



ADULTS VISITING AND STAYING WITH STAFF IN SCHOOL ACCOMMODATION POLICY

This policy refers to both Wellington Senior School and Wellington Prep School

Head	Alex Battison
Author	Alex Kemp - Deputy Head Pastoral
Date Reviewed	January 2025
Date of Next Review	January 2026
Website	Yes

Introduction

This policy describes the School's expectations of the behaviour by all the adult and child members of the families or households of members of the house staff of Wellington School who are accommodated on any part of the site in School accommodation that is shared with boarding pupils. The policy is designed to comply with modern standards of 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 house staff whilst on the school site and all visitors must be given a copy of this policy on their first visit and on an annual basis if they are a repeat visitor.

This policy is not intended to apply to visitors to other areas of the School. In these circumstances, visitors are required to adhere to the School's Visitors Policy, which is available on the School website.

1. 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 School in advance of the names and details of their spouse, partner and children who will (subject to the School'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 Declaration below. This clearance is required for each individual before the accommodation is occupied or as soon as practicable after the adult staff member starts work. 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 School will assist employees and their families in obtaining this clearance.

Occupancy Rights

The School 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 the staff of Wellington School for the performance of his/her duties. The employee alone signs a Licence to Occupy/Service Occupancy Agreement with the School before taking up residence, covering the conditions of occupancy in School property. One of those conditions is that all members of their household/family residing with them and their visitors attending the boarding house comply with this policy.

Declaration

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 School.

The School can insist that any individual (whether child or adult) who is not a member of staff removes him/herself from School accommodation where he or she has committed or may have committed a breach of this policy which forms part of the School's safeguarding policy and child protection procedures.

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

Induction in Safeguarding and Child Protection

The School's Designated Safeguarding Lead and/or Director of HR 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 month of arrival. An induction session in safeguarding and child protection training for children under the age of 16 will be arranged where deemed appropriate by the School, and with the content tailored as necessary. The School keeps a record of everyone who has attended its induction sessions in safeguarding and child protection. Training is repeated on an annual basis.

2. Movement by members of the households of house staff

Adult and child members of the households of house staff should be conscious of the fact that they are not School employees and that they have no status regarding the pupils for whom their spouse/partner/parent is responsible.

The School recognises that the families of house staff play an important part in creating a community atmosphere, particularly in our boarding houses. However, household members should use the separate entrance to their accommodation, where separate entrances exist, and in any event should not enter or attempt to use any of the areas that are designated for boarder's and should be careful not to establish friendships with individual pupils.

If household members walk about the campus without their spouse/partner/parent accompanying them, they must wear their lanyard at all times. They may use the School's leisure facilities but only at times designated by the School. They should only enter the School, including the common room areas, by invitation. Household members' vehicles should be registered with the School.

The school employs a caretaker and security guards who are instructed to check movements and to challenge individuals who appear to be moving in restricted areas. Please do not take offence if you are challenged.

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 children

Commented [AK1]: There are accommodations where they don't have a private entrance...

who are in the School's care. They are simple to follow and should quickly become a habit.

3. Guests

Boarding house staff and their families 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. Guests should be supervised at all times.

The School reserves the right to refuse to allow any Guest to enter the School grounds including on-site and /or off-site accommodation where he/she is deemed to be unsuitable by the Head or a member of the Leadership Team.

If a guest is staying overnight, house staff should inform and obtain the prior written consent of the Head of Boarding, who may decide to carry out a risk assessment.

The School reserves the right to request a DBS check, and where such overnight stays are regular (as determined by the School), the requirement above regarding a written agreement, and children's barred list check, may apply.

Boarding house staff should advise all guests that:

- they should not attempt to enter the areas that are designated for the boarders;
- they should be aware of their responsibilities when engaging pupils in conversation; they should be escorted from the door of the boarding house to your accommodation and back again
- they should be asked to wear a visitor's badge and be escorted if they visit anywhere in the School apart from their host's accommodation.
- they should not be left alone in their host's accommodation.
- they should be given the name and contact details of the DSL in case of need to report a safeguarding matter.

Guests must conduct themselves in an appropriate manner at all times and should not cause a nuisance, disturbance or annoyance to any person or behave in any way while in School accommodation which could affect the reputation of the School. The School reserves the right to require a Guest to leave the School site at any time, either on a temporary or permanent basis, in the event of any instances of inappropriate behaviour.

Employees who have Guests visiting either them or an Occupier will ultimately be held responsible for the conduct of Guests and compliance with this policy.

Employees or Occupiers must report to the School any instance where a Guest does not behave appropriately or otherwise fails to comply with this policy.

House staff should keep a visitors' book, and ensure that all their personal guests, and guests of other members of their households, sign and date it before departure. The School reserves the right to inspect the visitors' book at any time.

4. Other adult residents

On-site accommodation is also offered to a number of other members of staff, who may also be accompanied by their families. Wellington School has carried out a risk assessment that takes into account the fact that these adults have access to the campus and become a regular and visible presence, since the houses are within the same campus as the boarding accommodation. It has concluded that it is appropriate to require all adult members of these households and children aged 16 and over to have an Enhanced DBS Check (and Children's Barred List Check where appropriate) and to be given an induction in safeguarding and child protection. Training is repeated on an annual basis.

The Head of Boarding must be informed if there are to be regular visitors to this accommodation. Regular day and overnight visitors to this accommodation during term-time may be required to provide evidence of a satisfactory DBS check (and children's barred list check, where appropriate) and for the guest to enter into a written agreement with the School which provides guidance on contact with boarders, the standards expected of them and their responsibilities.

Regular Guests should still ensure that they observe the restrictions that apply to all Guests as set out above, including signing the visitors' book each time that they visit the boarding house/property/enter School site.

5. Allegations

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

6. Conclusion

The School goes to great trouble to ensure that it employs suitably qualified house staff. It invests considerable resources in their induction and training in safeguarding and child protection. It is necessary to impose certain constraints on the families, households and private guests of our boarding house staff and staff who have school accommodation. This is 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, rather it is to ensure that our pupils and staff are appropriately safeguarded.

To be completed by the employee residing in School accommodation:

Full names of dependent children (over the age of 16) who are resident in the accommodation:

1. Date of birth.....

2. Date of birth.....

Full names of dependent children (under the age of 16) who are resident in the accommodation:

1. Date of birth.....

2. Date of birth.....

Full names of spouse or partner residing in the accommodation:

.....

I accept the terms of the above agreement.

SignedDated

To be completed by any adult and child members aged 16 and over of the households of staff living in School accommodation:

I, [name] have read the above note. I declare that I wish to live with [name] in the School accommodation that has been offered to my spouse/partner/parent/ [other] as an essential part of his/her appointment/employment as Head of House/Matron/ [other] at Wellington School. I understand that I do not have any rights of occupancy or tenure.

I declare that:

- I am content for the School to obtain an Enhanced DBS and Children's Barred List Check on me before I move into the accommodation.
- I have arranged to give/ have given my DBS documentation and document to the Director of HR.
- I will attend the safeguarding and child protection training which the School has arranged, and any updates thereafter as arranged by the School.
- If the School deems it appropriate, I confirm that my child (if under the age of 16 and not therefore signing a declaration on their own behalf) (where applicable) will attend the safeguarding and child protection training which the School has arranged, and any updates thereafter as arranged by the School..
- I am fully aware of the restrictions which the School has imposed upon relatives, members of the household and guests of staff who are employed by the School, and I undertake to comply with the provisions of this document, and such other provisions as may from time to time be in operation and to explain those obligations to my child/relatives/guest(s) as appropriate.
- I will ensure that any visitors of mine comply fully with the School's requirements for supervising visitors.
- I undertake to notify the Director of HR at once if I, my child (if applicable), or any member of my household is ever subject to criminal investigation or any investigation where it is alleged that I or 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.
- I understand that failure to comply with the School's code for members of the households of boarding house staff could result in me (or my child) being asked to leave School accommodation.
- I understand that the School will require me to leave School accommodation at once if it became aware of evidence that I was considered unsuitable to have contact with children and/or vulnerable adults or if an allegation is raised which suggests I may be unsuitable to have contact with children and/or vulnerable adults. I understand that the School's decision is final and that there is no right of appeal.

SignedName.....Dated.....

Please return the completed forms to the Director of HR in the envelope provided. If you have any questions, please contact the Director of HR on 01823 668800.