



## **POLICY FOR BOARDING HOUSE RESIDENTIAL STAFF, FAMILIES AND VISITORS**

The College goes to great trouble to ensure that it employs suitably qualified boarding house staff. It invests considerable resources in their induction and training in safeguarding and child protection. It is also necessary to impose certain constraints on the families, households and private guests of our boarding house staff – not because they are unwelcome but to ensure the safety and wellbeing of our pupils and comply with our regulatory and safeguarding obligations. We understand and value the support which they provide to busy members of staff who work long hours.

This policy describes Dulwich College's expectations of the behaviour by all of the adult and child members of the families or households of members of the boarding house staff of the College who are accommodated on any part of the site in College accommodation that is shared with boarding pupils. The policy is designed to comply with modern standards of safeguarding and child protection, and to make sure that everyone clearly understands what is expected of them.

It also sets out the standard expected of visitors of boarding house staff (and their families and members of their household) whilst on the College site.

### **BEFORE YOU MOVE IN**

#### ***Enhanced DBS and Children's Barred List Checks***

An employee who resides in boarding house accommodation is under an ongoing obligation to notify the College in advance of the names and details of their spouse, partner and children (and the children's ages) and any other individual who will (subject to the College's ongoing consent) be residing with them in their boarding house accommodation.

Every adult member of a household and child aged 16 or over occupying boarding house accommodation is required to have an Enhanced DBS and Children's Barred List Check and to sign the relevant Declaration set out below. This clearance is required for each individual before they take occupation of the accommodation (or the new member of the household moves in, as applicable). If clearance is not received in advance a risk assessment should be conducted in advance of the accommodation being occupied and appropriate arrangements including supervision put in place. The College will assist employees and their families in obtaining this clearance.

Upon reaching the age of 16 the child is required to have an Enhanced DBS and Children's Barred List Check and to sign the relevant Declaration set out below. If the child does not consent, they will be required to leave and no longer reside in the accommodation with immediate effect.

## ***Occupancy Rights***

The College does not bestow any rights of occupancy or tenure on the spouses/partners/adult children/other members of the households of its boarding house staff who have elected to move into the accommodation provided to a member of staff of Dulwich College for the performance of their duties. The employee alone signs a Licence to Occupy/Service Occupancy Agreement with the College before taking up residence, covering the conditions of occupancy in College property. One of those conditions is that all members of their household/family residing with them and their visitors attending the boarding house comply with this policy.

All adult members of boarding households and child members of boarding households aged 16 and over must declare a written undertaking to comply fully with this policy which relates to the protection of pupils at the College before (i) anyone moves into College accommodation; or (ii) turning 16 (as applicable).

The College can insist that any individual (whether child or adult) who is not a member of staff removes themselves from College accommodation where:

- they have committed a breach of this policy; or
- they are considered unsuitable to have contact with children and/or vulnerable adults or if an allegation is raised which suggests they maybe unsuitable to have contact with children and/or vulnerable adults; or
- they are ever subject to criminal investigation or any investigation where it is alleged that they may have (i) harmed or abused a child or children, including physical, emotional or sexual harm or abuse, exploitation and/or neglect; or (ii) behaved in a way that could constitute a criminal offence towards or related to a child or children; or (iii) behaved towards a child or children in a way that indicates that they may pose a risk of harm to a child or children.

The College's decision in this respect is final and there is no right to appeal.

## ***Induction in Safeguarding and Child Protection***

The College's Designated Safeguarding Lead (DSL)<sup>1</sup> will arrange an induction session in safeguarding and child protection for children aged 16 and over and adult members of the household's boarding house and accommodated staff within their first week of arrival (and will arrange such updates the DSL assesses are required) which they must attend. An induction session in safeguarding and children protection training for children under the age of 16 will be arranged where deemed appropriate by the College, and with the content tailored as necessary. The College keeps a record of everyone who has attended its induction sessions in safeguarding and child protection.

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<sup>1</sup> The College's DSL is Mr Elliot Read, the Deputy Master Pastoral & Co-Curricular. Telephone 020 8299 5188 Email: [readej@dulwich.org.uk](mailto:readej@dulwich.org.uk) or [safeguarding@dulwich.org.uk](mailto:safeguarding@dulwich.org.uk)

### ***Movement by Members of the Households of Boarding House Staff***

In some cases, other adult members of the household will also be employees of the College but if not, adult and child members of the households of boarding house staff should be conscious of the fact that they are not College employees and that they have no status regarding the pupils for whom their spouse/partner/parent is responsible.

Household members should not enter or attempt to use any of the areas that are designated for boarders, nor should they establish (or seek to establish) friendships with individual pupils. Household members should not seek access to boarding areas at any time.

To the extent that members of the household are not employees, it is not necessary to access the main College campus in order to gain access to the boarding house accommodation and household members are not permitted to access the College campus unaccompanied by a member of College staff.

It is important that these guidelines are followed at all times by household members of boarding staff. Please remember that they are designed to protect you and the pupils who are in the College's care.

### **GUESTS/VISITORS**

Boarding house staff and their families (and household members) may entertain guests in their houses during term-time and invite guests to stay overnight; but it is important that their host ensures that they are aware of the fact that certain restrictions apply because they are visiting a school. The College requires advance notification and must give prior approval to any guest the boarding house staff and / or their families (household members) wish to stay overnight. You should complete the OneNote Visitors' Log (checked termly by the Senior Deputy) of all such visitors in advance and they may decide to carry out a risk assessment. Guests should be advised that:

- They should not attempt to enter the areas that are designated for the boarders.
- Ideally, they will access the accommodation without needing to enter the main College campus. If not, they should go straight to their host's house on entering the campus and go straight to the campus exit on leaving.
- They should be asked to wear a visitor's badge and be escorted if they visit anywhere in the College apart from their host's accommodation.
- They should not be left alone in their host's accommodation without prior authorisation from the Senior Deputy.
- They should be given the name and contact details of the DSL<sup>2</sup> in case of need to report a safeguarding matter.

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<sup>2</sup> Mr Elliot Read, the Deputy Master Pastoral & Co-Curricular. Telephone 020 8299 5188 Email: [readej@dulwich.org.uk](mailto:readej@dulwich.org.uk) or [safeguarding@dulwich.org.uk](mailto:safeguarding@dulwich.org.uk)

If boarding house staff or their families have visitors (who are not necessarily guests, for example delivery personnel) that they must be fully supervised whilst on site and not permitted to enter the main College campus.

Boarding house staff should keep a record of all visitors to their accommodation.

Pupils are not permitted to babysit for any children living/staying in boarding house accommodation.

## **ALLEGATIONS**

Where an allegation is raised against a child or adult currently residing with the member of staff in on-site accommodation, the College reserves the right to require the adult or child to leave the College site immediately, either on a temporary or permanent basis. Such allegations will be handled in a manner broadly consistent with the College's policy for managing allegations set out in the College's Safeguarding (Child Protection) Policy (albeit for the avoidance of doubt, there is no obligation on the College to follow this policy). The College's decision in this respect is final and there is no right to appeal.

**DECLARATIONS**

**FOR SPOUSE / PARTNERS**

DATE

Dear XXXX

**Written Agreement for Spouses/Partners of Boarding Staff**

In line with the National Minimum Standards for Boarding Schools, we are required to ensure that anyone over the age of 16 who is living in a boarding house and not employed by the College, has signed a written agreement.

1. You may reside, free of charge, in [insert name of house] for as long as [insert name of spouse] is also resident subject to the terms of this letter. However, please note that if you cease to be [insert first name]'s spouse or partner, your right to reside will then end.
2. You will comply with the terms of the Policy for Boarding House Residential Staff, Families and Visitors (as updated from time to time).
3. Your contact with boarders will be such as directed and agreed by the House master.
4. It is your responsibility to ensure that any guests/visitors you have are appropriately supervised at all times.
5. Your entitlement to accommodation may be terminated at any time in accordance with the Policy for Boarding House Residential Staff, Families and Visitors.
6. You must promptly notify the Senior Deputy if you are charged with, or convicted of, any offence.

To show your acceptance of this agreement, I would be grateful if you could sign one copy of this letter and return it to me as soon as possible.

Yours sincerely

Signed .....

Print Name .....

Date .....

**FOR CHILDREN AGED 16 OR OVER**

DATE

Dear XXXX

**Written Agreement for Children aged 16+ of Boarding Staff**

In line with the National Minimum Standards for Boarding Schools, we are required to ensure that anyone over the age of 16 who is living in a boarding house and not employed by the College, has signed a written agreement.

1. You may reside, free of charge, in [insert name of house] for as long as your [father/mother] ([insert name of parent who is a College employee]) is also resident or (if sooner) until you reach the age of 21 subject to the terms of this letter.
2. You will comply with the terms of the Policy for Boarding House Residential Staff, Families and Visitors (as updated from time to time).
3. Your contact with boarders will be such as directed and agreed by the Housemaster.
4. It is your responsibility to ensure that any guests/visitors you have are appropriately supervised at all times.
5. Your entitlement to accommodation may be terminated in accordance with the Policy for Boarding House Residential Staff, Families and Visitors.
6. You must promptly notify the Senior Deputy if you are charged with, or convicted of, any offence.

To show your acceptance of this agreement, I would be grateful if you could sign one copy of this letter and return it to me as soon as possible.

Yours sincerely

Signed .....

Print Name .....

Date .....

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**Policy Owner:** Senior Deputy  
**Last Reviewed:** December 2025  
**Date of Next Review:** Academic Year 2025-26