

## Third Parties Staying with Boarding House Staff Policy

Policy Code:	BH1
Policy Start Date:	September 2017
Policy Review Date:	September 2020

## 1 Policy Statement

- 1.1 This guidance describes the Academy's expectations for the behaviour of all of the Members of Households of House Staff of the Academy who are accommodated on any part of our site in Academy accommodation that is shared with boarding students. This guidance note also applies to those Members of the Households of House Staff of The Priory Academy LSST who are accommodated in Academy accommodation that is not shared with boarding pupils but where Members of the Household and Guests of the Household may from time to time have access to the Boarding House and Common Areas, when accompanied by House Staff, or unaccompanied unless given prior authorisation by the Head of Boarding, or at the discretion of the Head of Boarding. It is designed to comply with modern standards of child protection and safeguarding, and to make sure that everyone clearly understands what is expected of them.

Members of the Household should only enter the Boarding House as appropriate to the needs of the Boarding House, and at all times informed by the smooth running of the Academy and the safety of the Boarders.

Definitions:

**The Academy:** The Priory Academy LSST, Cross O'Cliff Hill, Lincoln, LN5 8PW.

**House Staff:** A member of staff employed by The Priory Academy LSST ('the Academy') to carry out duties as required in a Boarding House.

**Member of the Household of House Staff / Members of the Household:** Any relative or partner of the House staff, sharing the accommodation provided by the Academy, and whose presence in the accommodation is agreed by the Head of the Academy and Head of Boarding in advance.

**Guest of the Household of House Staff / Guest:** Any guest of the House Staff temporarily sharing the accommodation provided by the Academy, and whose presence in the accommodation is agreed by the Head of the Academy and Head of Boarding in advance.

**Boarding House:** The Robert de Cheney Boarding House.

**Common Areas:** The Common Areas where the boarders and staff and guests may mix, for example the dining room, living areas etc.

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- 1.2 This policy does not form part of any employee's contract of employment and it may be amended at any time.

## **2 Roles, Responsibilities and Implementation**

- 2.1 The Education & Standards Committee has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. This committee delegates day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Head of Boarding.
- 2.2 Leaders and managers have a specific responsibility to ensure the fair application of this policy and all employees are responsible for supporting colleagues and ensuring its success.

## **3 Aims**

The Academy takes great care to ensure that it employs suitably qualified House Staff. It invests considerable resources in their induction and training in child protection and safeguarding. It is also necessary to ensure and to impose certain constraints on the families, Members of Households and Guests of Households.

## **4 Moving in**

### **4.1 Disclosure and Barring Service**

Every Member of the Household over the age of 16 occupying accommodation which is provided as part of any employee's conditions of employment or for the better performance of their duties is required to have a Disclosure and Barring Service (DBS) check. These clearances are required before the accommodation is occupied. The Academy will ensure employees and their families seek to obtain these clearances. The accommodation will cease for the Members of Household if there is evidence that they are unsuitable to have regular contact with children. Members of the Household are required to notify the designated Senior Leadership member of staff responsible for boarding if they are charged with, or convicted of, any offence.

In addition, every adult Member of the Household occupying accommodation must sign a Code of Conduct. Any Member of the Household under the age of 18 must have a parent or guardian sign the Code of Conduct on their behalf.

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**Guests are not required to have a DBS check; however, in this instance, such guests at no point should be allowed unsupervised contact with the Boarders.**

#### 4.2 Occupancy Rights

The Academy does not bestow any rights of occupancy or tenure on the spouses/partners/adult children/other Members of the Households of its House Staff who have elected to move into the accommodation provided to a member of the staff of the Academy for the performance of his/her duties as Housemaster/mistress of the Boarding House. The employee alone signs a Service Occupancy Agreement with the Academy before taking up residence, covering the conditions of occupancy in Academy property. One of those conditions is that all Members of Household/family residing with them comply with this policy, which forms part of its Child Protection and Safeguarding Policy.

#### 4.3 Declaration

All Members of Households undertake to comply fully with this policy which relates to the protection of pupils at the Academy. The Academy can insist that any individual who is not a member of staff removes him/herself from Academy accommodation where he or she has committed a breach of this policy.

This policy should be read carefully and the declaration at the end **signed before** anyone moves into Academy accommodation that has been provided.

#### 4.4 Induction in Safeguarding and Child Protection

The Academy's Designated Safeguarding Officer will arrange an induction session in child protection and safeguarding for all adult Members of Households [boarding house and accommodated staff] within their first week of the new term. The Academy keeps a record of everyone who has attended its induction sessions in child protection and safeguarding.

#### **Movements by Members of the Households**

**Members of Households should be conscious of the fact that they are not Academy employees and that they have no official status regarding the pupils for whom their spouse/partner/parent is responsible beyond that stated in this Guidance.**

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#### 4.5 Entrance and Access to Boarding House Staff Accommodation

Where possible, the accommodation which is provided has its own separate entrance. In these circumstances, the separate entrance should be used by Members of Household and Guests of the Household at all times as far as possible and reasonable. When access is only available through a shared entrance with boarders, Guests must be accompanied by a Member of Household as far as possible, and due care taken towards the safety of the boarders.

Security of the house is to be respected at all times. Members of Household should conduct themselves in and around the Boarding House, at all times, in accordance with the Code of Conduct provided and signed by them. They should act at all times as professionals.

Members of Household should only enter the buildings of the Academy, including the Common Areas, as necessary and appropriate to the smooth running of the Academy and the safety of the boarders. Their vehicles should be registered with the site team identified by the Academy. The Academy employs a site team and estates staff who are instructed to check movements and to challenge individuals who appear to be moving in restricted areas.

### 5 Occasional Guests

5.1 House Staff and Members of Household may entertain Guests in their houses during term-time and holidays and invite Guests to stay overnight; but it is important that the host ensures that they are aware of the fact that certain restrictions apply because they are visiting the Academy, House Staff are responsible for the proper conduct of Guests, at all times, and always in light of the safety of the boarders.

During term time, details of any overnight guests must be emailed to the Head of Boarding in advance of the arrival date. In addition, the Deputy Head of Boarding and Resident Tutors must notify the Head of Boarding of Guests, in advance of the date of arrival, and receive the agreement of the Head of Boarding to the visit. Regular Guests (eg members of family) need only to be approved once on their initial visit.

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Guests must be advised that:

- a) They must not attempt to enter the areas that are designated for the boarders, unless accompanied by a Member of Household or House Staff, who is responsible for the actions of their Guest.
- b) They must exercise caution in their conversations with pupils as they occur, in the Boarding House and elsewhere, and Members of Household and House Staff should take care in these situations to ensure appropriate comments.
- c) Guests must be accompanied by Members of Household and/or House Staff at all times within the house as far as possible. If there is a separate entrance/exit Guests should use it.
- d) They will be asked to wear a visitor's badge during Academy hours when visiting parts of the Academy, and be escorted if they visit anywhere in the Academy apart from their host's accommodation.
- e) Guests will be, where appropriate, introduced to the boarders at evening roll call, so that they are aware of the Guest, and so that in the event of any strangers entering the boarding house, they can be identified.
- f) In the event that it is necessary to leave a Guest alone in the Household/host's accommodation, another member of staff within the boarding house will be informed to ensure that the safety of boarders is not compromised.

## **6 Duties of Members of Household**

From time to time and in emergencies, Members of Household may be called upon to carry out duties which are considered appropriate by the Head of Boarding or Deputy Head of Boarding.

## **7 Regular Visitors**

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

**Regular day and overnight visitors to boarding house staff accommodation during term-time should be notified to the Head of Boarding in advance and he/she may decide to carry out a risk assessment and will organise a DBS check, if necessary.**

## **8 Academy Holidays**

The restrictions on movement do not apply at times when the students are not on site.

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## **9 Summer Lets**

If the facilities in the Boarding Houses have been let to an external organisation during the Academy holidays, House Staff, Members of Household and Guests should respect that fact that the boarding area is being managed by another organisation. During such times, the Academy will provide clear guidance for House Staff on how to deal with any issues which may arise. In case of emergency, House Staff may of course enter the Common Areas and other facilities in the Boarding Houses to resolve the issue, as far as reasonable and practicable.

## **10 Policy Change**

This policy may only be amended or withdrawn by the Priory Federation of Academies Trust.

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## **The Priory Federation of Academies Trust Third Parties Staying with Boarding House Staff Policy**

This Policy has been approved by the Education and Standards Committee:

Signed..... Name..... Date:

Trustee

Signed..... Name..... Date:

Chief Executive Officer

Signed..... Name..... Date:

Designated Member of Staff

Please note that a signed copy of this agreement is available via Human Resources.