



PRESTFELDE

# Boarding Policy

Author(s)	Holly Keogh-Jones
Review body	ISI NMS for Boarding
Governor approval date	September 2022
Date of review	September 2024
Date of next review	September 2025
Website requirement	Yes
Inspection folder requirement	Yes

## Significant amendments

Date	Amendment	Initials
08.09.2023	Availability of phone for boarders during boarding hours. Pupils will always have access to the boarding mobile and access can be requested via the Boarding Assistant.	HKJ
08.09.2023	All substantive changes to the NMS for Boarding in force from September 2022 are now reflected in the Boarding Policy.	HKJ
13.09.2024	An appendix has been added to the policy: 'Risk assessment for dormitory allocation' This outlines the process followed for dorm allocation and the factors considered.	HKJ
13.09.2024	Language amendment- 'gender questioning'	HKJ



PRESTFELDE

## BOARDING POLICY

### **Prestfelde House Boarding Principles and Practice**

Prestfelde House is a flexi-boarding house that accommodates boys and girls aged 7-13. We have a thriving boarding community, where 60% of our middle and senior school pupils board in some capacity.

Boarding at Prestfelde House is a happy extension of Prestfelde School life. Our boarding offers a great opportunity to prepare pupils for their future schools, and the experience and independence gained at this younger age is a hugely beneficial steppingstone for life beyond Prestfelde. Boarding is also an essential part of the wraparound care we offer at the school, and we encourage our busy parents to utilise boarding to support their families.

All boarders, whether regular or occasional, are fully integrated into boarding life and are part of a home from home family environment where they eat, work, and relax together, making the most of the fantastic onsite facilities. Activities ranging from swimming to cricket, golf, cooking and baking, movie nights, craft evenings and our FOPS bonfire events ensure that there is never a dull moment for boarders. We also host many offsite activities, from theatre trips, skiing, hiking, bike rides, ice skating and much more. Boarding at Prestfelde House offers our boarders opportunities to experience new things and even develop new passions and hobbies.

Prestfelde House is situated across two floors. Our first floor has a large lounge room with TV, library, and sofas to relax; 12 beds across two dorms; a new, high spec bathroom containing three shower rooms and three toilets with private wash facilities, and a medical centre with a single bed that can be used if it is necessary to isolate a boarder for health reasons. Our second floor has: a games room complete with pool table, table football, child-friendly dart board, TV and video games, and a ping pong table; 23 beds across 4 dorms (one of which is suitable for boys or girls, as it is separate from the boys only area of the house; the Assistant Head of Boarding's accommodation and another new, high spec bathroom containing three shower rooms and three toilets with private wash facilities.

Prestfelde House has a dedicated Boarding Assistant who supervises supper, delivers evening activities, and oversees boarders' bed time routine 4-9pm every evening, and she is supported by an enthusiastic and passionate boarding team, consisting of the Head of Boarding and Assistant Head of Boarding, both of whom are teaching staff in the school, and our gap boarders. The Head of Boarding resides in Prestfelde Flat, which adjoins Prestfelde House, and she is always present and accessible on boarding evenings and throughout the night. In the case of an emergency, there are emergency bells on both floors that are linked to the Assistant Head of Boarding and Head of Boarding's accommodation, meaning both members of staff are on-call and instantly available 24/7.



## PRESTFELDE

### **Our Boarding Principles**

- Boarding provides a happy, caring environment that meets the needs of everyone and provides opportunities for personal development.
- Boarders can approach any member of the school community, confident in the knowledge that they will be treated and respected as an individual.
- Boarders will develop independence as they take greater responsibility for themselves, others, and their environment.
- Boarders will develop leadership qualities and the ability to work as part of a team in a boarding community.
- Boarder will receive equal opportunities and respect, regardless of ethnicity, culture, gender, or disability.
- Boarders will develop intellectually through well-structured prep with access to staff and other pupils in an atmosphere that values effort and provides positive encouragement.
- Boarders will participate in a rich and exciting extra-curricular programme, developing a range of new skills.
- Boarders will work, play and relax free from abuse, intimidation, harassment and bullying.
- Boarders will benefit from a structured organisation to the day and the importance of making sensible and constructive use of leisure time.
- Boarders will follow a discipline policy that demands high expectations in terms of personal behaviour, and they must accept the consequences in cases of misconduct.
- Boarding provides opportunities to develop spiritually, culturally, morally, and socially.
- Boarding will provide an environment that is, as far as possible, free from physical hazards and dangers of any sort.
- Boarding will provide accommodation that is comfortable and is suited to the needs of boarders, according to age and maturity and provide adequate levels of privacy.
- The Boarding House will develop and maintain channels of communication with parents, to ensure there is a partnership regarding the support and development of every boarder.
- It is our expectation that boarders at Prestfelde House will become kind and respectful citizens, excellent team workers, confident self-managers, and achieve even greater success in their schoolwork. Boarding must be a partnership between adults and children based on mutual trust and respect, and it should be acknowledged that it is not a commodity that suits every individual.

### **Our Boarding Ethos**

Prestfelde House is designed to operate on the principle of an extended family. Older pupils, and especially the Year 8s, are given responsibility for some of the supervision of younger pupils and various tasks within the house, closely monitored by house staff.



## PRESTFELDE

The Boarding Assistant will select 'Dorm Leaders' each night, giving our older pupils the opportunity to develop their leadership abilities in a prefect role. The Head of Boarding and the house team build strong relationships with boarders, providing the support, guidance, care and encouragement that one would expect from any loving family.

### **Pastoral Care of Boarders**

#### **Child-on-child abuse**

The boarding community follow the schools anti-bullying policy, and this is held centrally and can be referred to at any time. This is reinforced and explicitly taught in morning chapel services, during school PHSE lessons, at various points throughout the wider whole-school curriculum, and through participation in 'National Anti-Bullying Week' which usually occurs annually in November. Prestfelde House will not tolerate bullying or unkindness of any kind, and this is regularly reinforced by the team. Boarders are encouraged to 'Speak Up' if they witness or experience unkindness in the boarding house.

#### **Child Protection**

Prestfelde School's aim is to provide the very best care for the pupils entrusted to us. We aim to ensure that every pupil is happy at school and feels that they have a productive part to play in the boarding house and in the school. All staff at the Prestfelde are given regular training in Child Protection and Safeguarding. Boarding staff must also complete further compulsory training, including the BSA and Educare introduction to boarding courses, both of which highlight crucial child protection and safeguarding awareness and understanding. The Head of Boarding and Assistant Head of Boarding are Deputy DSLs. Our 'Who Do I Talk To?' display outside the boarders' lounge highlights all the staff members our boarders can speak to, and this is also highlighted in their annual induction/refresher induction with the Assistant Head of Boarding. The display includes contact information and photographs of all available staff members and our independent person, who visits our pupils regularly.

The school operates its own Health Centre, with a school nurse on duty during the school day. The boarding team have a medical handover every day to pass on any medical information from the school day, and to confirm the medical needs of boarders overnight. Pupils with social and emotional issues are carefully monitored while boarding at Prestfelde House. The Head of Boarding is also the school's Head of Wellbeing, therefore boarders can access wellbeing and mental health support throughout their stay. Where further support is needed, such as counselling or accessing outside agencies such as Early Help, the Head of Boarding and Wellbeing will work closely with the Deputy Head Pastoral and SENCO to determine next steps.

Relevant phone numbers for Child Line, NSPCC, Samaritans and ISI are displayed prominently in the boarding houses:

- Child Line 0800 1111
- ISI 0207 600 0100
- NSPCC 0800 800 5000
- Samaritans 116 123
- The Children's Commissioner 0800 528 0731



## PRESTFELDE

The boarding community follows the school's Safeguarding Policy. (See the Safeguarding policy on website.)

### **Independent Person**

As described within the National Minimum Standards for Boarding Schools, the *Independent Person* is a person outside the staff and those responsible for the leadership and governance of the school, who boarders may contact directly about personal problems or concerns at school. The Independent person reports directly to the Head of Boarding and Deputy Head Pastoral.

Prestfelde has a system whereby any child who wishes to talk to an independent adult about personal problems or concerns at school can do so. Details of our Independent person is displayed around Prestfelde House, including the Wellbeing notice board, and within all boarding dormitories. Independent persons will visit the school several times throughout the year to make themselves known to staff and boarding pupils.

The Independent person is expected to follow all policies and procedures driven by the *Keeping Children Safe in Education*, (DfE, 2021 – all parts), *Working Together to Safeguard Children*, (DfE, 2018) and the *National Minimum Standards for Boarding Schools* (DfE 2015).

It is a fundamental value of the school that we help our boarders to remain safe and healthy, enabling them to continue to access their education without stigma or exclusion. Hence all staff at Prestfelde School, including boarding staff, are committed to ensuring our pupils are safe and feel they have someone to talk to. Further information about the job/person specification, safeguarding responsibilities, and processes and procedures are set out in **Appendix 1**.

### **Complaints by Boarders**

The boarding community follow the school's complaints policy for parents, children, and other interested parties. This policy is held centrally and can be referred to at any time. The children also have direct access to two independent adults, the Independent Person and our Safeguarding and Boarding Governors, as well as the school Chaplain. Furthermore, the children can access numbers and websites for Childline and the N.S.P.C.C. amongst others.

### **Complaints by Boarders' Parents/Guardians**

Complaints about boarding should be directed first to the Deputy Head (Pastoral) or the Head of Boarding. However, boarders and parents also have access to the Head, Chaplain, or School Governors if needed (please refer to the school's complaints policy). Information



## PRESTFELDE

about this process is clearly displayed on noticeboards throughout the boarding house and can also be found on the boarding page of Firefly.

### **Access to Telephones & Email**

The boarders always have access to a telephone and can use it to ring either family members, our Independent Person or Child Line during their stay. The boarders' phone is situated in the Boarding & Wellbeing Office, which is always accessible.

**Telephone:** 01743 234043

The boarding house is a no-mobile phone zone, in line with our whole-school policy, however boarders do all have Chromebooks/laptops for use in prep, which can be used to access emails. All electronic devices are taken in by the Boarding Assistant before bed and locked safely in the Matron's office. Parents of full weekly boarders can discuss their child bringing a mobile phone and this will be looked at on an individual boarder basis.

### **Equal Opportunities**

The boarding environment endeavours to give each child regardless of creed, colour, religion, gender, sexuality or disability equal opportunities to access all boarding house activities.

### **Privacy and Inclusivity**

Prestfelde House considers the inclusivity of all children, and this is reflected within our boarding provision. Our newly refurbished washroom facilities now include private shower and basin rooms, where all boarders have the privacy to get changed/washed in a safe and private space.

### **Gender Questioning Children**

Prestfelde school considers the inclusivity of all children, and this is reflected within our boarding provision. The logistics will be considered upon a case-by-case basis, ensuring that all children's needs are being met.

NMS 4.155 requires '*good quality sleeping accommodation*' to be provided for boarders. From September 2022 the standard states; 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.



## PRESTFELDE

Where there is a request to accommodate a Gender Questioning pupil in a boarding house of their expressed gender, a thorough consideration by the school of the needs of all pupils potentially affected will be essential to determine a proportionate response. The purpose will be to ensure the continued safety, welfare, dignity and privacy of every pupil.

Prestfelde can provide single occupancy rooms and bathroom facilities in Prestfelde House, to include high spec shower cubicles which are in single, lockable shower rooms. Likewise, our new toilets are in single, lockable WC rooms with a wash basin, so children can wash privately too.

### **House Sanctions and Rewards**

The Boarding House follow the school's behaviour policy and have a range of rewards and sanction for good and bad behaviour. As far as possible, the Head and Assistant Head of Boarding act in loco parentis and, like all good parents, provide a caring, supportive environment for the children in their care. Prestfelde house follows Behaviour policy of the school, with the emphasis on encouragement and reward, rather than punishment. Behaviour expectations are on display around Prestfelde House and in dorms: *'How to be a Brilliant Boarder.'* Rewards and sanctions are recorded on Class Charts so that teachers and form tutors can be informed.

### **Health Care/Health Records**

The medical and boarding team are dedicated to boarders' health and wellbeing needs throughout their stay at Prestfelde House. All boarding staff are First Aid trained and certified to administer medication. Matron, with support from the boarding team, keep records of the boarders' individual medical records, including allergies, medication and any other medical needs. These are kept confidentially/digitally on iSAMS. The sick bay facility can be staffed 24 hours a day. There is an isolated bed and en suite facilities in the sick bay which may be utilised by boarders if they display symptoms of a contagious illness, such as Norovirus. Parents will be advised and may wish to collect their child as an alternative care option.

### **Activities and Free Time**

The House staff provide a wide range of activities in the evenings, both on and off site etc. Boarders will attend one of the extensive range of afterschool clubs immediately after school at 4pm (alternatively they may attend first prep) and will then move to the boarding house where they will have the option of wind down time of additional prep time if necessary. Supper is served at 5.45pm and activities begin at 5.45pm, led by the Boarding Assistant and supported by our gap boarders. Boarders have the option to remain in the house and not take part in activities if they need time to revise for an exam, practice an instrument, or simply want some quiet down time. All boarders have 15 minutes of quiet reading time at bedtime and are expected to bring a reading book with them when they board.

Parents can book their child on to boarding evenings via SOCS up to a term in advance. There is the option to book for the full term ahead using one of our regular boarding options, which can be booked via the school office:



## PRESTFELDE

- 1. Flexi boarder 1:** 1 regular night each week
- 2. Flexi boarder 3:** 3 regular nights each week
- 3. Weekly boarder:** Monday-Saturday each week.

Alternatively, parents can book on an ad hoc basis using SOCS up to the day of boarding.

### **Securing Boarders' Views**

Boarders have meetings with the House staff in which their views on a range of topics are reviewed and discussed. There is a termly questionnaire sent out to pupils to complete during form time with their tutors, and a suggestions box outside the boarders' lounge. There are also 'boarding reps' present at all school council meetings.

### **Dorm Leaders & Responsibilities**

As a flexi-boarding school, Prestfelde House can have different pupils in every boarding night. As such, we have a 'Dorm Leader' each night who is selected to lead their dorm, promoting good behaviour, ensuring processes and procedures are following and modelling excellent behaviour in the boarding house. It is also an expectation that year 8/senior school boarders take on leadership/monitoring roles throughout boarding activities and within the house itself. Senior pupils are expected to help the younger children and have a general awareness of tasks which need to be carried out, such as night-time and morning routines.

### **Care of Possessions**

Boarders are provided with a designated spaces in their bedroom, including space underneath their bunks for possessions. Valuables can be given to the Boarding Assistant to be locked away in the Matron's office for safe keeping or stored in dedicated mini lockers on each floor. Boarders may bring a large variety of items from home. For security, boarders are asked to limit the number of valuable items that they bring into school.

### **Induction of New Boarders**

Parent and pupils who would like to join our boarding community will meet with the Assistant Head of Boarding/Head of Boarding to discuss their needs. New boarders will then be invited into Prestfelde House for a rigorous induction (see **Appendix 2**) with the Assistant Head of Boarding, including a tour, an introduction to boarding routines, a health & safety briefing, and a meeting with the boarding team. New boarders are allocated a buddy, who will be an experienced boarder. The Head of Boarding, Assistant Head of Boarding and Boarding Assistant will provide all necessary support to new boarders to ensure their first experience is fun, welcoming and that they are settled. Many pupils starting boarding at Prestfelde are existing day pupils, or those who have 'tested the water' with flexi boarding through various taster days, starting in year 2. The induction process, as a result, is usually straight forward





## PRESTFELDE

and easy to manage. A boarding induction 'refresher' is given to all boarders on an annual basis or as the Head of Boarding/Boarding Assistant see appropriate.

### **Catering**

School catering continues to be maintained at a high standard for our boarders, prepared by a team of experienced and skilled catering staff/chefs. The food is designed in line with the school's health eating standards, and boarders are exposed to a variety of flavours from around the world. Boarders are consulted on their views of the boarding menu and regularly review/fed back to our Head Chef. Pupils are fully catered for, including breakfast, lunch and supper, and are not required to prepare any food for themselves in Prestfelde House. All allergies and intolerances are catered for. There is also a water machine and access to snacks if needed in the boardings house.

### **Onerous Demands on Boarders**

The Head of Boarding and the form teachers liaise over the workloads of the pupils in their care. A staff meeting to discuss pupils takes place weekly where matters concerning individual pupils are discussed. The boarding staff are aware of the demands made of every pupil in their care and intervene when they feel the pupils may be overburdened by work or events.

### **Information Sharing**

Due to the flexible nature of Prestfelde's boarding, it is important that information is passed between the staff on duty in the house on different evenings. Information is communicated via Class Charts and an evaluation sheet is completed at the end of each boarding night, which is signed and reviewed by the Boarding Assistant. Any discipline, behaviour or pastoral matters are logged on Class Charts by the duty House Parent/duty staff member. Pastoral concerns are automatically alerted to the Head of Boarding, Form Tutors, Head of Year and Deputy Head Pastoral and brought to the attention of relevant school staff (if necessary) during daily staff briefings. In some cases, a meeting will be called with the Pastoral Team. All boarding staff are also teaching staff, making the communication process easy.

### **Communication**

Prestfelde School is a 'home from home' for our boarding pupils and therefore considerable care is taken to ensure that:

- The Head of Boarding and the team get to know pupils and, as far as possible, their parents as quickly as possible.
- Parents receive regular updates on their child's progress.
- Parents are informed of any problems that their child might be having and encouraged to work with the school to resolve those issues.



## PRESTFELDE

- Parents inform house staff if they become aware of any problems with their child.

Parents can contact the Head of Boarding or Boarding Assistant on email, school telephone, or the boarding mobile at any time.

### **Fire Protection**

Prestfelde House has a clear procedure for evacuation in the event of fire. Regular fire evacuation practices are carried out and timed. The Boarding Assistant /Head of Boarding has a list to hand in the event of an evacuation which includes the number and people in each dormitory.

At the start of each term the pupils are informed of the fire evacuation procedure and a practice is carried out. This process is repeated on the arrival of any new boarder. The Prestfelde boarding house is located over three floors and this presents obvious evacuation difficulties. However, there are two main secure staircases and dormitories are instructed on their nearest route. The pupils leave via the nearest stairs and meet under the covered way

where they are registered by the boarding staff. As part of the bedtime routine, pupils are instructed to remove any trip hazards so that evacuation is safe.

### **Health & Safety**

The Boarding House follows the school's Health and Safety regulations and carry out all the actions dictated by the policy.

Boarding staff complete a risk assessment for all activities where there is any risk involved, including all off-site activities. Risk Assessments are carried out by House Parents on duty and uploaded to Evolve for evaluation by the Deputy Head Pastoral and the Bursar. In addition, risk assessment and any supporting documents are printed off for all activities and must be signed by every attending adult. A risk assessment is carried out termly for Prestfelde Houses (the building), and/or when any new additions/refurbishments are made. When visiting an off-site provider, the provider's own risk assessments are obtained and uploaded to Evolve, together with the House Parent's own risk assessment.

A self-evaluation/audit is carried out regularly by the Head of Boarding and Boarding Assistant using the BSA self-assessment toolkit to ensure the safety of all boarders and boarding staff.

### **Lockdown Procedure During Boarding Hours**

During boarding hours, staff are asked to always remain vigilant regarding security of the house. The school has a lockdown policy in place in the event of any security concerns. Please see Lockdown Policy.

### **Prestfelde House Security**



## PRESTFELDE

Prestfelde House is fitted with both security camera and alarms that are activated each evening as part of the lock up procedure. This is to ensure that all members of the boarding community are safe and secure in the boarding house overnight. The Boarding Assistant is responsible for checking all doors and activating the alarm at the end of night.

## **SUPERVISION OF BOARDERS**

### **Staffing**

Prestfelde House is staffed each evening by the Boarding Assistant (who resides in the main Prestfelde House) and the Head/Assistant Head of Boarding, who both live full time on site. In the case of an emergency, there are bells on both the boys' and girls' floors that boarders can use to alert the Head/Assistant Head of Boarding of any immediate concerns and dangers. Our gap boarders also support every boarding night and depending on numbers, we can use up to four highly trained gap boarders.

### **Staff Illness**

With the Head of Boarding, Assistant Head of Boarding and Site Manager living on site, and gap boarders, Boarding Assistant and Deputy Head Pastoral living in proximity, there is adequate cover in case of illness.

### **Night-time Supervision of Boarders**

During boarding nights, there is access to several members of staff, including the Head of Boarding, Assistant Head of Boarding, and the Boarding Assistant (who is on site from 4-9pm.) In addition, the site manager lives in Prestfelde Bungalow in case of emergencies. There is always at least two members of staff in Prestfelde House throughout the night. On busier nights, a gap boarder will reside in the house for additional support. SLT are on emergency call out

### **Missing Child Procedure**

If a boarder goes missing during a boarding night, staff will start by calmly questioning the other boarders about their whereabouts. More often than not, other boarders will know where the child is. In the event that they do not know, the Boarding Assistant and Head of Boarding/Assistant Head of Boarding will conduct a visual search in the building and check the following locations:



## PRESTFELDE

- Other boarders' dorms
- Bathrooms
- Games Room
- Boarder's Lounge
- Assistant Head of Boarding's accommodation
- Medical Centre

If all the above areas have been checked and the child is still not located, the Head/Assistant Head of Boarding and Boarding Assistant will contact the Estate Manager (who lives on site in Prestfelde Bungalow) and together they will conduct a visual search of the remainder of the school buildings and immediate outside area, as well as checking our CCTV cameras which are located on the front and back door of the building, the stairwells leading to the exit, and various points around the site. They will check the following locations:

- The Head's office/front office
- The grounds immediately outside the Harry Potter door
- The front car park/outside BC&T
- The dining room
- Beckbury
- The senior school building
- The middle school building
- The Dovey building and toilets
- The Art/DT block and toilets
- The cage/tennis courts/adventure playground
- The boys' changing rooms
- The school fields

Meanwhile, the Boarding Assistant will question the boarders to ascertain any information that may support in locating the missing child.

- If following the site search the child is not to be found on the school grounds, the Head of Boarding will contact the Deputy Head Pastoral, who lives in proximity, and will also contact the boarder's parents.
- **If the child has not been located within 60 minutes of going missing, the police will be called immediately.**
- **If the child in question is subject to a child protection plan, the child's social worker will be contacted by the DSL (Deputy Head Pastoral) immediately and the police will be called.**
- **If the child in question may be at serious risk, or has gone missing under concerning circumstances, the Head of Boarding will contact the police and report the child missing immediately- they must not wait for 60 minutes in this circumstance.**

## Regulatory Compliance



## PRESTFELDE

Prestfelde works hard to ensure that it meets all the regulatory requirements set out in the National Minimum Boarding Standards (in action since September 2022) and in other relevant legislation. Regular checks are made to ensure that appropriate Health and Safety standards are met and exceeded in all aspects of school life. The school is subject to regular inspection by the Independent Schools Inspectorate to ensure that all regulatory requirements are met or exceeded. In addition, termly self-assessments and audits are carried out by the Head of Boarding and Boarding Assistant.

### **Management and Administration**

The Head of Boarding is responsible to the Head for the smooth and effective running of their boarding house. In practice they report directly to the Deputy Head (Pastoral) who is responsible for pastoral care in the school. Regular House meetings are chaired by the Head of Boarding and attended by the Deputy Head (Pastoral) and are used for promulgation of information and discussions about topical issues or any pastoral concerns in the boarding house.

### **RELEVANT PAPERWORK**

- FIRE SAFETY PROCEDURE
- HEALTH AND SAFETY PROCEDURES
- BOARDING SCHOOLS NATIONAL MINIMUM STANDARDS DOCUMENT
- SAFEGUARDING POLICY
- ANTI-BULLYING POLICY
- BEHAVIOUR POLICY
- STAFF EMPLOYMENT MANUAL
- STAFF BOARDING HANDBOOK
- FIRST AID POLICY

### **RECORDS**

- BEHAVIOURAL CONCERNS IN THE BOARDING ENVIRONMENT on Class Charts
- HEALTH RECORDS FOR BOARDERS on Isams
- RISK ASSESSMENTS in the Boarding File and on Evolve

**(Reviewed September 2024  
Next review September 2025)**

## **APPENDICES**



## PRESTFELDE

### APPENDIX 1: Job Specification for the Independent Person

#### Independent Person: Main Areas of Responsibility

Under the direction of and in consultation with the Head of Boarding, the Independent person will be required to note the following:

- o Take into account the school's views on the pupil's needs, as well as the pupils wishes and views
- o If contacted by a pupil, they should provide an opportunity for them to talk through problems and issues in a safe and non-discriminatory manner
- o Encourage the pupils to participate in decisions affecting them
- o Keep accurate and confidential records bearing in mind some pupils' wish to remain anonymous
- o Safeguarding and child protection issues arising from conversations with pupils should be reported immediately to the Designated Safeguarding Lead (DSL) either directly or via the Head of Boarding who is a Deputy Designated Safeguarding Lead (DDSL)
- o Provide feedback to the Head of Boarding for reports, reviews and other meetings
- o Work in a child centred manner, being clear about confidentiality and where boundaries lie.

#### Safeguarding Responsibilities:

- o To know the identity of the Schools Designated Safeguarding Lead and Deputy.
- o Proactively be alert to indicators of potential safeguarding issues and report these immediately in accordance with the school's procedure.
- o Be aware of the Schools Safeguarding Policy and to follow its requirements.
- o Attend training relating to Safeguarding of Children provided by the school if required.
- o Engage in safe practice and professional conduct to safeguard children to mitigate against the potential for misunderstandings or situations being misconstrued.
- o The school is fully committed to safeguarding the welfare of children and young people and expects the same from its volunteers, employees and representatives.

#### Job Context

- o The Independent person must be child focused however sympathetic they may be to other points of view. The function is to compliment the work and activities of the boarding staff and parents.
- o In bringing this autonomous perspective, the Independent Person must behave in an anti-discriminatory manner. The Independent person is not expected to accept unquestioningly what those responsible for the child tell them is in the child's interests but should remain open-minded and foster a healthy scepticism.



PRESTFELDE

## **Knowledge Experience and Training**

The Independent person should have qualities, skills, experience and/or qualifications in other settings that enable them to undertake work in a professional capacity with children.

These may include:

- o An understanding and empathy of the needs of school age children and adolescents
- o An understanding and appreciation of the difficulties caused by living away from home
- o The ability to work flexibly with a variety of adults and children
- o An understanding of Good Care Practice and Principles
- o An appreciation of the Children Act 1989, the Children Act 2004 and the National Minimum Standards and other relevant legislation
- o Qualifications/experience in counselling or other relevant disciplines.

## **Problems and Decisions**

The Independent person will consult and work with the Head of Boarding (and the DSL where required), boarding staff and the pupils. They will work within all school policies and procedures. All grievances or disputes should follow the procedure and guidance within the Schools Policy.

## **Duration of Post**

The initial arrangement would be for a period of 12 months, after 12 months the arrangement will be reviewed by the Head of School, Head of Boarding and the DSL. However, if for any reason an Independent person is unable to continue with the role, they should contact the Head of Boarding as soon as is reasonably practicable.

## **Notes on the Independent Person**

The National Minimum Standards for Boarding Schools (NMS) requires the school to identify at least one person other than a parent, outside the staff, and those responsible for the leadership and governance of the school, who boarders may contact directly about personal problems or concerns at school.

The role is voluntary although reasonable expenses for travel may be agreed in advance.

The following procedure is to be followed in any appointments:

- o Appointment procedures will be required to follow the National Minimum Standards for Boarding Schools standard 14 on Safer Recruitment standards
- o The position is subject to the usual DBS, child protection, welfare and 'whistleblowing' requirements
- o Offer an appropriate role description (this document) and briefing/induction



## PRESTFELDE

- o Be clear that the position is independent of the main lines of school management, but still subject to the school's specification and organisation
- o Ensure Independent person knowledge of 'school norms and expectations'
- o There should be an awareness of perception of Independent persons other roles (e.g. police officer, governor, doctor, vicar, counsellor, local dignitary)
- o There must be clear rules on confidentiality – and duty to breach if the event of disclosure or if informed of safeguarding risks pupils, there must be no absolute guarantee of secrecy

## Appendix 2

### Prestfelde House Induction Checklist

<b>Fire drill and Health &amp; Safety</b>	
<b>Organising dorms at bedtime in case of emergencies</b> i.e., shoes by bed, all trip hazards removed etc.	
<b>Behaviour expectations:</b> see checklist in Prestfelde House	
<b>Speaking to an Adult:</b> Who to speak to if you have any concerns, issues, worries etc.	
<b>Contact numbers:</b> Child Line, Independent person etc.	
<b>Pupil Voice:</b> pupil suggestions box	
<b>Emergency bell:</b> doorbell at the end of the corridor on both the boys' and girls' floor links to Miss Vallonchini and Mrs. Keogh-Jones' houses	
<b>Use of technology:</b> no mobile phones in any year group. Laptops and Chromebooks (seniors) allowed but handed in to Miss Vallonchini after supper	





## PRESTFELDE

<b>Night-time/morning routine</b> i.e., bedding etc.	
<b>Tour of Prestfelde House</b> (for pupils brand new to boarding- Miss V to do this on an ad Hoc basis)	
<b>Dorm leaders:</b> one pupil nominated as room leader (prefect) each night. This will be chosen based on behaviour and pupils demonstrating leadership qualities	

### Appendix 3

#### Risk Assessment for Dormitory Allocation

The following factors will be carefully considered when determining room assignments, particularly when it is necessary to mix year groups or consider special circumstances:

##### 1. Age Appropriateness

- **Risk:** Potential for younger children feeling intimidated or overwhelmed by older boarders.
- **Control:** Where possible, dormitories will remain age-specific, but in cases of mixed year groups, there will be clear boundaries regarding acceptable behavior and interaction between older and younger boarders.
- **Mitigation:** Regular staff check-ins and additional pastoral support to monitor relationships and ensure all boarders feel safe and included.

##### 2. Character and Maturity Levels

- **Risk:** Mismatched character types (e.g., a very extroverted boarder with a very introverted one) could lead to discomfort or conflict.



## PRESTFELDE

- **Control:** Staff will consider each boarder's individual temperament and social compatibility when making dormitory assignments.
- **Mitigation:** If issues arise, dormitory adjustments can be made. Teachers and house staff will observe and review the dynamics regularly.

### 3. Existing Friendships and Peer Relationships

- **Risk:** Isolating a boarder from their peer group or placing them with individuals they are uncomfortable with may affect their emotional wellbeing.
- **Control:** Boarders are given an element of choice and can express preferences for roommates, which will be considered during allocations. Peer friendships, while valued, will be balanced with other safeguarding considerations.
- **Mitigation:** Room assignments will be periodically reassessed to ensure positive relationships and resolve any tensions.

### 4. Previous Boarding Experience

- **Risk:** Inexperienced boarders may struggle more with boarding life, particularly when placed with older or more seasoned boarders who have developed strong routines and independence.
- **Control:** Newly enrolled boarders or those new to boarding life will be carefully assessed and, where possible, paired with peers of similar experience levels.
- **Mitigation:** Additional support for new boarders will be provided by house staff to ease the transition.

### 5. Nighttime Routines and Sleep Patterns

- **Risk:** Disruptions to sleep routines may negatively impact younger boarders, particularly if older boarders have different habits or bedtime routines.
- **Control:** Dormitories will generally be structured around similar age groups to reduce these risks. In cases where mixing occurs, clear expectations around routines will be set.
- **Mitigation:** Staff will monitor nighttime routines and ensure all boarders follow agreed schedules.

### 6. Emotional and Behavioral Needs

- **Risk:** Boarders with specific emotional or behavioral needs may require dormitory arrangements for their wellbeing.
- **Control:** A thorough understanding of each boarder's emotional and behavioral profile will guide allocation decisions.



## PRESTFELDE

- **Mitigation:** Tailored support plans for boarders with additional needs, including extra pastoral oversight and room adjustments where necessary.

### 7. Cultural and Personal Preferences

- **Risk:** Failure to consider cultural backgrounds or personal preferences may result in discomfort or feelings of alienation for some boarders.
- **Control:** Cultural sensitivity will be considered in room allocations. Staff will encourage open conversations with boarders to understand their individual preferences and concerns.
- **Mitigation:** Flexibility will be applied where necessary to ensure all boarders feel respected and understood.

### 8. Flexi-Boarders

- **Risk:** The integration of flexi-boarders into the established dormitory dynamic may disrupt routine and cause friction among full-time boarders.
- **Control:** Flexi-boarders will be allocated with sensitivity to existing room dynamics, and any placements involving multiple year groups will be carefully assessed.
- **Mitigation:** Flexi-boarder placements will be periodically reviewed to ensure smooth integration and positive relationships.

## Monitoring and Review

All dormitory placements are subject to ongoing review. The Head of Boarding and house staff will frequently assess the dormitory dynamics, make adjustments as necessary, and gather feedback from boarders to ensure allocations are meeting the pastoral care standards of Prestfelde School.

In any situation where concerns arise regarding dormitory arrangements, staff will intervene swiftly to resolve issues, including rearranging dormitories if required.

By following this risk assessment process, Prestfelde School ensures that the dormitory allocation process prioritises the safety, comfort, and emotional wellbeing of all boarders while balancing individual needs and preferences.