice
<p>4.1 Good quality sleeping accommodation is provided for boarders. It is well organised and managed with ongoing assessments of risk (which should be documented) and findings acted upon to reduce risk for all boarders. Accommodation gives boarders appropriate privacy, taking into account sex, age and any special requirements. Where children share a bedroom, they are able to express a preference about whom they share with.</p>	<p>The School maintains a high quality of sleeping accommodation in the boarding houses, with each boarder provided with a comfortable bed and bedding, although boarders are allowed to bring their own bedding if they wish. Younger boarders tend to share dorms of two, three or four beds, while the oldest boarders are invariably housed in single rooms with en-suite bathroom facilities. There are two boarding houses, one for girls and one for boys. The Director of Staff and Boarding is in overall charge of boarding, and each boarding house has a team of boarding staff led by the Houseparent and Assistant Houseparent. Boarders are allowed into the common areas of both boarding houses, but girls may not enter boys' bedrooms and vice versa. Boarders may invite a small number of friends of the same sex into their bedrooms, as long as their roommates agree and no excessive noise or rowdy behaviour results. Boarders' opinions are canvassed before any room allocations are made, although logistical and other</p>

	<p>considerations mean boarding staff must have the final say in who shares a room with whom. Risk assessments are maintained and constantly reviewed to mitigate any risks related to boarding accommodation.</p>
<p>4.2 Good quality living accommodation and equipment, including appropriate internet access, is provided for boarders for the purposes of organised and private study outside school hours and for social purposes.</p>	<p>Each boarder has their own desk and wardrobe in their bedroom, to allow for private study and the storage of clothes and personal items. Each boarder has a lockable space for private items and valuables, although items of particularly high value should be handed to boarding staff for safekeeping or not brought into school in the first place. Internet access is available throughout the boarding houses, including in bedrooms. The wifi is turned off at 11pm every evening. Younger boarders must hand in their devices at 9pm on worknights. The Assistant Bursar (Estates) and the facilities team are responsible for maintaining the high quality of boarding accommodation and furnishings, and boarding staff liaise with them whenever issues of repair and maintenance arise.</p>

<p>4.3 Sufficient toilet and washing facilities with good-quality fixtures and fittings and access to hot water are provided for boarders, are readily accessible from the sleeping accommodation and take into account sex, age and any special requirements.</p>	<p>Boarding accommodation in both boarding houses is divided into pods based on age, each with its own toilets, bathroom and shower facilities. Older boarders have en-suite facilities. Hot water is always available. Such toilet and washing facilities are for the use of boarders only and can be accessed all day and night by boarders. Alarms are turned on at night to ensure pods and boarding houses are secure from outside access. Visitors and adults must use separate facilities.</p>
<p>4.4 Boarding houses and other accommodation provided for boarders are well lit, heated and ventilated, cleaned and maintained, and reasonable adjustments are made to provide accessible accommodation for any boarders with disabilities.</p>	<p>The Assistant Bursar (Estates) and their facilities team, in liaison with boarding staff, ensure boarding accommodation is always well lit (including with emergency lighting), heated and ventilated. Boarding accommodation is regularly cleaned and floors are vacuumed regularly. Cleaning staff wash school bedding on a weekly basis. Boarding accommodation can be adjusted to provide access to boarders with disabilities, although in many bedrooms the scope for such adjustments is limited.</p>
<p>4.5 Accommodation is well furnished and of sufficient size for the number, needs and ages of boarders accommodated, with appropriate protection and separation between boarder accommodation and staff accommodation. Bedding is warm, clean and comfortable.</p>	<p>Each boarder has a bed, wardrobe, shelves and cupboard space, desk and chair. Staff accommodation is completely separate from boarders' accommodation. Only boarding or leadership staff may enter boarding accommodation, apart from those staff undergoing cleaning, repair, supervision or maintenance activities.</p>

<p>4.6 Boarders can personalise an area of their accommodation with suitable posters and personal items if they wish.</p>	<p>Each boarder has a noticeboard, on which they can post personal items. Bedrooms may be decorated with posters and other items, with the permission of boarding staff. Boarders are not allowed to keep unsafe personal items in their bedrooms, such as cooking facilities or banned objects such as knives.</p>
<p>4.7 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 school facilities by individuals or groups does not allow members of the public (including members of organised groups using school facilities) unsupervised access to boarders, or to boarding accommodation while occupied by boarders.</p>	<p>Under normal circumstances boarding accommodation is strictly forbidden to staff other than those specified in 4.5 above. No teaching or administrative staff may enter boarding accommodation without the express permission of boarding staff unless on duty in a supervisory capacity. Visitors are allowed into boarding accommodation only when under the supervision of boarding staff, including visitors being given guided tours. Access to boarding accommodation is possible only using doors with code-pads, and code numbers are different from those in use for other school buildings. Alarms are set at night to ensure the security of boarding accommodation.</p>
<p>4.8 Any use of biometric data/technology or surveillance equipment (e.g. CCTV cameras) or patrolling of school buildings or grounds for security purposes does not intrude unreasonably on boarders' privacy. Any schools which use biometric technology and/or CCTV should set out the rationale for its use in the school's security policy. In addition, schools using CCTV must be registered with the Information Commissioner's Office (ICO) and comply with relevant data protection legislation including the UK General Data Protection Regulations, the Data Protection Act 2018 and the Protection of Freedoms Act 2012.</p>	<p>School security measures, such as CCTV, does not impinge on boarders' privacy. The School does not use biometric technology for access to buildings. All security measures comply with GDPR and other legislation.</p>

## Revision History

Date	Revision
Summer 2023	Discrete policy document created from previous section of Staff Handbook