



# Living Within a Resident Household Policy

This policy applies to the whole school including Boarding.

The current version of any policy, procedure, protocol or guideline is the version held on the TASIS England website. It is the responsibility of all staff to ensure that they are following the current version.

<b>Information Sharing Category</b>	PUBLIC
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Agreed by:

<b>Head of School</b>	<b>Chair of the Board</b>
Bryan Nixon	David King
06 January 2025	06 January 2025

## 1. Introduction

- 1.1. The school will issue the following guidance to persons who are living with members of staff in school accommodation based within school grounds (herein described as 'accommodation' or 'school accommodation' or 'premises') and who those persons who reach the age of 16 or who come to live with members of staff having already reached that age.
- 1.2. This guidance note describes the schools' expectations as to the behaviour by all members of the family or the household of members of the staff who are accommodated in any part of the school grounds. It is designed to comply with the best standards of safeguarding and to ensure that all persons involved clearly understand what is expected of them.
- 1.3. The requirement for this is laid out within the National Minimum Standards for Boarding Schools (NMS):

### **NMS Standards 19.2, 19.3 & 19.4 - Staff Recruitment & Checks on Other Adults**

- a) 19.2 For all members of staff households who are aged 16 and over (not on the roll of, nor employed by, the school) and who live on the same premises as boarders, an Enhanced certificate with a check of the Children's Barred List must be obtained from the Disclosure and Barring Service (DBS). For all other persons aged 16 and over, not on the roll of, nor employed by the school, who live on the same premises as boarders, an Enhanced certificate with a check of the Children's Barred List must be obtained. The same premises would include, for example, an abbey or teacher housing on the same grounds as the school, requiring the use of the same entry and exit points.
- b) 19.3 There is a written agreement between the school and any person aged 16 and over not employed by the school but living in the same premises as children (for example, members of staff households). This specifies the terms of their accommodation, guidance and expectations on contact with students, their responsibilities to supervise their visitors, and notice that accommodation may cease to be provided if there is evidence that they are unsuitable to have regular contact with children. They must be required to notify an unrelated designated senior member of staff if they are charged with, or convicted of, any offence
- c) 19.4 All persons visiting boarding accommodation or staff accommodation (e.g., visitors, outside delivery and maintenance personnel) are kept under sufficient staff supervision to prevent them gaining unsupervised access to boarders or their accommodation

## 2. Enhanced DBS Disclosure & Relevant Criminal Records Checks

- 2.1. In accordance with the NMS stated above, every member of a household occupying accommodation within school grounds, which is provided as part of a staff members conditions of employment, who has reached or who reaches the age of 16 years is required to have an enhanced DBS check with a check of the Children's Barred List and to provide the school with the original Disclosure Certificate for examination and return. If the household member is already 16 before taking up occupation of that accommodation, clearance is required before the accommodation is occupied.

- 2.2. The school can assist employees and their families in obtaining these checks. It is the responsibility of the school employee to notify the school in the event of a member of their household reaching the age of 16. Records of clearance will be kept in a discrete section of the staff members personnel file and handled strictly in accordance with Data Protection and GDPR requirements.
- 2.3. Enhanced DBS checks will be requested for individuals with recent periods of overseas residence and those with little or no previous UK residence. Individuals who fit this criterion may also be asked to provide further information, including a criminal records check from the relevant jurisdiction(s) overseas, a certificate of good conduct and/or references. Accommodation within school grounds can only be accepted once the overseas information has been received and only if the school has considered that information and confirmed that the individual concerned is suitable to commence living within school accommodation.

### **3. Occupancy Rights**

- 3.1. The school does not bestow any rights of occupancy or tenure on the spouses/partners/adult children or any other members of the households of its boarding house staff, who have elected to move into the accommodation provided to a member of school staff for the performance of their duties.
- 3.2. The employee alone signs a contract/tenancy agreement with the school before taking up residence, covering the conditions of occupancy in school property. One of those conditions is that all members of their household/family residing with them who are 16 years of age or over comply with this policy.

### **4. Declaration**

- 4.1. All members of resident households over the age of 16 must provide a written undertaking to comply fully with this policy (see Appendix 1). The school can insist that any individual who is not a member of staff removes themselves from school accommodation where they have committed a breach of this policy.
- 4.2. This note should be read carefully and the declaration at the end signed before anyone over the age of 16 moves into school accommodation that has been provided to an employee. Anyone reaching the age of 16 will be provided with a copy of this policy and required to comply with its terms. The original signed declaration will be kept with the enhanced DBS Clearance Records in the staff member's personnel file.

### **5. Induction in Safeguarding**

- 5.1. The school's Designated Safeguarding Lead will arrange an induction session in safeguarding and child protection for members of all households of boarding house and accommodated staff (in and out of school grounds) within their first two weeks of arrival if they are already 16 years old or within 28 days of their reaching that age. We keep a record of everyone who has attended our induction safeguarding sessions.
- 5.2. As a member of the household of resident staff you must be conscious of the fact that you are not a school employee and that you have no status regarding the students for whom your spouse/partner/parent/guardian is responsible.

- 5.3. You should be aware of the need to respect the student's privacy when leaving or entering your accommodation. You should not be alone, in private, with a student at any time. No boarders have access to staff residential accommodation, other than in exceptional circumstances. Where this occurs, a one-to-one situation should be avoided with boarders with another adult always present. There is no inappropriate favouritism or inappropriate one-to-one contact between staff and boarders.
- 5.4. While talking to a student make no gesture that could be misinterpreted.
- 5.5. Any physical contact is unlikely to be either necessary or justifiable and must be avoided. If you feel that a situation has occurred which might lead to your actions being misinterpreted, you must leave the scene immediately and report the situation to the Designated Safeguarding Lead, or the Deputy Designated Safeguarding Lead for Boarding. Make a written note of the incident, including the date and time, while your memory is still clear.

## 6. Occasional Guests

- 6.1. Resident staff and their families may entertain guests in their homes during term-time but may only do so with the express permission of the Head of School obtained in advance and subject always to the conditions set out in their agreement to occupy that accommodation. At all times it is important that the host ensures that visitors know that certain restrictions apply because they are visiting a school.
- 6.2. The names and vehicle registration numbers of personal guests must be passed in advance to the Security Team. Guests need to be advised that they must:
  - a. not attempt to enter the areas that are designated for boarding students
  - b. not attempt to engage students in private conversation
  - c. be escorted from the door of the Boarding House to the hosts' accommodation and back again
  - d. not be left alone in their host's accommodation
- 6.3. Staff should not seek to entertain guests at times when they are on duty. The restrictions on movement do not apply at times when the students are away from campus on school holidays.

**Appendix 1: Request to live on-site within a Resident Household.****DECLARATION FORM**

I, \_\_\_\_\_ have read the above policy. I declare that I wish to continue to live/stay with [Employee Name] in the boarding house accommodation that has been offered to my [partner/spouse] as an essential part of their employment as [House Parent/Deputy House Parent] at TASIS England. I understand that I do not have any rights of occupancy or tenure.

I declare that:

- I have given all information and documentation to enable the DBS application to the Director of HR's office on [date]\_\_\_\_\_.
- I will attend the safeguarding training which the school has arranged for me.
- 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 set out in this document, and such other provisions as may from time to time be in operation.
- I will ensure that any of my visitors comply fully with the school's requirements for supervising visitors.
- I undertake to notify the Director of HR at once if I am ever charged with or 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 form to the Director of HR. If you have any questions or need assistance filling in the form, please do not hesitate to contact the Director of HR.