MOOR PARK

AD DEUM QUI LAETIFICAT JUVENTUTEM MEAM

Staff Boarding Handbook

Updated October 2024

Next review October 2025

Contents

About This Handbook

This handbook has been written in conjunction with the National Minimum Standards for Boarding Schools (NMS), 2023. It details the information all staff need to know in order to fulfil their roles in the Boarding House at Moor Park School. This includes details about the routines, the school policies, and the processes staff need to go through when dealing with certain situations. It is important that staff feel supported in their vital roles in this wonderful area of the school, and hopefully this handbook will help you to feel confident in your role.

This handbook is also available to the ISI for inspection purposes and, in some circumstance, might be shared with parents or carers if requested.

Thank you for everything that you do for the children. If you have any questions then please do not hesitate to ask the Head of Boarding.

Introduction

1. This document addresses the systems, individual policies and day-to-day running of both the Boys' and Girls' boarding wings at Moor Park.

2. Moor Park is a Day and Boarding School that provides accommodation for both male and female pupils from Year 3 to Year 8. On occasion, accommodation is also provided for Year 2 pupils if it is in their best interest. The onsite boarding accommodation is available on any night from Monday through to Sunday evening.

3. Boarding at Moor Park is seen as an extension to the overall educational experience. We believe that it is an important experience that enables young people to build their independence, responsibility, maturity and helps forge lifelong friendships; all attributes that stand children in good stead throughout their personal and professional lives.

4. The school has a strong boarding community and prides itself on identifying as a Boarding School.

5. A 'boarder' is defined as any pupil who stays the night at school.

6. Within the Boarding Houses a caring, family and enjoyable atmosphere is created, and they are run by both of the resident House Parents, under the guidance of the Head of Boarding. Both Houses are supported by the First Aid Coordinator (on medical matters), Resident Staff (who support in the evenings and in dorms) and Gap Students.

7. Whenever a boarder stays within a Boarding House they are provided with a bed and appropriate storage. However, the school reserves the right to change the particular bed that a child sleeps in.

8. Requests for Boarding, whether it is Full, Weekly or Flexi, should be made to the school office who will initiate contact with the Head of Boarding and House Parents. Either party will then endeavour to fulfil these requests in a timely fashion.

9. Whilst this document details routines and rules there are separate succinct documents outlining the necessary information. Furthermore, for particular standards other whole school policies may be referenced.

Categories of Boarders

- **Full Boarder** – a child who stays Monday to Sunday (although they may go home on Exeat weekends)
- **Weekly Boarder** – a child who boards Monday to Saturday am.
- **Flexi Boarder** – a child who stays between one and five nights during the week (Monday to Friday). This includes children who board on an occasional basis, for instance if parents are away.
- **Taster** – a child trialling boarding, this may be a current or potential new pupil.
- **Immersion** – groups (normally from overseas) who stay at school for short, full boarder experiences at Moor Park. These children usually stay in The Tree House with their staff.

Contacts

Moor Park School, Richard's Castle, Ludlow, Shropshire, SY8 4DZ
01584 872342 or office@moorpark.org.uk

Girls' House	01584 871504 or 01584 871505	
Boys' House	01584 871502 or 01584 871503	
Tree House	Ext 562	
Head of Boarding	**Toby Dunham** tjd@moorpark.org.uk	Ext 547
Girls' House Parent	**Charlotte Dunham** crd@moorpark.org.uk	Ext 547
Boys' House Parent	**Lucy Sewell** lcs@moorpark.org.uk	Ext 560
Headmaster	**James Duffield** head@moorpark.org.uk	Ext 519
Boarding Governor	**Tom Newman** head@moorpark.org.uk	
Deputy Head	**Jean-Michel Collin** jmc@moorpark.org.uk	Ext 537
Travel Arrangements	**Clare Donovan** office@moorpark.org.uk	Ext 520
First Aid Coordinator	**Liz Darvill** epd@moorpark.org.uk	Ext 525
DSL	**Nigel Richardson** ndr@moorpark.org.uk	

Independent Listener	**Elinor Phillips**	07767396228
Childline		0800 1111
Children's Commissioner's Help at Hand		0800 528 0731
Coram Voice (Advocacy Helpline)		0808 800 5792
Fire Officer	**Robert Ball**	07787 823971
School Doctor	**Dr Lucy Glasgow**	01568 614141
School Dentist	**A Roele**	01584 878439
Ludlow A&E		01584 872201
Shropdoc		08450 202131
Police		0300 333 3000

Statement of Principles and Practice

PRINCIPLES UPON WHICH BOARDING AT MOOR PARK IS BASED

'The all round development of the whole person within a caring community based on our Catholic Foundation.'

- Boarding is for children from Year 3 to Year 8 (aged 7 – 13) and can be done on a full, weekly or flexi basis.
- As an open and trusting school, the boarding is based upon mutual respect for all.
- There is equality of opportunity and respect for all, regardless of ethnicity, culture, gender or disability (within the constraints of the building).
- Each boarder and each member of staff is to be treated as an individual.
- Although all live in a close boarding environment, each person has the right to privacy.
- The intellectual development of each boarder is encouraged positively and in conditions which are conducive to work.
- All boarders should be able to develop spiritually, culturally, morally and socially.
- Links with parents and families are an important part of the support structure and development of the boarders in the school.
- Each boarder should be able to work, play, and relax free from abuse, intimidation, and bullying.

AIMS OF BOARDING AT MOOR PARK

In order to develop the whole person we aim to:

- Produce an open and trusting ethos in which each boarder can feel they can approach any member of the community, confident in the knowledge that he / she will be treated and respected as an individual.
- Create an atmosphere of tolerance, openness and trust in which teasing and bullying is unacceptable.
- Encourage the spiritual development of the pupils based on our Catholic Foundation.
- Provide a range of activities and hobbies related to age and maturity that will assist in the personal, social and cultural development of each boarder.
- Provide an environment that is safe and free from physical hazards and dangers.
- Provide accommodation that is comfortable and suited to the needs of boarders according to age and maturity.
- Develop boarders' responsibility for self, for others and for their environment.
- Offer opportunities for leadership, and also to work as part of a team.
- Provide an environment and ethos that will enable boarders to feel able to turn to members of staff to share the good things in their lives as well as being able to turn to them for advice, counselling and support during times of difficulty.
- Make boarding an enjoyable experience.

Safeguarding Children

All staff must remember that they have a duty to provide the highest level of care for all the children at Moor Park. The basic principle of the school is that we look after the children as if they were our own, but that common sense and experience may limit our actions:

- Staff may not use any form of corporal punishment.
- Male staff may not enter any girls' changing rooms or toilets.
- Male staff entering the girls' dormitory area must inform the House Parent on entry and be chaperoned at all times.
- Pupils are not allowed in staff bedrooms.

As well as these obvious prohibitions, staff must, in their own interest, avoid words or actions that could be misinterpreted by an imaginative child, or overanxious parents. Relationships with the children must not only be correct but they must be seen to be correct. Therefore:

- Staff should avoid interviewing pupils on their own behind 'locked or closed' doors. If staff need to speak to a child on a sensitive matter, the Headmaster or Deputy Head should be informed and the 'interview' should take place in a public area, with the child offered the support of another child. The interview must be recorded and the Headmaster or Deputy Head kept 'up-to-date' on the matter.
- Staff should avoid the sensitivities of older boys and girls in bath, shower and dormitory areas.
- Staff should avoid any unnecessary physical contact with children. Unless this is to comfort a distressed child, this should always be in public where there is no likelihood of misinterpretation.

If you have any serious concerns about a child's welfare or if you have any concerns or allegations of risk of harm to pupils (more than just a comment on iSAMS) then you must speak to the DSL. Staff should not be afraid to 'Whistle blow' on fellow colleagues if the welfare of a child may be in jeopardy.

Refer to Whistle Blowing policy and Safeguarding and child protection policy.

Meetings, Sharing Information and Securing Pupils' Views

During the school week, the following meetings and opportunities for the sharing of information between boarding staff, pupils and class teachers:

- Daily Staff Briefings – 'Chapter'
- Staff Meetings – Tuesday and Thursday morning break after Chapel
- School Assemblies – Staff announcements to the school community
- 2 Occasions a term where a cross-age group of boarders meet with the Head of Boarding and House Parents to secure their views. This is called the Boarding Committee.
- Children can make suggestions directly to staff, or discuss their views during their one-to-one meetings with tutors or supply their view to the 'Boarding Committee' for discussion at the next meeting, or leave suggestions and thoughts in the Suggestion Boxes.

Provision for pupils with particular religious, dietary, language or cultural needs.

At Moor Park we will make all reasonable provision for pupils with particular religious, dietary, language or cultural needs, via the appropriate departments. The need for such provision will, in the main, be identified at the joining stage and will be indicated by parents when finalising registration to the school. This information will then be disseminated to the Boarding House. Where appropriate, information about such needs will be recorded on Medical Lists, or on the Learning Support register. This information will be updated termly and changes will be made known to relevant departments.

The First Aid Coordinator will be responsible for liaison with the Catering Department and House parents about those pupils with particular dietary needs. The Learning Support Department, Boarding staff and tutors will work together to support pupils with particular language needs. We will work with our boarders to help them practice their chosen religion.

Boarding House Organisation

The Head of Boarding is responsible to the Headmaster for the management and running of the Boarding House. They must ensure that the boarding community is safe, happy and run with professionalism, imagination and efficiency. The Head of Boarding is responsible for the House Parents, Gap students and Resident Staff.

It is Moor Park's aim to provide a safe, secure and happy environment in which our boarders can prosper and thrive. If there are any problems, staff, including gaps students and anybody who helps in the Boarding House, are encouraged to speak with the House Parents or the Head of Boarding.

Management of Boarding

- The overall responsibility for the management and staffing of the boarding lies with the Headmaster, but this task is delegated on a day-to-day basis to the Head of Boarding and House Parents.
- Moor Park's Governing Body continually monitors the effectiveness of the leadership, management and delivery of the boarding and welfare provision, and takes appropriate action as necessary. The Governors have an appointed designated Governor with the responsibility for Boarding Welfare and Safeguarding.
- Moor Park's DSL has an overview of the Boarding welfare of every pupil.
- In addition to the above, the school has an Independent Listener accessible by all children.
- There is clear leadership and management in relation to the development of boarding at Moor Park as well as effective links between academic and boarding staff. Both House Parents report to the Head of Boarding who in turn reports to the Headmaster.
- The twice weekly staff meetings enable boarding staff to continually share or receive information on any boarder.

Currently the School's leaders and management team demonstrate good skills and knowledge appropriate to their roles. This is regularly reviewed by the Headmaster.

Currently the School's leaders and management team fulfil their responsibilities effectively in order to ensure all standards are met. The Headmaster meets weekly with the Head of Boarding.

The Senior Leadership Team (SLT) meet weekly and pupil welfare and safeguarding are discussed. Furthermore, there are weekly staff meetings at which individual pupils, including boarders, are discussed.

There is clear responsibility structure currently in place at Moor Park. Each child has either a Class Teacher or a Tutor and an independent listener is available. Furthermore, every child is aware of who the DSL and Deputy DSL's are.

The Headmaster is responsible for ensuring that appropriate individuals are appointed in the Boarding setting. Currently both the Head of Boarding and House Parents have a diverse range of boarding experience in different settings and environments.

Staff at Moor Park are encouraged to partake in regular CPD course relevant to their jobs.

Moor Park follows and maintains the policies and documents listed in Appendix A of the Boarding School National Minimum Standards (DfE, 2022). All of which can be found stored in the central file of School Policies.

The list of records outlined in Appendix B of the Boarding School National Minimum Standards (DfE, 2022) are maintained, monitored and action taken as appropriate.

The issues specified in Appendix C of the Boarding School National Minimum Standards (DfE, 2022) are monitored, and action is taken to improve outcomes for children as appropriate.

Development of Boarding

- The development of Boarding will form part of the school Strategy Document. This will include capital development, general maintenance and professional development for boarding staff.
- The House Parents have a duty to keep abreast of new boarding initiatives and to inform all the staff connected to boarding of these initiatives.
- All boarding staff will have biannual Staff Development Reviews, where future professional development can be identified and acted upon. Boarding staff will also have an informal meeting with the Head of Boarding once a year.
- The Staff Boarding Handbook will be regularly reviewed.
- There will be a rolling programme to undertake a self-assessment of our performance against the National Boarding Standards, thus all the standards will be reviewed so we can take stock of our current practice, identify and agree possible new courses of action and changes of direction.
- It is important to gather information of our performance from as many sources as possible including: staff, children and parents.

Boarding Accommodation

There are three areas of boarding accommodation at Moor Park: The Boys' Wing, The Girls' Wing and (for occasional use by mostly immersion groups) The Tree House. Suitable furnished sleeping accommodation is provided for all boarders.

As identified in the separate boarding organisation section (below), there is an appropriate separation between the girls and boys, as well as the different age groups (i.e. appropriate distance between children of particular age groups). Male members of staff are prohibited from entering the girls' boarding area, except for emergencies and must be accompanied by a female member of staff. There is currently a mixture of both male and female staff working in the Boys' Boarding house.

Boarders can personalise their own area in their respective dormitory. Children are encouraged to bring in their own posters, photographs and personal items to decorate their individual pin boards and areas around their beds. The House Parents can provide further decorations or pins if necessary.

Reasonable protection is provided for all boarders' personal possessions. Each boarder has their own storage within their boarding house and can request that possessions be locked away if they want. Passports are kept for safe keeping by the Head of Boarding in a locked safe. Mobile phones are kept securely in a locked office behind the front desk in the main Front Hall of the school.

Any search of boarders' possessions is carried out in accordance with section 550ZA of the Education Act 2011

Boys' Wing

This comprises the top floor of School House. It has shower facilities, toilet facilities, a common room and eight dormitories of different sizes: Wicket, Avalanche, Pirate, Redwood, Jungle, Fountain, Spitfire and London.

Girls' Wing

This is on the middle floor of School House. Alongside shower facilities, toilet facilities and a separate common room there are seven dormitories of different sizes: Savannah, Hepburn, Nightingale, Madison, Holly, Rose and Melody.

The Tree House

This is a separate building on the campus, comprising of two dormitories, each with 10 beds, toilet facilities and a common room. There is a motion sensor alarm between floors for separation purposes. The Tree House is used by immersion groups (see separate

handbook) and as overspill for the main house if no other option is available in the main house.

Visitors

In the event of a visitor wishing to or requiring access to either Boarding House, they should first be signed in within the School Office and then subsequently be escorted for the duration of their visit. The only exceptions are on pupils returning to school at the start of terms, after half-terms and exeats when parents are allowed supervised access to the dorms. Additionally, apart from extreme circumstances, it is inappropriate for any males to be within the Girls' Boarding House unsupervised.

Day children should not be in either Boarding House unless arranged and supervised.

Induction

New Boarders' Induction

All new boarders receive a handbook prior to their first night of boarding at Moor Park School. This handbook is entitled 'Your Boarding Handbook' and details all of the information they might need to know before starting with us. There are copies of this handbook kept in each of the boarding wings as well.

In addition to the handbook all new boarders receive an induction from either the House Parents or the Head of Boarding when they stay for the first night. This induction includes the fire evacuation procedure, emergency contact procedure and expectations of boarders. On completing the induction, children have a checklist to sign to show that they understand everything from the induction process.

Any parent, current or potential, can discuss the boarding arrangements with either of the House Parents or the Head of Boarding by requesting a meeting or by contacting via a phone call or email using the contact details in this Staff Boarding Handbook, the Your Boarding Handbook or on the website.

The Registrar or School Office will issue all parents with the appropriate checklist of necessary items before the start of term.

In both wings each boarder has a variety of staff to whom they can turn to for personal guidance or assistance with personal problems. Additionally, placed around the whole school site, including the Boarding Houses, there are 'Worried, Concerned or Upset' and Safeguarding posters to help identify all of the avenues available to every child.

Within the boarding house the following individual(s) are on hand to assist:

- House Parents
- Head of Boarding
- First Aid Coordinator
- Resident Staff
- Gap Students

In addition to the above, the following individual(s) are always prepared to assist:

- Headmaster
- Tutor/Form Teacher
- Class teachers
- School Prefects

Moor Park encourages children to seek help or guidance. In addition to information previously stated and the numbers for charities such as Childline, Moor Park has someone outside of a school, who is not a parent, who acts as an independent listener.

The school ensures that every boarder is aware of who this individual is, in addition to displaying contact details in multiple locations.

New Staff Induction

Resident Staff
New boarding staff are guided through their duty by the House Parents. On their first night they will shadow the House Parent. They are told and shown the following procedures (information in this handbook as well): Routines, common policies, duties, punishments and general conduct, boarding diary, when, how and what to lock-up, action in the case of a fire; who to report to if there is a problem.

Day Duty Staff
The Head of Boarding will talk through the evening process/routine with the new member of staff, highlighting expectations (from both staff and children), differences (from the day life), conduct & welfare issues, common policies and how the duty should be conducted. This will include expectations of activities and supervision.

Gap Student
Gaps are mentored by the House Parents and overseen by the Head of Boarding. They will talk through/show the evening process, fire procedures, common policies and what to expect from themselves, staff and children. On their first night, the House Parents will help them through the evening.

All Staff
As part of the staff induction, the DSL will provide safeguarding and child protection induction and inform staff of the processes in place at Moor Park. Staff will also receive guidance from the Bursar on organisation, personal matters, H&S, administration, communications & emergencies.

Fire
Staff are shown around the building to familiarise themselves with evacuation routes and are given a copy of their responsibilities for when the alarm is sounded. This document is signed and kept on file. A termly fire evacuation, involving boarding staff and pupils, takes place on the first day of each term to refresh procedures. There are then regular fire drills throughout the year. When immersion groups are staying in Tree House they will have a fire drill within the first 24 hours of their stay to ensure they know what to do if the alarm sounds overnight.

Continual Professional Development
All boarding staff are encouraged to seek out opportunities for continual professional development. The Boarding Schools Association (BSA) offer a wide variety of courses and in recent times Senior schools have been providing training specifically for Prep Schools. We also encourage peer to peer training and at the start of each term a full boarding team meeting gives the opportunity to share new ideas and skills.

Key Duties and Responsibilities of Staff

- Staff on duty in the Boarding Houses are responsible for the whereabouts of boarders at all times during the boarding hours. When the children enter the Boarding House, they are under the supervision of the Boarding House team and are no longer under the supervision of the evening or weekend duty team.

- During duties it is expected that the members of staff on duty circulate around the corridors, dormitories and kitchen areas. Furthermore, all staff respect the boarders' privacy, especially during vulnerable times and in vulnerable areas i.e. getting changed, showering and toilets.

- When children are getting changed it may be necessary for a member of staff to be in the same room, however it is expected that the member of staff respects each individuals' privacy and is not in a room alone with a child who is changing. The children may opt to change with their door shut and for that reason any staff entering the room must knock before entering.

- Generally, staff shouldn't be in the shower or toilet area. However, during emergencies it might be necessary for a member of staff to enter the area and they should inform pupils of their presence. Whilst it might be necessary to prompt the children whilst they are showering or waiting to get in the shower, it is not appropriate for a member of staff to wait in the doorway or stay in a location which looks directly into the showering area.

- It is the responsibility of all staff who work in the boarding house to be familiar with the following requirements:
    - To be aware of the implications of the National Minimum Standards (NMS) for Boarding Schools for the welfare and pastoral care in the house.
    - To fulfil the requirements of the Moor Park's Safeguarding and Child Protection policy, to be aware of the Individual Care Plans, and to record all necessary information in the Boarding Diary.
    - To understand individual responsibilities in the emergency evacuation procedures, to be aware of the Moor Park's Heath and Safety policy and Fire Safety Policy.
    - To ensure that the individual circumstances, needs, strengths and weaknesses of each child are identified and widely known by the staff who need to be in the picture, so that individual opportunities for growth are maximised and talents and potential is developed in every child.
    - To ensure that the principles on which our community life is based are understood and promoted in the boarding house.
    - To ensure that the children treat each other's belongings with care and the school property with respect.
    - To develop in the children a sense of collective responsibility so that they are aware of the problems of others and offer support and help, to each other.

- To support the school's disciplinary policy with the appropriate encouragement, rewards and sanctions and to inform the House Parents if there are any cases of bullying or general misconduct.
- To report to the House Parents as required, to take part in staff review or appraisal and to perform any other tasks which the House Parents may reasonably ask.

Head of Boarding

In addition to the Key Responsibilities of all Boarding Staff, the Head of Boarding should include the following in their job description:

- Responsible for ensuring the necessary paperwork and policies are up-to-date and available to all staff.
- Liaise with the Headmaster about boarding structures and routines, staffing, initiatives and future events.
- Organise regular boarding meetings, provide necessary INSET and oversee the children's boarding committee to ensure 'pupil voice' is heard and listened to.
- Communicate with the staff, pupil and parent body as appropriate.
- Oversee the induction and appraisal of all boarding staff.

House Parents

In addition to the Key Responsibilities of all Boarding Staff, the House Parents should include the following in their job descriptions:

- Be responsible to the Head of Boarding
- Ensure that the children in their care are safe, well cared for and happy.
- Foster an environment for boarders that is warm, friendly and fun.
- Ensure that that all children are clean and well presented.
- Administer any non-prescription or prescription medication in accordance with the school's medical policies (all staff who administer medication must have completed the necessary training)
- Keep appropriate pupil records and medical records, making sure that they are up to date and stored securely and comply with all health/medical policy and practice of the school.
- Liaise with parents as necessary, concerning domestic, welfare and medical matters. This includes regularly contacting parents of boarders to keep them informed of their child's wellbeing.
- Carry out new boarder inductions and ensure that any settling in problems are resolved.
- Ensure that the 'domestic' aspects of boarding (laundry etc.) work smoothly.
- Work a number of evenings per week, with the boarding and duty staff, to ensure that there is a 'gentle' routine, and that the children are settled down for the night.
- Work a number of weekends each term.
- Supervise the setting up of the boarding wings before each term and clearing up and cleaning the wings at the end of term.

House Parents Guidance

House Parents are essentially responsible for the pastoral care of the children in the Boarding House. They are to act as 'mummy', ensuring that their boarders go to school refreshed, happy, smart and healthy.

At the start of each half of term House Parents should be on their landing to welcome new boarders and returning boarders.

In the evening the House Parent should be upstairs ready to welcome her boarders and ensure that the wing is in a clean, friendly and welcoming state each evening. House Parents should ensure:

- When appropriate, dormitory lights should be on, curtains closed and washing facilities ready to be used.
- Food and drink (hot chocolate, toast, milk) should be available and that all children have something to eat and drink.
- All children shower and brush their teeth before bedtime.
- Do a regular 'nit' check and carry out any necessary treatment.
- Children have their medication when required.
- That bedtimes are followed and that it is quiet enough for children to get to sleep.
- Any boarding duties are carried out to their satisfaction.
- Make sure an accurate register is taken each night.

In the morning, boarders must be woken in time to dress and get down to breakfast by 7.30am

- Ensure that children leave their dormitories, in the morning, in a tidy state and that the wing is in an acceptable state for visitors.
- Inform children of daily events
- Ensure and instruct the domestic staff in their cleaning duties.

At breakfast House Parents should encourage children to eat sensibly and heartily and have good manners while ensuring that this is an enjoyable and social occasion.

Resident Staff

In addition to the Key Responsibilities of all Boarding Staff, the Resident Staff should include the following in their job descriptions:

- Carry out the leadership of the Duty Teams as explained in this handbook.
- On duty nights, support the House Parents in the running of the boarding house and help to create a calm, orderly and friendly environment.
- To take the lead in any disciplinary matters, liaising with the House Parents on such matters.
- On duty nights, to only leave the Boarding House once the children are asleep and/or quiet.
- Responsible for the school and boarding house to be left locked and secured. Lights should be turned off and fire doors left shut.

Resident Staff Guidance

The Resident Staff are to assist the House Parent in carrying out her pastoral duties, enforcing discipline and helping to ensure the smooth running of the wing.

6.00pm – Supper

- Supper will be in dining room 1 (and dining room 3 in the event of an over-spill)
- Be aware of any vulnerable children, first time boarders or young boarders. If you are unsure, then you must see the House Parent.
- Take a register at the servery as children come in. Make sure they have enough on their plate. If they are not keen on the main meal then ask them to fill up with something from the salad bar
- Sit at the head of one of the dining tables and chat with the children. Help them with their table manners.
- At the end of Supper:
    1) inform the children of the activity for the evening and ask for children taking the activity to stay behind so that instructions can be given.
    2) Ask those on free time to coordinate with the gap and boarding staff on their boundaries for this time.
    3) Ask for those who are wanting to have some quiet time to do any work or reading etc to meet in a designated classroom
    4) Lead 'Grace'

6.30 – 7.30pm – Activity, Free Time or Quiet Time

7:30-10:00pm(est) – Boarding House

Resident staff should work with the House Parents to ensure:

- Any duties undertaken by the children are completed properly and to your satisfaction.
- The children shower - ensure the children do this properly – before they have their

snack and drink
- Encourage children to tidy away their clothes/uniform, hang up their dressing gowns and place their slippers by their bed.
- Before the children settle down for quiet time, check they have been to the toilet and cleaned their teeth.
- If staff feel that it is appropriate, a story can be read to a dorm(s).
- After lights out, stay in the dormitory area checking that the children are settling down. If after a period of time they are not settled, there are various punishments that can be given, however, a warning should be given before a punishment is handed out. Please ensure that all disciplinary matters are recorded in the Boarding Diary
- The House Parents will be on overnight call if a child has a problem.
- Any punishments or problems should be recorded in the Boarding Diary and the Head of Boarding informed.

Prior to leaving, ensure that the Main Building is securely locked.

If there are any problems during the evening then the **Head of Boarding should be informed**.

Gap Students

New gap students will be given an induction and then mentored by the House Parents and should feel free to approach them with any problems or difficulties.

The gap students are usually residential staff who are not teachers. Resident staff should always guide and instruct them on what is required or expected.

In addition to the Key Responsibilities of all Boarding Staff, the Gap Student should include the following in their job description:

- Report directly to the Head of Boarding.
- On duty evenings, the Head of Boarding will assign Gaps to either the activity or supervision of free time.
- On duty nights and weekends, support the House Parents in the running of the boarding house and help to create a calm, orderly and friendly environment.
- To ask for assistance from the House Parents or staff if ever unsure about how to deal with a situation regarding the children or boarding.

Gap Student Guidance

The role of the gap student to is to be an extra pair of hands both ‘downstairs’ and ‘upstairs’. The Head of Boarding will inform you of your evening roles for ‘downstairs’ and the House Parents will direct you ‘upstairs’.

6.00pm – Supper

- Sit at the head of one of the tables and chat with the children.
- Ensure they are using good table manners.

6.30-7.30pm – Activities or Free Time

- Two Gaps are on at this time. One Gap will supervise the Old Library while the other completes lock-up.
- Ensure that children go upstairs on time (see Bedtimes)

7.30–10:00pm - Boarding House (Boys or Girls). Assist the House Parents in:

- Helping in distributing any snacks or drinks
- Helping/participating with any games or quiet activities
- Interact/chat with the children
- Reading to children (if required)

If there are any problems, the House Parents must be informed.

Boarding Duties

There are two main duty rotas in operation at Moor Park: the Weekday Duty Rota and the Weekend Duty Rota.

- The Weekday Duty Rota lists the members of staff and Gaps that are on duty from 6:00-8:00pm and from 6:30-10:00pm.
- The Weekend Duty Rota lists the members of staff and Gaps that are on duty from 12:30pm until 6:00pm and from 6:00pm until 10:00pm on a Saturday.
- The Weekend Duty Rota lists the members of staff and Gaps that are on duty from 8:00-10:00am and from 10:00am-6:00pm and from 6:00-10:00pm on a Sunday.

Evening Duty Staff

Evening duty begins at 6:00pm and runs until 8:00pm. Details for this role are included in the Staff Handbook

- It is important that children see a different side to staff in the evenings. From 6pm the children are in 'home time mode'.
- The Boarding Team (not evening duty staff) are in charge from 6pm and will take the register as children come through the canteen.
- Sit with the children during supper and chat as a 'family'
- Supper is a more relaxed meal than lunchtime. Children come through the canteen and sit where they want. They get up and get seconds if they want, salad bar, pudding etc. Rather than this being a regimented meal it is much more relaxed.
- 6:30-7:30pm - supervise a child led, ad hoc activity to run alongside free time in the Old Library
- 7:30-8:00pm - supervise Year 8 in the Old Library, sending them upstairs at the correct time.

The Boarding Team are to be contacted for support during the evening duty.

Supervision of Children

Children should not be left unsupervised for long periods of time. When on duty it is important that staff are constantly on the move and are a presence at all times. This does not mean that staff should not stop and chat with children or the domestic staff, but staff should be aware of the need to circulate.

Staff should be aware of any vulnerable children and/or younger boarders

Weekday Registers

Registers must be taken at:

1) Supper (as the children come into the Dining Room by a Boarding Team Member)
2) On the Wings (when they first appear on the wings)
3) At breakfast (during the meal)

Morning Boarding Routine

The boarders are awoken at 7am (Monday-Saturday) by the House Parents every morning, apart from one occasion during the week (their day off). The House Parent stays on their wing and helps the children to get up, get dressed, brush hair, leave the dorms tidy with curtains open and beds made. On Sunday this is later, at 8:30am.

Gap students will attend breakfast and collect milk, bread, cereal for dorms from the kitchen. They will accompany the children back upstairs to brush their teeth.

Evening Boarding Routine

See Staff Duty Rota. Evening duty staff are responsible, with oversight from the Head of Boarding and House Parents, for providing a mixture of structured and unstructured opportunities after supper. The children remain under the supervision of the relevant evening duty staff until they arrive on the boarding wings.

On weekdays the following routine should apply on a normal basis:

Years 3-7: 7:30pm – Arrive on the boarding wing and shower. Shower first and then get a snack from the kitchen.
8:30pm – Lights Out (years 3-5)
9:00pm – Lights Out (years 6-7)

Year 8: 8:00pm – Arrive on the boarding wing and shower. Shower first and then get a snack from the kitchen.
9:30pm – Lights Out

Full and Weekly boarders can call home from 7:30pm onwards. They collect their phones from the Boys' Phone Zone locker and then go to their Phone Zones to call. There is a timetable for phone calls to ensure children have adequate privacy during the phone calls. Duty member of staff checks in on the Phone Zones during the evening to ensure correct use of the mobile phones is taking place.

The member of staff on duty is responsible for completing the evening register when the children arrive on the Boarding Wing, reading the Boarding Diary and also adding necessary information to the Boarding Diary as required.

At weekends the timings may change, with 'early beds' normally taking place on Sunday evenings.

The times may change during the Summer term due to lighter nights and completion of school exams - staff and children will be notified if this is the case. Furthermore, at any stage, the timings may be made earlier if deemed necessary by the Head of Boarding or House Parents.

Once the children are upstairs, they are to get ready for bed immediately (they are all to shower every night, hand in appropriate items for laundry and brush their teeth). It is the role of the duty members of staff to ensure that they are efficient in getting ready for bed and to make sure the children are doing what they are supposed to be doing, whilst respecting each child's privacy. There are house rules on the walls which remind the children about conduct in the Boarding Houses.

As this is the busiest time within the Boarding Houses, it is expected that the duty staff are walking the corridors and entering rooms, as appropriate, to keep an eye on general behaviour. Staff are asked to knock on the door of a dormitory before entering. It is expected that the members of staff on duty are communicating with all of the children in their care.

Once the children are ready they are free to go to into each other's dorms, play games or be in the Common Room. When children leave the Common Room it is to be checked to ensure that they have been left it neat and tidy and lights have been turned off.

Story Reading

Staff are encouraged to read to children, but this must not be done at the expense of a late night and/or disruption to other children who wish to sleep or need their sleep. Ideally, readings should be done during the quiet-time and not long after lights out.

Staff should ensure all children are in the own beds (additional listeners should sit on the floor) with the light on and the door left open. Staff should not sit on an occupied bed.

After Lights Out

Once all of the lights are out in a particular section of the house, the duty staff member will continue to patrol the corridors to ensure that all children have settled. Additionally, during this time the duty member of staff will check that all the fire doors are closed, and doors are alarmed.

When all of the children are settled and all of the evening checks are complete, in addition to checking the register and recording information in the Boarding Diary, the House Parents will be on duty through the night.

Overnight, on both wings, there are various ways for children to contact a member of staff. The children can alert the Gap Student as to any issue or press the emergency call button, clearly labelled on the wing. The Gap Student will then alert the House Parent to inform them of the issue.

Behaviour In Dorms

The boarding house rules are displayed in each dormitory and in communal areas within the house. These are as follows:

1) No unkindness to others
2) Have fun, but be calm and sensible on the landing
3) Lights out is SILENT TIME – you need to sleep.
4) Mobile phones are for Full and Weekly boarders only and kept in the Phone Zone.
5) No sweets or drinks are allowed on the wings unless permission is received from the duty team.
6) No children are allowed on the wing during school hours without permission.
7) Keep your room tidy – put your bags away and hang up your uniform

If rules are broken:

1) Any unkind behaviour will be written in the boarding book and dealt with by the Head of Boarding
2) The House Parents will let the Head of Boarding know. You will miss out on some of the special treats or 'late up' nights, or you might be given some extra jobs to do!
3) If you are talking after lights out you will get a first warning, then a final warning. After this, those talking will see the Head of Boarding the following day.

The majority of the boarders will do what is asked of them and with the minimum of fuss but occasionally, there may be a child who opts to push the boundaries. The appropriate course of action take for a misbehaving child entirely depends on the scenario and subsequently actions will be down to personal judgement and case-by-case management.

An initial warning is normally enough to prevent further action but should the child persist there are several options depending on the severity:

- Timeout in a quiet area.
- Early lights out.
- Early bed(s) for the next night(s).
- Move the child into a vacant dorm (only to be used in very rare circumstances)

When there is a serious breach of the school rules or extremely poor behaviour e.g. bullying or stealing, the Head of Boarding should be sought immediately.

The Boarding House should be seen as a child's 'home' and therefore expectations and demands should be different from those demanded 'downstairs' during the school day. For some children the Boarding House may be their only sanctuary. However, this does not mean that we expect less from their behaviour, and we should 'pull children up' in the same way that their parents would.

Therefore:

- Any punishment should not be a meaningless task or repetitive work, nor should it extend over a long period of time, but rather be practical, useful, and where possible related to the transgression.
- Staff should, when possible, explain to children why their actions or behaviour are unacceptable. If there is an opportunity to praise or to give a reward or credit of some sort, do so.
- Bullying of any description, physical, mental, or verbal, is unacceptable from staff or pupils. Any suspicion of bullying should always be reported to the Head of Boarding who will inform the Deputy Head and the Headmaster so that appropriate action can be taken.
- Stealing can also cause difficulties in a community. Any problems in this area will be treated seriously and must always be reported to the Head of Boarding who will inform the Deputy Head and Headmaster.

When any sanction is given, this should be reported in the Boarding Diary. Information should include: the individual(s), what happened, sanction, rough time and who was on duty. Furthermore, poor behaviour of all kinds should be reported to the Head of Boarding; noted in the Boarding Diary and discussed on the following day if warranted.

Boarding Diary

The Boarding Diary should be filled in each night by the members of staff working in the Boarding House. Please provide as much information as possible as it is helpful to the House Parents and duty staff to maintain the highest level of care.

Weekend Routine

Saturday – 12:30-18:00

The duty team will consist of one member of the day staff and one Gap Student with one residential member of staff on call in case of emergency. They will be on duty from 12.30pm until 6pm. The member of the day staff is primarily in charge of the afternoon. S/he should:

- Liaise with the House Parent prior to the commencement of the afternoon duty to find out what boarders are on site, discuss activities and to be given any relevant information (e.g. medication)
- Ensure that any activities are supervised adequately.
- Ensure that any free time is supervised and physical boundaries identified.

These activities are generally onsite as children may join through the afternoon as matches end.

A suitable structure for the afternoon is:

- 12:30-13:00 – Lunch
- 13:00-14:00 – Free Time
- 14:00-15:30 – An activity
- 15:30-16:30 – ICT suite for emails home and some free access to
- 16:30-18:00 – Free Time

Registers must be taken by the Saturday duty member of staff at: 12:30 and 15:30

If there are any problems the duty member of staff should contact the Head of Boarding.

Saturday – 18:00-22:00

One of the House Parents is on duty during the evening and offer activities as appropriate.

The Gap student will assist the House Parent and look after the girls and boys when they finally go to bed (under the guidance of the House Parent).

Sunday – 10:00-18:00

There are one member of staff and one gap student staff on duty during the day on Sunday. The Head of Boarding organises the main weekend activities and provides risk assessments for these, but it is the responsibility of the duty member of staff to organise additional plans and activities to ensure the children have a good mix of free time and activity time.

- Risk assessments should be done and given to the Head of Boarding
- Liaise with the Head of Boarding to ensure that the children are properly prepared or equipped.
- Ensure that any free time is supervised and physical boundaries allocated.
- Ensure all children attend Mass (if required) once over the weekend.
- First Aid bag if going off site.

Routine

- When you arrive for the duty you may need to get the bus or people carrier around for the Mass trip
- 10:30 – Children meet in Front Hall. You will take those attending Mass and those not will remain at school with the Gap or boarding member of staff (depending on numbers)
- 12:15 – Mass goers return to school

- Remember, this is not a 'school day' and there needs to be a much more relaxed feel to the supervision and demeanor of staff to ensure children feel the family vibe throughout the weekend.
- The nominated boarding team member is in charge over weekends and is to be contacted if there is an emergency. The Sunday duty member of staff hands over to the boarding member of staff at 18:00 and lets them know any issues that have arisen.
- Supervision – as the member of staff on duty you need to know where the children are at all times. Registers to be taken at 10:30, 13:00 and 16:00 – please feel free to change timing in the afternoon depending on the activity/trip.

If there are any problems the House Parents must be informed.

Mass

Catholic boarders are expected to attend Mass over the weekend. Staff are to ensure:

- Children show respect for the Catholic faith and the parishioners of St Peter's (e.g quiet, sitting still, genuflecting / making the sign of the cross) and the Catholicity of the school:
- Dress appropriately (e.g no ripped jeans):
- Sit in the wings or the back of the Church:
- The school's usual high standards should be expected from all the children.

On a Saturday Mass is at 6pm (St. Peter's) – children should leave by 5.40pm
On a Sunday morning Mass is at 11am (St. Peter's) – children should leave by 10.40am

Gap Students at Weekends

The House Parents are on duty over the weekend. Gaps are timetabled to assist over the weekend as well so please see the Weekend Duty Rota. The breakdown of the weekend duties is as follows:

Saturday

12:30-6:00pm	Afternoon supervision under the guidance of duty member of staff
6-10:00pm	Evening Activity (this is usually organised by the House Parent) followed by dorm duty as usual

Sunday

8-10:00am	Assist the House Parents to wake up the boarders and take them down to breakfast.
10:00am-6:00pm	Day's activity(ies).
6:00-6:30pm	Supper
6:30-9.30pm	Supervise the boarders after supper. Help the House Parents put the boarders to bed. Again you must not go to sleep until all is quiet.

Monday -Friday

7:00-7:30am	You may be required for wake up duty and breakfast
7:30-8:00am	When you have had breakfast, collect bread, milk, cereal if needed for upstairs.
8:00-8.20am	Dorms and landing tidy up. Boarders must be in school by 8.15am.

If there are any problems, the gap student must inform the Houseparent or Head of Boarding

Sleeping Accommodation

When on (night) duty, the gap student must sleep on the same landing as the children and ensure that children know how and where to find you.

Supervision

The gap must stay on the landing until after breakfast the next morning.

If a Gap student is offsite during termtime please inform the Head of Boarding or House Parent

Saturday Registers

1) Lunch (12:45) – Duty Member of Staff
2) Midway through the afternoon (15:30) – Duty Member of Staff
3) Supper (18:00) – Boarding Staff
4) Wings (20:00) – Boarding Staff

Sunday Registers

1) Breakfast (09:00) – Boarding Staff
2) Meeting Time (10:30) – Duty Member of Staff
3) Lunch (12:45) – Duty Member of Staff
4) Midway through the afternoon (16:00) – Duty Member of Staff
5) Supper (18:00) – Boarding Staff
6) Wings (20:00) – Boarding Staff

Boarders' Possessions

Reasonable protection is provided for all boarders' personal possessions.

If a boarder needs to obtain a personal item for the boarding house e.g. toothbrushes or personal hygiene products, they can request these from the House Parent. Each wing does have a stock of particular necessary everyday items.

As boarders stay at school, if they need items for the school day e.g. stationary, they should ask at the school office. The school office stocks necessary items. If, on the rare occasion, it is not possible to buy necessary equipment from the school office, the House Parent or Head of Boarding will communicate with parents and help source the necessary items.

Passports and Money are kept for safe keeping by the Head of Boarding in a locked safe.

Boarders will be given pocket money on those occasions when it is deemed necessary by the House Parents. For Sunday excursions where pocket money is needed, the duty staff will collect the money from the House Parents, who run the 'bank'. On other occasions (such as a school trip), children will collect the money from the House Parents.

Searching and Screening children and their possessions

Any search of boarders' personal belongings should be carried out in accordance with section 550ZA of the Education Act 1996 and with regard to guidance issued by the Secretary of State (Searching, Screening and Confiscation – Advice for schools July 2022). Headteachers and staff they authorise have a statutory power to search a pupil or their possessions where they have reasonable grounds to suspect that the pupil may have a prohibited item listed in paragraph 31 or any other item that the school rules identify as an item which may be searched for.

The list of prohibited items is:

- knives and weapons;
- alcohol;
- illegal drugs;
- stolen items;
- any article that the member of staff reasonably suspects has been, or is likely to be used:

• to commit an offence, or
• to cause personal injury to, or damage to property of; any person (including the pupil).

- an article specified in regulations:

• tobacco and cigarette papers;
• fireworks; and
• pornographic images.

Being in possession of a prohibited item – especially knives, weapons, illegal drugs or stolen items – may mean that the pupil is involved, or at risk of being involved, in anti social or criminal behaviour including gang involvement, and in some cases may be involved in child criminal exploitation. A search may play a vital role in identifying pupils who may benefit from early help or a referral to the local authority children's social care services. See Keeping children safe in education and Working together to safeguard children.

The designated safeguarding lead (or deputy) should be informed of any searching incidents where the member of staff had reasonable grounds to suspect a pupil was in possession of a prohibited item as listed above. The staff member should also involve the designated safeguarding lead (or deputy) without delay if they believe that a search has revealed a safeguarding risk. If the designated safeguarding lead (or deputy) finds evidence that any child is at risk of harm, they should make a referral to children's social care services immediately (as set out in part 1 of Keeping children safe in education). The designated safeguarding lead (or deputy) should then consider the circumstances of the pupil who has been searched to assess the incident against potential wider safeguarding concerns.

Any search by a member of staff for a prohibited item should be recorded in the school's safeguarding reporting system, including whether or not an item is found. This will allow the designated safeguarding lead (or deputy) to identify possible risks and initiate a safeguarding response if required.

Electronic Devices

No electronic devices other than verified school devices should be in the Boarding Houses. Any other devices should be confiscated and handed to the House Parent.

Currently mobile phones can be brought in by Full and Weekly boarders only. These must be switched off and put in the locked storage in the Phone Zone on arrival at school. Children will only be able to use their device in school once their parents have completed the mobile phone usage agreement.

Mobile phones are not allowed upstairs in dormitories or bathrooms and should only be used in the designated phone zones.

Laundry

The school will wash the uniform of those boarders who board 3 nights or more. The school will wash 'casuals' of its full boarders. Children should bring in a spare set of uniform – those who board 2 nights or more should be encouraged to leave a set at school.

Every evening boarders hand in any clothes that need washing (underwear every day). Furthermore, once a week all full boarders change their bedsheets.

All laundry is currently processed on school site in the Laundry Room. Generally, part boarders take their laundry home on a daily or weekly basis, although in particular circumstances their belongings may be washed by the school. All full boarders' clothing and bedding is stored in their beds. This process is overseen by the house staff.

Immersion Groups

A handbook is available to all immersion groups on arrival at Moor Park School. Groups are met by the Head of Boarding who issues them with a copy of the handbook (other copies are available in The Tree House) as well as issuing the keys necessary for staff accommodation.

Different staff have different responsibilities in the preparation of The Tree House for immersion groups. Direct numbers are provided for immersion groups so they can access help and support when they require it.

The Tree House Handbook features specific guidance:

1) Welcome
2) Important Contact Information
3) A Guide to Tree House
    a. Layout
    b. Codes
    c. Wi-Fi
    d. Setting of motion sensor alarms
    e. Kitchen
    f. Cleanliness
    g. NMS regarding locking of staff accommodation
4) Fire Procedure (including the rule of a fire drill in the first 24 hours)
5) Routines
6) Making The Most of the Experience

The full extent of immersion are discussed with each group individually. The normal, full immersion involves Moor Park staff taking responsibility for the immersion group between the hours of 08:15 and 19:30. Outside of these times the group are supervised by their own staff. We do have different expectations though from some groups where they return to The Tree House after supper at 18:30. The Head of Boarding will communicate the extent of immersion with staff prior to their arrival.

It is important that the immersion children and staff understand fire procedures and how to contact help 24 hours a day during their stay at Moor Park. Their induction with the Head of Boarding covers these points. It is a requirement that there is a full boarding fire drill within the first 24 hours of an Immersion Group joining the school so that they, and everyone, understands the procedures when it comes to a fire alarm sounding.

Health and Safety

The following is intended to supplement the school's health and safety policy.

1. In maintaining a safe and hazard-free environment it is important that periodic and specific risk assessments are carried out.
2. It is also important for all members of the house staff team to regularly review and monitor the general health and safety provision in the boarding house.

In relation to point one:

- Risk / Hazard Assessments will be carried out at least once a year.
- This will be carried out by at least two staff following the risk assessment procedure set out by the school.
- Will be concerned with ensuring the indoor and outdoor areas used by, or accessible to the boarders are free from reasonably avoidable safety hazards.

In relation to point two:

House staff should focus on the following areas in particular and bring to the attention of the House Parents and Headmaster any concerns that they have.

- Adequate hand washing and drying facilities are provided for all toilets around the house.
- Security of the house and its residents is constantly monitored
- Appropriate signing out and signing in arrangements are in place and followed, accurate registers are kept.
- Hazards in common rooms / dormitories are kept to a minimum, electrical goods, trailing flexes etc.
- House staff should be aware of who can visit / take boarders out.
- Be aware of the fire evacuation procedures and monitor their effectiveness, and that all occasional boarders are aware of the procedures.
- Boarders are aware of areas and activities that are out of bounds.
- There are no significant hazards to boarder safety in either indoor or outdoor recreational areas used by the boarders.

Maintenance

Every day the house staff check each room (including washrooms and toilets) for maintenance requirements. Any issue found is then reported by the House Parent or Head of Boarding by logging a ticket on the helpdesk system.

Fire Procedure

The Sports Hall is the Muster Point

Should the fire alarm sound during a duty, duty staff should take the following action:

- Follow the children out from wherever you are in the Boarding House, having checked all dorms you are responsible for are empty as per the fire drill policy.
- The senior member of staff will collect the tick list and then complete a roll call.
- Once everyone is accounted for the senior member of staff will check the fire board to ascertain the location of the alarm and confirm if false alarm, once all cleared recommence bedtime routine.
- If there is a fire call the fire brigade once the children are in a safe location.
- There is information relating to procedure and where to go in the event of hearing an alarm in multiple locations, including each dormitory.
- For further information please see the 'Fire Instruction Policy'.

Responsibility	**Person 1**	**Person 2**
Fire Officer	Fire Officer	Houseparent
Accounting for Children	Deputy Head	Headmaster
Accounting for staff	Deputy Head	Headmaster
Duty Gap Student	Boy Gap Student	Girl Gap Student

Practice

• Fire Officer sets off alarm from fire panel a and starts timing the evacuation.

Practice and real fire

• Pupils, staff, residents and visitors evacuate to the Sports Hall.
• House Parents and Gaps check each dorm, bathrooms and toilets before evacuating themselves. This includes pulling back bedding to ensure no child has missed the alarm.
• When the evacuation is not planned, Gaps go to the Sports Hall with the registers and House Parents check the nearest fire panel to see where the alarm was triggered, and if safe to do so, will investigate. If not safe to do so, the fire brigade are called.
• Children line up against the wall of the Sports Hall in their dormitory groups, boys at one end and girls at the other.
• Between 6.30pm and 7.30pm, the Duty Gap student will collect the boarding registers and take them to the Sports Hall.
• From 7.30pm onwards, registers will be on each wing and will be taken to the Sports Hall by the Gap sleeping on each wing.
• In a practice, the Fire Officer authorises for the alarm to be switched off when everyone has been accounted for.
• The Fire Officer reports to the Headmaster or Deputy Head, who speaks to the children and staff and tells them the timing of the evacuation.
• The Fire Officer logs the evacuation in the Fire Log in the Staff Common Room.

Staff should not fight the fire unless it is very small and you have the correct appliance. If in any doubt do not attempt to fight the fire but evacuate the building.

Risk Assessments

A Risk Assessment is in place for the Boarding House and is regularly reviewed by the Head of Boarding. All staff who work in the Boarding House must familiarise themselves with this Risk Assessment and have input on areas to be included if they identify them. This is shared by email with all boarding staff.

We should ensure that pupils do not have unsupervised access to potentially dangerous areas around school, such as the swimming pool, the science laboratories, the Design Technology rooms, Art room etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities. Pupils should not have access to the Grounds and Maintenance Workshops, Catering and areas of the Art Department. Nor should they have unsupervised access to the Science Laboratories, DT Workshop, ICT Room, Art Room and areas of the Performing Arts Centre. The fenced off area surrounding the lake is also out of bounds. Clear boundaries should be given to children when activities are organised.

Swimming - Two members of staff (one of who must hold a valid lifeguarding certificate) should always be supervising any swim activity, irrespective of numbers in the pool.

Cricket Nets - Children can only use the nets when supervised by a member of the staff. Children should be correctly 'padded up' when a hard ball is being used.

External Trips

All trip forms should ideally be submitted for approval at least a week before hand

a. **Risk Assessments**
b. **Trip Requirement Form**

Any external outing or activity requires a risk assessment and trip requirement form. A generic form can be found at the back of this handbook or on the staff server (under 'Bursar's Safety Forms). Please read it carefully, adding or deleting were necessary, **sign it** and return it to the Deputy Head for approval.

Emergency Procedures

Detailed responses to a crisis can be found in the 'Crisis Management Policy' however an overview of the school's response to foreseeable events which may lead to upset or disruption can be found below.

FIRE / EMERGENCY EVACUATIONS

See Fire Emergency evacuation. Fire could lead to severe disruption should the boarding house be closed. Flexi boarder parents would be asked to collect their children and would need to remain as day pupils until alternative accommodation was found for them.

Full boarders would be housed Tree House. This would be a temporary measure. The strength of our community would no doubt lead to many offers of hosting overseas pupils if necessary In this situation parents of overseas pupils would respond to invitations and inform the school of their wishes.

INTRUDERS

a. Daytime: All visitors should wear a 'Visitors' badge. If an unknown person is found anywhere on the school campus, without a visitors badge then they should be challenged and escorted to either the front desk or Headmaster or House Parent.

b. Night-time: If an unknown person is found or seen or heard anywhere on the school campus, staff should retreat to a place of safety and contact the police immediately (and inform the House Parents).

SEVERE ACCIDENT OR INJURY

999 should be called in the event of any major injury (e.g. a suspected broken bone or an inability to move). The accident must be recorded in the Accident Book and in the green RIDDOR book (found in the sickbay). This will be followed up by our Safety Officer.

a. Weekdays: Any injury or accident should be reported to the First Aid Coordinator and incident recorded in the Accident Book.

b. Weekends: There is no First Aid Coordinator on duty from Saturday evening to Monday morning, therefore, the House Parents will act as 'Responsible Parents' on behalf of the weekend boarders. Any 'minor' injury or accident should also be reported to them.

MISSING CHILDREN

If a child cannot be found the House Parents must be informed immediately. An organised search of the school campus will be implemented and if the child has not been found within 30 minutes, the Fire Alarms should be sounded and the Headmaster informed. If after the roll-call the child has not appeared then the child's parents should be contacted (in case the child has gone home) before the police.

ACCESS REQUEST TO CHILD BY UNEXPECTED ADULT

Any requests to see a child should be directed to the House Parents or Headmaster.

MAJOR THEFT

Any major incidents of theft should be directed to the Headmaster via the House Parents, who will then carry out an investigation.

BEREAVEMENT

Staff should be aware of any 'bereavements' and be sympathetic and understanding when dealing with the child.

SUSPICION OR EVIDENCE OF DRUG TAKING

At Moor Park we play our part in helping pupils meet the opportunities and challenges of childhood, adolescence and adult life. Personal Social and Health Education (PSHCE)

will include 'Drug Education'. We acknowledge that drugs affect all communities and that we have a legal and moral obligation to educate our pupils on the harms and consequences of drug use and abuse.

Misuse of any drug is a drug related incident. Staff must inform the Headmaster immediately if any evidence of drug/substance misuse is found on school property or a child is thought to possess such evidence.

Alcohol is easily accessible and socially acceptable in many cultural groups. If pupils are found with alcohol in school, this will be confiscated and the Headmaster immediately informed.

The school is a no smoking area for staff and visitors. If a pupil was to be found smoking, or was suspected of smoking, the Headmaster should be immediately informed.

Volatile Substance abuse is most commonly glue or solvent sniffing, which carries a high risk of sudden death. Pupils caught with volatile substances will be reported immediately to the Headmaster.

Staff should report any concerns or evidence of drug misuse to the Headmaster immediately.

CONTAGIOUS ILLNESSES
Procedures can be found in the Moor Park 'Emergency Plan' booklet

Care For Boarders Who Are Ill

Boarding pupils at Moor Park are supported by a large pastoral team and this includes the care for children who are unwell or injured. This section refers to the care given to a Boarding Pupil who is unwell or injured.

Medication

All medication should be kept in sickbay or in locked first aid cabinets. Children, unless they have the permission of the Headmaster, should not carry any medication on their person or have it by their bed.

Illness or Injury in the Daytime

If a boarder is ill during the day and able to safely make their way to the 'Sick Bay' the child is normally sent with a friend. NB In the case of a head injury, it would be appropriate for an adult to escort the child. The First Aid Coordinator is normally onsite; however in her absence other nominated first aid trained staff will deal with the situation and decide on the best course of action. This will then be recorded by the First Aid trained personnel responsible. In most cases the child would be sent back to lessons. However, if it is

deemed that the pupil is not well enough to return to lessons they will be kept in Sick Bay with the First Aid Coordinator checking on the child regularly. At this time the First Aid Coordinator will ring the child's parents/carers.

If the child needs to see a Doctor the First Aid Coordinator will strive to get an appointment, again the First Aid Coordinator will inform the parents/carers. For more serious illnesses, for children who live in the country will often be collected by their parents. Additionally, if the illness is contagious the student will stay in isolation in Sick Bay. If the illness spreads and the Sick Bay becomes full, areas within the Boarding Houses will be sectioned off in order to accommodate pupils. In the rare occasion of an extremely serious illnesses it may be necessary to call 999 or take the child directly to A&E.

If an injury has occurred that cannot be dealt with onsite by first aid or with the help of a local GP, the First Aid Coordinator will organise for the pupil to visit A&E with a member of staff, again the parents would be informed in this situation.

Illness or Injury at Night

All members of staff who are based within either of the Boarding Houses have internal training on how to deal with sick children. Additionally, most members of staff within the building have Paediatric First Aid qualifications. Furthermore, the pupils are informed regularly of what to do if they are ill or have an issue in the night, which includes where to go and how to wake up the member of staff on call.

When a girl or boy are moved to an isolation room, Parents, the Headmaster and the Head of Boarding are notified and appropriate measures carried out. In emergences the member of staff or First Aid Coordinator may call the NHS helpline (111) or in emergencies 999. In the case of an emergency the House Parent must be informed (and the Headmaster if necessary).

Individual Healthcare Considerations

Some pupils do have specific medical conditions and require regular medication or treatment. This list of pupils is held by the First Aid Coordinator and relevant information shared with the boarding staff i.e. when they should receive medication.

Care Plans

Certain children, particularly those who might be **vulnerable**, have confidential 'Care Plans' devised for them, which highlight their strengths and weaknesses. These plans give suggested strategies when dealing with the children. The 'Plans' can be found on iSAMS and are regularly updated/reviewed each term by the House Parents, Headmaster and Head of Learning Support.

Record Keeping

Health

- All health records are kept in Sick Bay and are organised by the First Aid Coordinator.
- The First Aid Coordinator is in charge of the day-to-day health of the children and is the first point of contact if children are sick. The First Aid Coordinator will inform the House Parents.
- Any medicine given will be recorded in the book provided which can be found in Sick Bay
- If the doctor is called or a visit made to the hospital this too should be recorded with all the relevant details

Welfare

- All welfare issues should be recorded on iSAMS.
- General comments about welfare issues should be noted in the boarding diary so that oncoming duty staff are made aware of any relevant issues
- Any allegations regarding bullying must be brought to the attention of the Deputy Head/ Headmaster and recorded on iSAMS.

General

Various records are kept by the House Parents in their flat. These records include:

- Occasional boarders, boarders going out, trip lists, staff duty rotas, dormitory lists, activity lists, children's duty rotas
- Details (address, contact numbers etc.) of all children are kept on iSAMS.
- Records pertaining to boarding only will be kept by the House Parent and relevant staff will be notified of all issues arising.

Complaints

Moor Park prides itself on the pastoral care provided for its boarders. If a complaint or problem or worry arises, it is important that the child and/or parent concerned feel that they have been listened to, dealt with appropriately and the issue resolved as quickly as possible.

Children

Children have the right to draw attention to anything in school life to which they feel is not as it should be and not be penalised for doing so when done in good faith. They may also have the need merely to talk through things that are troubling them.

All staff in the school should be receptive to a child going to them with a problem and listen to their complaint or worries. Staff should try to resolve the problem themselves or, if they are unable to do so, direct the problem to someone who can. The complaint or worry, and action taken, should be recorded at all stages.

Boarders should feel able to speak to one of the following: Prefects, the gap student, any member of (the residential) staff, their form teacher, tutor or the House Parent

Boarders are also encouraged to use one of the 'Suggestion Boxes'.

If the child does not feel that their complaint has been heard or thoroughly investigated, they may wish to speak to the Headmaster

If the child feels uncomfortable with speaking to any of the above people or does not feel that their complaint has been dealt with properly, then they are encouraged to speak to their parents (who can then contact the appropriate person)

In some circumstances a child may wish to speak to an independent or anonymous 'outsider'. In this case boarders can contact: (phone numbers can be found above the children's phones)

- School Independent Listener (phone number can be found above the children's phones)
- Childline (the phone number can be found above the children's phones)
- Children's Commissioner's Help at Hand service
- Coram Voice (Advocacy Helpline for Shropshire)

All complaints or concerns should be communicated to the Headmaster who will keep a written record and the outcome

The induction programme for new boarders will include instructions in these procedures.

Parents

Parents are encouraged to contact the House Parents or Deputy Head first and then the Headmaster if they feel that the appropriate action has not been taken (contact numbers are in the school diary). For more serious concerns, parents are asked to put their worry or complaint in writing, so that there is an 'official' response.

In the event of an unsatisfactory conclusion being reached with the school, parents may contact the Chairman of Governors.

The school should respond to parental concerns within 24 hours and endeavour to bring the matter to a conclusion within 48 hours.

APPENDIX A

Behaviour, Discipline, Punishments and Rewards Policy

At Moor Park we expect a high standard of behaviour and good manners that show due regard for others in the community.

General

- Children are encouraged to behave responsibly to one another.
- It is important to praise good behaviour and build upon the positive.
- Discipline will be firm but fair and any sanctions must not be mindless repetitive work, nor should they extend over a long period of time, but rather be practical, useful and where possible related to the transgression.
- If a punishment is to be given, it must be in proportion to the misdemeanour, given quickly and not allowed to drag on and ideally personal to the individual.
- The boarders time, after school has finished, is separate from the school day and punishments must not follow on to the evening
- Conduct issues should be recorded on iSAMS
- All welfare issues should be recorded on iSAMS
- Corporal punishment nor the threat will ever be used.

Minor Incidents

- It is important that all staff follow a similar line.
- There are times when children do not meet our or their expectations and we believe that it is at these times that we encourage them to look at their behaviour and learn from their actions. Talk to them about why their behaviour is not acceptable
- On the occasions when further action is needed discipline should be firm, fair and reasonable.
- Any punishment should be recorded and the Deputy Head informed.

More Serious Incidents

- Any incident that the member of staff believes needs further action or they need support in dealing with it should discuss the matter with the Deputy Head or, if the Deputy Head cannot be found, the Headmaster as soon as possible of the incident taking place.
- Bullying of any description, physical, mental or verbal is unacceptable and must be dealt with immediately. It must be reported to the Deputy Head and the Headmaster and recorded on iSAMS

Restraint

The use of any physical restraint will be by reasonable and non-injurious means and only when immediately necessary and for the minimum time necessary to prevent injury to self or others or very serious damage to property.

Any use of physical restraint will be recorded and communicated to the Deputy Head and Headmaster who will contact the parents/guardians of the child concerned.

APPENDIX B

Shopping Policy

There is something special for many children about going shopping and it is an activity which children should be encouraged to do in a responsible way. They may wish to buy a small birthday present for a relative or perhaps buy a small treat for themselves. Therefore at Moor Park we believe it important to offer shopping as an activity on some weekends during the term.

Shopping

- If the duty staff is happy with it, children in Years 7 & 8 will be allowed to shop in groups of no less than three and no more than five. However, the duty staff must liaise with the Houseparent to find out if the parents are happy with this.
- Each group will have a mobile phone and have the number of the duty member of staff and the school number. Likewise the duty staff will have the number of the mobile phone of each group.
- Clear boundaries of where the children may go will be set as well as relevant meeting places and times.
- Children in Years 4 – 6 will only be allowed to shop with a member of staff, unless parental permission has been gained
- Every effort will be made to discourage all their money being spent on sweets and all children will be encouraged to think about what they are spending their money on.

APPENDIX C

Phone Policy

Each week the Full and Weekly boarders are encouraged to write or email home, while every evening there is the opportunity to ring home if they wish. The parents have the house phone numbers as well to call on any day of the week if they wish to speak with their child.

Locations of Phones

- Telephones are available in the boarding houses.
- One telephone (top of the back stairs) can be used in complete privacy.

Use of Telephones

- Children have access to and may use the telephones in relative privacy.
- Encourage children not to spend a long time on the phone as it may prevent others from using them.

Mobile Phones

- Full and weekly boarders are able to bring in mobile phones but these are to be looked after in a locked storage area.
- Mobile phones can be used in the evenings within the designated Phone Zones.

Email

- All children have email access (many have their own Moor Park address).

Welfare of Pupils

- Beside all telephones designated for use by the children there will be contact numbers of people / organisations that can help them if they are troubled and feel unable to talk to anyone in school about their problem.

APPENDIX D

New Boarder Induction Tick Sheet

Name of Child: _____

Date of Induction: _____

Fire	Talk Through	
	All Routes Shown	
	Walked Route 1	
Help	Getting Help When Needed	
	Complaints and Suggestions Procedure	
Personal	Dress Self	
	Make Own Bed	
	Where To Keep Personal Belongings	
	Wash and Shower Self	
	Brush Teeth	
Contacting Home	Ways To Contact Home	

Signature of Child: _____