TASIS ENGLAND

# Summer Program

# Staff Handbook (including Code of Conduct)

**Document Reference:** TESP_StaffHandbook_17062026
Version 8.0 • Published 17/06/2026

*TASIS England is committed to safeguarding and promoting the welfare of students and expects all faculty, staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.*

## Document Information

| | |
|---|---|
| Information Sharing Category | **PUBLIC** |
| TASIS Document reference | **TESP_StaffHandbook_17062026** |
| Version | **8.0** |
| Date published | **17 June 2026** |
| Head of School | **Mr Bryan Nixon** |
| Date ratified by Head of School | **17 June 2026** |
| To be reviewed before | **17 June 2027** |
| Responsible area | **Summer Program Directors & Head of School** |

## Approved By

| ROLE | NAME | DATE |
|---|---|---|
| **Head of School** | Mr Bryan Nixon | *17 June 2026* |
| **Summer Program Director** | Mrs Sia Georgaklis | *17 June 2026* |
| **Summer Program Director** | Mr Tom Trembulak | *17 June 2026* |
| **Designated Safeguarding Lead (Summer Program)** | Mr Matt Kiely | *17 June 2026* |

**OUR COMMITMENT**

*TASIS England is committed to safeguarding and promoting the welfare of students and expects all faculty, staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.*

**— TASIS England**

# Contents

TASIS England Mission Statement
1. Summer Program Team Goals
2. Staff Code of Conduct: Notes for Summer Program staff
3. Expectations of Program Staff
4. The Role of Program Team Members
5. Teachers, House Parents and Counselors Responsibilities
6. Additional Responsibilities
7. Safeguarding and Child Protection Procedures
8. Staff Accommodation Procedures
9. Arrival and Induction of Students
10. Students Induction Process and Arrangements
11. Checklist for Staff to Complete Post Students' Arrival
12. First Aid, Health and Wellbeing Centre, Care of Ill Students and Administration of Medication
13. Health Centre – Out of Hours
14. Smoking, Vaping, Alcohol and Other Substances
15. Anti-bullying Policy and Procedures
16. Educational Visits (EV)
17. Free Time and Private Spaces
18. Typical Schedule
19. Catering
20. Weeknight Check-Out
21. Supervision of Students
22. Student Missing from Campus Procedure
23. Complaints
24. Cultural, Religious, Dietary or Language Needs
25. Employment Policies
26. Student Behaviour – Rewards, Sanctions and Discipline Procedures
27. Prohibited Items – Room Searches
28. Guidelines for Dealing with Behavioural Issues in Boarding Houses
29. Facilities and Washroom Provision for Students
30. Health and Safety of Students Including Fire Safety Risk Assessments
31. Risky Areas
32. Students – Security of Possessions and Valuables
33. Safeguarding Students' Valuables
34. Procedure for a Suspected Case of Theft
35. Special Educational Needs and Disabilities (SEND)
36. Staff Induction
37. Pastoral Support
38. Residential Arrangements
39. Student Dress Code
40. Staff Dress Code
41. Computers and Devices
42. Sign-In/Out Procedure
43. Telephones and Mobile Devices
44. Permitted Electronic Equipment
45. Spending Money
46. School Vehicles Including Minibuses

47. Students' Boarding Code of Conduct
48. Onerous Demands on Students
49. Whistleblowing
50. Confidentiality and Information Sharing
51. Fire and Emergency Evacuation Procedures
52. Roving Campus
53. Takeaway Food
Appendix 1: Room/Boarding House Inspections Checklist
Appendix 2: Search and Confiscation Policy and Procedure
Appendix 3: House Parents
Appendix 4: Summer Program Student Induction Checklist
Appendix 5: TESP Staff Organogram
Appendix A: Version history

## TASIS England Mission Statement

TASIS England nurtures intellectual curiosity and emboldens each learner to flourish as a principled, open-minded, and compassionate member of a global community.

The School's purpose is to realize its core values. We believe that: every learner has the gift of innate curiosity that we can nurture into life-long learning; all our learners can develop the ability and confidence to flourish and become who they truly are; and building a vibrant, joyful, and healthy community of principled, open-minded, and compassionate individuals is why TASIS exists.

### Commitments

We realize our values through our passion as educators and the following commitments:

We promote multiple pathways for each learner throughout our school environment, our programs, and our community.

Our commitment to nurturing intellectual curiosity prepares each learner for the opportunities and challenges of the future.

We encourage continuous personal growth through active engagement and desire to seek and learn from experiences. Through a balance of support and challenge, students flourish as creative, reflective, and resilient owners of their learning.

We foster connections and collaboration in our community of learners by cultivating supportive relationships and celebrating the unique contributions of each member.

### Outcomes

The outcomes of a TASIS England education were articulated over many decades through the vision of the School's charismatic founder, Mary Crist Fleming.

Life-long Learning cultivates curiosity, exploration, and discovery, emboldening individuals to embrace a culture of learning and celebrate the journey of continuous development toward personal fulfillment.

International-mindedness promotes the exploration, communication, and celebration of diversity. Being curious and open-minded to the richness of perspective within our global community creates a desire to flourish through action and service.

Service Leadership fosters empathetic, compassionate, and principled individuals who take responsibility for sustaining healthy relationships with themselves, their families, their communities, and their environment.

## 1. Summer Program Team Goals

In alignment with the TASIS England Mission Statement, the TASIS England Summer Program staff team will:

- Foster diversity, inclusion, and tolerance of others at all times
- Facilitate experiential learning
- Embrace a diverse community and cultural experiences
- Cultivate fellowship and camaraderie within a boarding setting
- Encourage engagement and create new, enriching, and memorable experiences through enjoyable on and off campus activities
- Establish a safe, secure, and welcoming learning environment
- Leave students and faculty with an indelible experience of their time at TASIS England

## 2. Staff Code of Conduct: Notes for Summer Program (the Program) staff

The following points for the Program staff expands on the TASIS England Staff Code of Conduct (available on the School website).

All Program staff should:

a. Have a responsibility to TASIS England to fulfil their duties as outlined in the Program policies in addition to any other reasonable requests made to them by the Program Directors or the Head of School

b. Conduct themselves as role models to the students in their care, and approach their duties and responsibilities in a positive and friendly manner

c. Be aware that students may be particularly vulnerable in residential settings away from home

d. Have a professional obligation to refer safeguarding and other child protection concerns to the Designated Safeguarding Lead (DSL), Deputy DSLs, the Program Directors or the Head of School

e. Have a professional duty to raise legitimate concerns about the conduct of colleagues or other staff with the Program Directors or the Head of School

## 3. Expectations of Program Staff

The Program Directors, in liaison with teachers, house parents and counselors are responsible for drawing up duty rotas for staff to ensure that there is adequate cover at all times to safeguard all students. The Program Directors are responsible for ensuring that induction training, professional development and performance management of all teachers, house parents and counselors is organised and delivered effectively.

All Summer Program staff are expected to apply the guidance in this document, and all other associated Program documents and policies, consistently, while maintaining the individual ethos of each boarding house and the School. All teachers, house parents and counselors with the support of the Program Directors are responsible for the induction of students into their respective boarding houses.

The Program Directors with house parents ensure that all boarding houses function effectively and students are able to contribute their views about the environment and their experience. Program Directors are responsible for overseeing the organisation of activities, classes, social events and trips for students, and that operations are sufficiently risk assessed and appropriately supervised. All Summer Program staff must familiarise themselves with the Program Policies paying particular attention to the Behaviour and Safeguarding policies.

## 4. The Role of Program Team Members

All Program Team members are committed to making the students' living and study environments safe, friendly, warm and caring. We hope students will feel comfortable interacting with everyone in the Program Team and that these bonds help to make this a great experience. Students come from all over the world and become valuable and valued members of the multi-cultural community cultivated here by the TASIS England Summer Program Team.

Program Team members provide responsible adult support, guidance and supervision for the students in their classes, activities, sports, trips and boarding houses. Important qualities for contributing to a successful and effective Program experience include being punctual, professional, understanding, fair and consistent. Our supervision of classes and activities and our presence in the

boarding houses is vital, ensuring a safe environment and providing a sense of security. Additionally, the more staff make themselves available to the students, the more rewarding the relationship will be.

### *Summer Program Staff Duties Include:*

All staff make the education and safety of students their first concern, being accountable for achieving the highest possible standards in their work and conduct. Acting with honesty and integrity, holding strong subject knowledge, keeping their knowledge and skills as teachers up-to-date.

Are self-critical, are able to forge positive professional relationships and work with all concerned in the best interests of their students.

Staff should be punctual and move between all areas of the School to ensure that students are supervised and monitored at all times, interacting with students during meal times and when they are in the boarding house or around campus.

Staff should expect to provide mentoring/intervention work if required and offer support to any student leaders in running events, recording up to date and legible records or events and/or incidents.

Manage mealtime queues and monitor mobile phone usage and general behaviour in the dining hall, to ensure students have signed in/out of boarding houses/classes appropriately and follow up any misdemeanours or anomalies if necessary.

Before leaving the boarding house encourage students to tidy communal areas/kitchen and supervise lights out routines during the evening ensuring the safety of students with necessary lock up and securing procedures of the boarding house at night time.

## 5. Teachers, House Parents and Counselors Responsibilities

Teachers, house parents and counselors are required to:

a. Complete the required safeguarding, fire and health and safety training
b. Safeguard and support students
c. Adhere to the ‘Code of Conduct for Staff’.
d. Follow and enforce all Program policies, rules and regulations
e. Facilitate or attend regular Program meetings
f. Complete bedtime check-ins for boarding houses when on duty
g. Sleep in the boarding house residence when required
h. Be sure that all students are familiar with the rules for attending classes, activities, trips and expectations of them in the boarding house and outside school
i. Assist in any aspect of the running of the campus in connection with the weekday evening or weekend duty supervision of students
j. Complete a daily wake up and walkthrough of the boarding house in the mornings and at weekends ensuring all students have departed for the class/activity
k. Complete daily room inspections
l. Carry out campus supervision duties when required
m. Supervise boarding houses during boarding house access times
n. Complete and review a daily duty log
o. Attend and assist in the planning of community meals

p. Welcome and supervise students during their orientation period

q. Supervise end of session boarding house clearing prior to departure

r. Report behavioural or safeguarding issues to the appropriate officers (Program Directors or DSLs)

## 6. Additional Responsibilities

a. Assist with the day to day care of students, ensuring their well-being and safety, promoting a fulfilling experience and encouraging a caring and productive ethos.

b. To monitor behaviour, including the prohibited use of mobile phones during study and meal times, general conduct, personal deportment and tidiness – clearing tables – and, where possible, be alert to unusual behaviours, traits or habits.

c. Take an active role in the activity program.

d. When on duty, you must, at all times, be accessible to the students, whether in the boarding house or elsewhere throughout the School.

## 7. Safeguarding and Child Protection Procedures

TASIS England Safeguarding and Child Protection Children Policies provide a framework for addressing safeguarding or child protection issues. All who work, volunteer or supply services to the Program have an equal responsibility to understand and implement these policies and procedures, including during activities away from school. All employees and volunteers should read and understand the current TASIS England Summer Program Safeguarding and Child Protection Policy (available on the Summer Program section of the School website).

Staff should also be mindful of other relevant policies that relate to safeguarding and student welfare, including the whole School Behaviour Management Policy and Health and Safety Policy and Risk Assessments Policy.

Our approach at TASIS England is child-centred and we will act in the best interests of the child at all times.

## 8. Staff Accommodation Procedures

This paragraph refers to the School's expectations of behaviour by all staff and adult members of their families at TASIS England who may be provided with accommodation on any part of the School site.

All staff must be aware that student access to staff accommodation is strictly forbidden at all times unless the express permission from a Program Director or the Head of School has been issued.

## 9. Arrival and Induction of Students

Every student needs to feel welcome from the moment they arrive at TASIS England. They must be helped to settle in and given every reason to look forward, with enthusiasm, to their time on the Program. Accordingly, a balance must be struck between the need to formally introduce the routines, practices and expectations for their stay, avoiding any sense of rigid formality and institutionalisation.

All boarding students will undergo a monitored and managed induction during their initial days. Summer Program staff are responsible for ensuring that students within their boarding houses receive the required level of induction for their age and understanding. A check list of students' induction elements is available in Appendix 4 of this document.

The School will ensure that unaccompanied new students are met at London Heathrow airport by school arranged transport on arrivals day. The Admissions office must receive flight details as early as possible. Details to arrange for school pick-up will be sent to all families over the summer.

Students arriving at Heathrow should look for the TASIS England sign immediately upon entering the terminal and make their way to the area marked 'Meeting Point' whilst continuing to look for school staff carrying a TASIS England brochure or sign. (Meeting points are located in Terminals 1, 2, 3, 4 and 5).

In addition, transport arranged by the School will be sent to Gatwick Airport on 'arrivals day' to collect those students who have informed the School of their flight number and arrival time in advance. Again, students should look for the TASIS England sign immediately upon entering the terminal and make their way to the area marked 'Meeting Point' whilst continuing to look for school staff carrying a TASIS England brochure TASIS England sign or named placard. Staff are usually waiting at arrivals just as students arrive into the terminal from their flight.

Staff should ensure that students hand their passports in during registration upon arrival. When the student is ready to leave, the passport will be handed back in readiness for departure. It is the student's responsibility to ensure that they have collected their passport from the Program Office or house parents. If a student refuses to hand in their passport, the Program Directors should be informed immediately and the student reminded of the expectation of handing in their passport for safekeeping.

## 10. Students Induction Process and Arrangements

On arrival, students will receive a copy of the TASIS England Summer Program Student Handbook, and an induction checklist which will give students all of the information that they need to settle into the Program, including:

a. Map of the School site
b. A daily schedule
c. Information about meals and meal times
d. Information about activities and trip plans
e. Information about classes
f. Essential information about expectations, behaviour, code of conduct and regulations

Students will also receive information on the following:

a. Meet with house parents to ensure that they are fully prepared for the session educationally and personally
b. Essential information about who can be contacted from UK-based Children's Services, and other UK welfare support services
c. An introduction to Program staff giving students the opportunity to ask any questions
d. A tour of the School grounds
e. Program staff will introduce students to fire safety requirements and will go through all of the essential procedures they need to understand in the event of a fire
f. Program staff will introduce students to the School's Online Safety Policy and the appropriate usage of electrical items
g. Students will be introduced to the rules around smoking, vaping, drinking alcohol and substance misuse, including any sanctions that will result from failure to comply with the rules

h. Students will be introduced to anti-bullying policies and will be made aware of sanctions and persons that they can contact in the event of concerning, aggressive or offensive behaviour from other students or staff

i. Program staff will contact parents/guardians after students have arrived to reassure them that the student is safe and well at the School.

## 11. Checklist for Staff to Complete Post Students' Arrival

Staff need to make sure that the student has:

a. Completed any and all consent forms and registrations

b. Handed in their passport during registration

c. Room and bed is allocated

d. Name is added to boarding house lists, fire, roll call etc.

e. Has spending money available to them

f. Medical needs are noted and added to allergies list etc. at the Health Centre

g. Medications are stored effectively and medicating routines are explained

h. Dietary needs noted and passed on to the catering department

i. All necessary clothing is available (formal wear, coat and shoes etc.)

j. Presentation is suitable and they are aware of expectations around behaviour and conduct

k. Has a valid mobile phone number noted and stored

l. Parents/guardians contact details are noted and stored

m. Is issued with an ID card

## 12. First Aid, Health and Wellbeing Centre, Care of Ill Students and Administration of Medication Policy

### *Health Centre, Sickness and Illness*

We have and implement appropriate policies (linked in the title of this section) for the care of students who are unwell and we ensure that the physical and mental health, and emotional wellbeing of students is promoted. The Health Centre is staffed 24/7 but core opening hours are:

**Health Centre Opening Hours:**

- Monday – Friday: 09:00 am – 9:00 pm
- Saturday: 09:00 am – 1:00 pm
- Sunday: 10:00 am – 1:00 pm

Students must register all medications (including supplements such as protein powders) with nurses as soon as they arrive at the School. In many countries the laws governing drugs vary, for example, antibiotics are available without a prescription.

Students wishing to take protein powders/shakes must register the supplement with the nurses and detail their aimed usage. A discussion will be had between the student and nurse on safe use, storage and safety measures. Any infringement on the safe use will result in confiscation.

For students under 16, this may/may not result in the student being able to take the supplement. In some cases the Health Centre may decide to keep the supplement and administer it to the student. Vitamins do not need to be registered with the Health Centre as long as they are kept in a locked

cupboard by the student, self-administered as per the instructions and purchased in the UK or has accompanying English written instructions.

During the period of the Summer Program all medications will be stored at the Health Centre. No medication may be kept or used if it does not have an accompanying ENGLISH information sheet and is not identifiable. This may take the form of a written translation provided by the student's physician. If a student has prescribed medication from their native country without an accompanying letter in English and/or English translation on the medication packaging, the student will attend a doctor's appointment for the equivalent UK medications, which may incur a cost to parents. Approved student medications are registered and logged on a medications form and attached to a risk assessment, if deemed necessary. House parents will be emailed and updated with any new medications that have been prescribed to students.

On occasion, it may be necessary for house parents to administer medication, this must only be done with the authorisation of the nurses on duty.

## 13. Health and Wellbeing Centre – Out of Hours

A nurse is always on call and available outside the Health Centre opening hours in the event of emergencies. If staff or students need to access a nurse in an emergency situation outside of the opening times stated above, please do as follows:

a. Students should first speak to a member of staff or their house parent who will try to help. If staff are unable to help, or the student feels that they need to see the nurse, then please contact the Health Centre

b. During the night, students should rouse their house parents for assistance. If a nurse is needed, contact the Health Centre or the nurse on call

c. In the unlikely event that a student is unable to locate their house parent or another staff member, they can contact the Health Centre directly

**Contact details:**

- TASIS England Health Centre: +44 (0) 1932 582353 / +44 (0) 1932 582321
- TASIS England Nurses On-Call Mobile: +44 (0) 7774 197082

TASIS England Summer Program has ready access to GPs, dentists and local opticians who students can see if required. They may be charged to use these, and other GP or NHS services, these would be chargeable to parents. Please refer to the TASIS England Administering Medication Policy for more detailed information about these procedures.

## 14. Smoking, Vaping, Alcohol and Other Substances

TASIS England is a non-smoking site. Staff must not smoke or vape on school premises or outside school gates. Any member of staff wishing to smoke or vape must leave the School grounds and be out of sight of students and their families. Staff must not smoke or vape whilst working with or supervising students off-site. Staff must adhere to the Code of Conduct regarding the consumption of alcohol at or near school.

No student may smoke, vape, consume alcohol or bring illegal or illicit drugs or any other items that common sense would suggest are not acceptable into the School environment. Please familiarise yourself with the TASIS England Summer Program Behaviour Management Policy and Program rules which are available to all staff, students and their families on the Summer Program section of the School website.

# 15. Anti-bullying Policy and Procedures

Any kind of bullying is unacceptable. The Program is committed to taking a very firm stance against bullying of any sort. The School has a separate Anti-Bullying (Counter-Bullying) Policy that is available via the policy section of the main school website. Students should be reassured that they should not worry about repercussions if they report a case of bullying.

The members of staff responsible for anti-bullying within the Summer Program are the Program Director and the Designated Safeguarding Lead. The Head of School has overall responsibility for TASIS England year round.

## *Aims and Objectives*

a. The aim of the Anti-Bullying Policy is to ensure that students learn in a supportive, caring and safe environment without fear of being bullied

b. Bullying is anti-social behaviour and affects everyone, it is unacceptable and will not be tolerated. Only when all issues of bullying are addressed will students be able to fully benefit from the opportunities available at the School

c. Bullying is defined as deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those being bullied to defend themselves

d. Bullying includes (and is mainly repetitive): name-calling, taunting, mocking, making offensive comments; kicking, hitting, pushing; taking belongings; inappropriate messaging and emailing; sending offensive or degrading images by phone or via the internet; producing offensive graffiti; gossiping; excluding people from groups; spreading hurtful and untruthful rumours

e. A single incident of bullying can have precisely the same impact as persistent bullying over time

f. Bullying can occur through several types of anti-social behaviour. It is often motivated by prejudice against particular groups

g. For example, this may include cyber-bullying and prejudice-based bullying on the grounds of race, culture, sex, sexual orientation, homophobia, gender reassignment, special educational needs or disability (as defined in the Equality Act 2010), the use of discriminatory language, religion and belief, or because a child is adopted or is a carer

h. Bullying in any form will not be tolerated. We treat all our students and their parents/guardians fairly and with consideration and we expect them to reciprocate towards each other, the staff and the School

i. We aim to create an environment that is happy and encourages good behaviour and respect for teachers, peers and everyone around the students

j. TASIS England is a TELLING SCHOOL. This means that anyone who knows that bullying is happening is expected to tell a member of staff

k. As a TELLING SCHOOL, we are all responsible as individuals, both students and staff for reporting any bullying we know about or see to ensure that everyone in our school community is safe. All students are encouraged to report incidents so that even if the victim is too frightened to say anything the bully will know they cannot get away with bullying behaviour because someone will tell

## *Bullying – Safeguarding and Child Protection Related Issues*

a. A bullying incident may be treated as a safeguarding or child protection concern if there is reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm

b. In such cases the Designated Safeguarding Lead will report concerns to the Surrey Children's Single Point of Access (C-SPA) by telephone on 0300 470 9100 during office hours, or out of hours on 01483 517898.

## 16. Educational Visits (EV)

(Please refer to the main school EV Policy for more information.)

In accordance with Surrey County Council protocol, TASIS England Summer Program follows the national guidance laid out by the Outdoors Education Advisors Panel (OEPA) for off-campus trips and visits. The OEPA guidance advises how trips and visits should be managed safely and appropriately.

### *Staff ratios – based on risk assessment*

The Program Directors ensure that appropriate risk assessments are undertaken for all trips and visits. Within that, risk assessment staff ratios will be determined.

The number of adults required on a trip or visit, depends on the nature of the outing, this includes trips abroad. The primary responsibility of staff during an outing is for supervising students.

Factors to consider: Department for Education guidance on Health and Safety states that "common sense should be used in assessing and managing the risks of any activity". Health and safety procedures should always be proportionate to the risks of an activity.

The following factors are considered when arranging trips and visits:

a. Staffing: who is needed or available? How competent are staff? What would be the consequences if a member of staff was indisposed? Staff need to ensure they have the appropriate student information and lists to satisfy the risk assessment detailing dates of birth, allergies etc - if unsure check with the Director of Weekend Travel

b. Activities: what do you want the group to do and what is possible? How long will the visit last?

c. Group characteristics: prior experience, age, abilities, behaviour and maturity, gender and any specific needs (e.g., medical, dietary, emotional or educational)

d. Environment: indoors or out? Public space or restricted access? Urban, rural or remote? Don't forget about environments you'll pass through as well

While it isn't possible to set down definitive ratios for a particular age group or activity, the OEAP gives the following starting points for consideration (UK years):

- Years 1 to 3 (Kindergarten to Grade 2): 1:6
- Years 4 to 6 (Grade 2 - 5): 1:10 or 1:15
- Years 7 upwards (Grade 6 - 12): 1:15 or 1:20

However, these ratios wouldn't be adequate to meet the needs of most residential or more complex visits. The ratios above were originally taken from guidance from the Department for Education and Skills.

### *Risk assessment*

An appropriate risk assessment must be undertaken for all off campus risks and visits. Program Directors oversee this process and you should expect to view the risk assessment before any trip or visit takes place.

The School appoints staff to specifically manage weekend travel during the Summer Program.

## 17. Free Time and Private Spaces

In addition to the extracurricular activities program that we offer, students will have access to a range and choice of safe recreational areas, both indoors and out, alongside safe areas in the School and within the boarding house where they can be alone if they wish, whilst a member of staff is on duty. All areas, both indoor and outdoor, must be appropriately supervised and monitored by on duty staff.

## 18. Typical Schedule

(subject to alterations)

### *Boarding House Access Times*

**Monday to Thursday:**

- 7:30 am–8:30 am (before classes)
- 1:45 pm–2:20 pm (before sport)
- 3:55 pm–4:30 pm (before free time/activity)
- 6:45 pm–7:00 pm (before study hall)
- 8:05 pm–8:20 pm (before free time/activity)
- 9:00 pm–10:00 pm (before check-in)

**Friday**

- 7:30 am–8:30 am (before classes)
- 1:45 pm–2:20 pm (before sport)
- 3:55 pm–4:45 pm (before dinner)
- 5:30 pm–6:00 pm (before free time/activity)
- 9:30 pm–10:30 pm (before check-in)

**Saturday**

- 7:30 am–8:30 am (before breakfast/trips)
- 5:15 pm–5:45 pm (before dinner)
- 6:30 pm–7:30 pm (before free time/activity)
- 9:30 pm–10:30 pm (before check-in)

**Sunday**

- Until 11:00 am (before brunch/trips)
- 5:00 pm–5:30 pm (before dinner)
- 6:45 pm–7:00 pm (before study hall)
- 8:05 pm–8:20 pm (before free time/activity)
- 9:00 pm–10:00 pm (before check-in)

### *Check-in*

House parents are expected to check students in at the following times in the evening:

| DAY | CHECK-IN | LIGHTS OUT |
|---|---|---|
| **Monday–Thursday** | 10:00 pm | 10:30 pm |
| **Friday & Saturday** | 10:30 pm | 11:00 pm |
| **Sunday** | 10:00 pm | 10:30 pm |

Students must be checked into their bedroom by the agreed times above. Under no circumstances should students leave the boarding house after check-in without consulting a member of the Summer Program Team (i.e. in case of needing medical attention).

### *Lights Out*

We encourage students to manage their time in a way which allows them to get plenty of rest in order to maintain their health, arrive at classes and activities on time in the morning and be alert during the day.

### *Room Inspections*

Students are expected to keep their rooms neat and tidy. House parents conduct regular room inspections to ensure this is the case.

Students out of their bedrooms after check-in times are liable to disciplinary action. Students should not be out of their bedrooms before 7:00 a.m.

## 19. Catering

(times may be subject to minor alterations)

All staff and students, including those with special dietary, medical or religious needs, are provided with meals which are adequate in nutrition, quantity, quality, choice and variety. Staff and students with disabilities can be provided with appropriate assistance to eat, in a manner which promotes dignity and choice if required. Hot meals are served three times a day at breakfast (except Saturday), lunch (except Saturday) and dinner.

Please refer to sample menus on the School website for a sense of what is on offer.

### *Meals*

Students and staff eat in the dining hall at breakfast, lunch and dinner. Students are expected to dress neatly, and should use good manners and be considerate at all times. Staff should be presentable and will supervise and monitor the meal times. Staff and students must clear away their own tray and put them on the racks provided.

Hats, mobile phone and laptop/device use is prohibited in the dining room.

### *Meal Times*

(Times may vary - Sunday brunch runs 10:30 am - 12:00 pm)

| MEAL | MON – FRI | SAT – SUN |
|---|---|---|
| **Breakfast** | 7.30–8.30 am | 8.30–9.30 am |
| **Lunch 1** | 12.00–12.55 pm | Bagged lunches |
| **Lunch 2** | 12.55–1.50 pm | Bagged lunches |
| **Dinner** | 5.30–6.45 pm | 5.30–6.45 pm |

The Royals Cafe is also available to staff and students for the purchase of food and confectionary at the following times:

- Monday – Friday: 12:00–2:30pm (no food served) and 8:00–9:50pm
- Saturday: 5:00 pm–10:20 pm
- Sunday: 9:00 am–12:00 (no food served)

## 20. Weeknight Check-Out

On occasion, minibus shuttles may take those students who have parental permission to local shops or for an afternoon snack.

Students' permissions should always be checked before they leave campus, if you're unsure check with the Program Office. Students must carry their ID with them, but should not wear it whilst visiting local areas outside the School campus. Shuttle times will be communicated during the course of the Program.

Students are expected to line up, show their ID and give their name to the teacher in charge. Picked up arrangements will be communicated during the course of the Program and the teacher in charge will check names again and allow them to board the bus.

While out, it is imperative that students always stay in groups of two or three.

## 21. Supervision of Students

Boarding houses are staffed with at least one member of staff on duty in each boarding house when students are present. Staff members are responsible for the day-to-day running of the boarding house. A staff rota will be drafted and will be visible to all and will identify the staff member(s) on duty. Staff and student lists are created at the beginning of each session with student contact details and family information held on the School database.

## 22. Student Missing from Campus Procedure

(please also see the Student Missing from Trips or Excursions Policy on the Summer Program website)

### *Between 8am – 5pm*

- Any absence of a student from a scheduled class/activity must be communicated as absent to the Academic Director, Program Director or the Deputy Director immediately by telephone or in person as there can be a time lag on email.
- The nurse should also be contacted to see whether the student has missed the class/activity due to sickness.
- Security is notified to see if any taxis have left from the campus. Security is asked to check the CCTV surveillance of the campus.
- With the help of the Program Director or the Deputy Director, the student's room and boarding house are searched, along with the commonly used areas on campus such as the changing rooms.
- A phone call and email and text message is made to the missing student, using their recorded mobile number/email using a TASIS England authorised phone.
- Friends of the missing student may be approached and asked if they know their whereabouts.
- Local taxi companies are called to see if any pick-ups have been made at TASIS or in the local area.
- A further search is made of the campus, further asking friends, roommates and staff if they have seen or heard news of the whereabouts of the missing student.
- The Head of School should be notified (at 07392 319933).
- A walk of the local village should be arranged.
- The police are called and a 'Missing Person Report' is filed.

### *Between 5pm – 11pm*

- Any absence of a boarding student from a check-in should be followed up by the person initiating the check-in.
- An initial check should be made of the sign in/out system to see if the student has already signed out to leave campus.
- The Program Director / Deputy Director is notified.
- A phone call and email and text message is made to the missing student, using their recorded mobile number/email using a TASIS England authorised phone.
- The students' friends are contacted and asked for any information.
- The students room and boarding house are searched, along with commonly used areas on campus and in the local village.
- The DSL and/or Head of School must be notified.
- Security is notified to see if any taxis have left from the campus.
- All the local taxi companies are called to see if any pick-ups have been made at TASIS England or in the local area.
- A further search is made of the campus, asking friends, roommates and teachers if they have seen or heard news about the whereabouts of the missing student.
- Security is asked to check the CCTV surveillance of the campus. The police are called and a 'Missing Person Report' is filed.

### *Between 11pm – 8am*

- If a student is found to be missing between the hours of 11pm and 8am, then a search of the whole boarding house should be made immediately.
- A phone call is made to the student, using the Boarding Phone Number Directory.
- The Program Director / Deputy Director is notified.
- Security is notified to see if any taxis have left from the campus.
- All the local taxi companies are called to see if any pick-ups have been made at TASIS England or in the local area.
- The DSL and/or Head of School must be notified.
- A further search is made of the campus, asking friends, roommates and teachers if they have seen or heard news of the whereabouts of the missing student.
- Security is asked to check the CCTV surveillance of the campus. The police are called and a 'Missing Person Report' is filed.

## 23. Complaints

The TASIS England Summer Program has a Complaints Procedure for parents and students, which can be obtained via the School website. Where a complaint is made, attention will be paid to ensure that the complaint is either resolved to the complainant's satisfaction, or with an otherwise appropriate outcome which balances the rights and duties of the student, without unreasonable delay. Students will never be penalised for making a complaint in good faith. Details of the School complaints procedures are on the School website.

All complaints or concerns from students and their families should be reported to the Program Directors and logged on a complaints form, a copy will be passed to the Head of School's PA to file in the Head's office.

## 24. Cultural, Religious, Dietary or Language Needs

TASIS England recognises the benefits of having a diverse community and does not discriminate against students on the basis of their age, disability, gender, gender re/assignment or religion/belief. We value and respect the cultural, linguistic and educational experiences that students with a variety of backgrounds bring to the community. Arrangements and provisions are made for students on an individual basis depending on any personal requirements they may have.

Students who choose to do so, are permitted to attend religious services of their faith, whenever possible, providing a suitable place of worship can be found within a reasonable travelling distance. Kosher, halal and vegetarian meals are available or can be provided by arrangement. It is acknowledged that, whilst not compulsory for young people of school age, some students may wish to observe certain religious events or occurrences that may fall within the timeframe of the Summer Program and they may, therefore, require consideration and support during this time. Where possible, reasonable adjustments will be made to their routine.

## 25. Employment Policies

Please refer to the Human Resources Department for any queries related to the Staff Code of Conduct including policies and procedures.

## 26. Student Behaviour – Rewards, Sanctions and Discipline Procedures

Throughout the School, good behaviour is promoted at all times. We believe that it is important to acknowledge and reward in a positive way those who demonstrate a high level of cooperation and good behaviour. However, there may be times when positive strategies are not sufficient to encourage acceptable behaviour.

It is Program policy to implement disciplinary sanctions that reflect the seriousness of an incident and convey a deterrent effect. Sanctions are designed to help the individual to develop respect and empathy towards others, as well as a sense of personal responsibility for their actions. Please refer to TASIS England Summer Program Behaviour Management Policy for more details.

## 27. Prohibited Items – Room Searches

The Summer Program reserves the right to search students' possessions and students' rooms in accommodation without consent, where there is reasonable suspicion the student has a prohibited item. If you have reason to search a student's bedroom, consent is required from the Program Directors and/or the Head of School (in the absence of the Program Directors) and a search form must be completed.

The authority to search students' rooms and belongings is delegated by the Head of School to the Program Directors, you should not search rooms or belongings if you are unable to contact the Program Directors. Concerns should be reported to the Program Directors in the first instance and they will facilitate a discussion with the student concerned, who will be given an opportunity to present any contraband or prohibited items prior to any search taking place. If the student is not forthcoming, they should be informed that a room search and a search of their belongings will take place, the student may then be given a further opportunity to present any contraband or prohibited items, the search may take place thereafter as long as reasonable suspicion is still evident.

A search must be carried out by two members of staff, preferably but not necessarily, with the student present. This is to safeguard both staff and students. Once the search has been completed please keep a copy of the search report and pass the original to the Program Directors as soon as possible. Please ensure the form is completed neatly as the School may require it if further action is

to be taken as a result of the search. If items are confiscated please complete a confiscation form. Items that have been confiscated such as cigarettes/smoking/vaping paraphernalia or alcohol should be taken into the Program Office to dispose of.

**The following items are prohibited:**

- Knives and open blades
- Weapons and replica weapons
- Alcohol and Illegal drugs
- Drug related paraphernalia
- Legal highs
- Stolen items
- Tobacco and cigarette papers
- Smoking related paraphernalia
- Electronic cigarettes and vaping materials
- Fireworks
- Pornographic images
- Any article that has been or is likely to be used to commit an offence or cause personal injury to, or damage the personal property of, any member of our community.

Note that the police may be contacted if required. Additional guidance can be located within Appendix 2 of this document.

Parents/guardians should be informed of any search or potential search at the earliest opportunity.

## 28. Guidelines for Dealing with Behavioural Issues in Boarding Houses

***House Parents – Action:***

- Ascertain severity / seriousness of problem
- Escalate to Program Directors where needed
- Emphasise student safety and rules
- Set appropriate sanctions
- Record and submit a Cause for Concern if necessary

***Program Directors – Action:***

- Verbal formal warning in line with disciplinary procedure
- Liaise with Head of School as needed
- Consider formal disciplinary procedure and contact home
- Weekend/activity restriction approvals

See the TASIS England Summer Program Behaviour Management Policy available on the School website for more information.

## 29. Facilities and Washroom Provision for Students

Within boarding houses, students have access to separate toilets and washing facilities to staff, with a shared bathroom between students. Bathrooms have a toilet, washbasin and a shower, and some bedrooms have individual sinks. Students may bring their own towels, although these will be provided upon arrival. The Summer Program Staff team and visitors must use separate toilet facilities to which students are not allowed access. Staff should check student facilities regularly for any

damage to toilet cubicle locks, windows etc. and report any damage immediately to the maintenance team via the online helpdesk messaging service or to the Program Directors as appropriate.

## 30. Health and Safety of Students Including Fire Safety Risk Assessments

TASIS England is committed to improving Health and Safety management in all activities. Guidance entitled Successful Health and Safety Management and Leading Health and Safety at Work published by the Health and Safety Executive and the Institute of Directors is used to develop our approach to managing risk. For full details of how we ensure the Health and Safety of all at TASIS England, please refer to our Health and Safety Policy, found on our website.

The School is in compliance with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance. See the School Fire Safety Policy for more information.

## 31. Risky Areas

It is TASIS England's intention to promote a healthy and safe environment in which learning can flourish, and to ensure, as far as is reasonably practicable, the wellbeing of all students who attend the School and Summer Program. TASIS England covers a large area, some areas or locations carry risks additional to those encountered in a purely academic environment. For clarity these areas include, but are not restricted to, the following:

| SITE | RA? | REVIEW DATE | REVIEW CYCLE | WHERE HELD |
|---|---|---|---|---|
| **The Lake, Thorpe Place** | Yes | August 2026 | Annually | RA Repository |
| **Lower School playground** | Yes | August 2026 | Annually | RA Repository |
| **Crossing point** | Yes | August 2026 | Annually | RA Repository |
| **Maintenance dept.** | Yes | August 2026 | Annually | RA Repository |
| **Workshops and storage buildings** | Yes | August 2026 | Annually | RA Repository |
| **General - Trees** | Yes | August 2026 | Annually | RA Repository |
| **General - Walkways** | Yes | August 2026 | Annually | RA Repository |
| **General – Perimeter wall condition** | Yes | August 2026 | Annually | RA Repository |
| **Tractor and school vehicles** | Yes | August 2026 | Annually | RA Repository |
| **South car park** | Yes | August 2026 | Annually | RA Repository |

For the purposes of this handbook, areas or buildings such as those outlined in the previous table are referred to as risky areas (RArs). This includes RArs specific to – the lake, the crossing, the maintenance areas, car parks and so on. Risk assessments are held by the Estate Manager in the Estate Manager's office.

Additionally, risk assessments for all the boarding houses are available on the shared google drive Risk Assessment Repository: Boarding House Risk Assessments 2026 [digital link - internal only]. These assessments should be available within each boarding house. Risky areas within the School grounds can be obtained from the Estates Manager and in some cases, risk assessments for specific students can be obtained from the Program Directors and/or the DSL.

**NOTE: If you suspect an unknown member of the public is on site or attempting to gain access to the site, you should alert security immediately.**

## 32. Students – Security of Possessions and Valuables

Although students may wish to look after the majority of their own possessions and valuables (students have a secure, lockable cupboard within their rooms), students are able to store personal items such as money, jewellery etc. within the School safe. These will be signed in and out to the student with records kept of withdrawals/deposits etc.

## 33. Safeguarding Students' Valuables

- Students are responsible for the security of personal property they keep within their rooms, a lockable space is provided.
- Whilst students are encouraged to manage their own finances and budget for themselves, large sums of money should not be kept in boarding houses. Money, tickets etc. should be passed to the Program Directors for safe-keeping. Travel documents will be kept in the Program Office.
- Items of value should be security marked with a UV invisible ink pen/engraver/permanent marker.
- At the end of the Program and when leaving the School, students are expected to take all personal property with them, if not it may be disposed of by the relevant staff appropriately.
- Students and parents/guardians should be strongly discouraged from bringing valuables to school, to avoid risk of damage/loss. The School carries no insurance for students' personal belongings.
- Students are expected to be open and honest with regard to money and/or property that they find and which does not belong to them. They should hand in anything that they find at the earliest possible opportunity to a member of staff.

## 34. Procedure for a Suspected Case of Theft

TASIS takes its responsibility for safeguarding students' possessions seriously and views the theft of property as a serious disciplinary offence which contravenes the values and rules of the community as well as potentially breaking the law. Students are discouraged from bringing expensive personal items or large sums of money, but it is recognised that this may not always be possible and that students are likely to have some valuable personal items on school premises.

The emphasis within policy is on prevention, but where theft does occur, the School will investigate and, where a student is deemed to have taken an item not belonging to them, they can expect a serious sanction and possible police involvement. In some circumstances this may mean exclusion from The Program. Theft is understood, under the Theft Act 1988, to mean taking the property of another person with the intention of permanently depriving the owner of it.

In our experience, many 'thefts' are actually misplaced items, so our first response will be to undertake a thorough search of last known places, bag racks, lost property etc. We will also email all relevant staff to ask them to search, ask their class groups, boarding houses etc. so that misplaced items can then be returned. If the steps above have not been successful, or are not appropriate, and a theft has been alleged, or suspected in any area of the School the following steps will be taken:

a. The Program Directors should be informed immediately and will support house parents in investigating the allegation/suspected case.
b. Investigations will involve interviewing relevant students, taking written accounts and assessing all available information.

c. The School will communicate to parents/guardians of those involved explaining that: a) an investigation is taking place; b) what the possible outcomes are; c) that if any proven theft is confirmed, formal disciplinary action is likely.
d. A search may be carried out in line with the Summer Program searches policy: see Appendix 2.
e. If a theft is proven then the School will act appropriately in disciplining the student responsible, seeking return of goods/or remuneration for loss if appropriate.
f. A student found to be guilty of theft must expect severe sanctions and possible expulsion from The Program.
g. Matters of theft may be reported to the police if deemed necessary by the Program Directors or the most Senior Manager on Duty.

### *Possible sanctions:*

The theft of small items such as stationery, sports kit, smaller electronic equipment (under the value of approximately £20.00) the most likely sanctions will be: return of item, written apology, and a restriction to campus.

Repeated offences of theft or any items of cash, personal belongings over the value of £20.00 will require return of item or payment of similar value, a letter of apology and may lead to expulsion from the Program.

If in the view of the Program Directors a serious example of theft is proven, by anyone who has already been sanctioned for this behaviour, they must expect to be expelled from the School. Parents are reminded that they are responsible for insuring any of their own/children's property that is brought to school.

### *Borrowing/Lending*

Students may not lend or borrow money to or from other students. Any other form of borrowing must be with the full knowledge and permission of the owner of the item.

### *Buying and Selling*

Students may not buy or sell items or their own property to or from other students or staff.

## 35. Special Educational Needs and Disabilities (SEND)

The Summer Program staff will have access to confidential information regarding students' needs in the boarding houses. Staff may be in contact with students from other boarding houses and they should be familiar with any issues which could affect student safety and welfare.

As these records are highly confidential, they are kept securely in a locked area. Parents are urged to keep staff updated on any important developments of which they need to be aware in order to protect student welfare as effectively as possible.

## 36. Staff Induction

All staff, on induction into the School (and as part of on-going staff training) will be inducted in:

- Child Protection and Safeguarding
- The Prevent Duty and Channel
- Reporting and recording procedures
- Understanding core policies (including Safeguarding, Staff Handbook, Anti-bullying and Behaviour Management)
- Introduction to boarding – online training
- Fire Marshalling and Health and Safety

- Data Protection and GDPR

## 37. Pastoral Support

Staff should make sure that they are adaptable, calm and have a good sense of humour. You should display high standards of professionalism, confidentiality, and discretion and considerate pastoral care when required. We believe that the relationship between the Summer Program staff and students is based on mutual respect and trust, and that students need to know there are caring and reliable people to whom they can turn, who will listen objectively and offer advice in a fair manner. Students know that they are able to take problems or concerns to any member of staff. Every student has the right to choose any member of the Summer Program team as their confidant.

In our efforts to meet best practice we will record and monitor events relating to the following:

1 Child protection allegations or concerns
2. Major sanctions
3. Use of reasonable force
4. Complaints
5. Individual student records (containing personal, health and welfare information)
6. Administration of medication, treatment and first aid (kept confidentially)
7. Significant illness, significant accidents and injuries
8. Parental permission for medical and dental treatment, first aid and non-prescription medication
9. Risk assessments (for risky activities and in relation to premises/grounds)
10. Risk assessments under the Regulatory Reform (Fire Safety) Order 2005
11. Staff recruitment records and safer recruitment checks for staff working within regulated activity
12. Staff duty rotas
13. Staff supervision and training
14. Fire precautions, test and drills
15. Menus
16. Spending money and any personal property looked after by staff
17. Care plans and risk assessments for students with special needs (where applicable)
18. Parental permission for trips and activities
19. Checks on licensing of relevant adventure activities centre

## 38. Residential Arrangements

Parents can be confident that their children will be living in secure, comfortable and suitable accommodation; indeed, students themselves will only achieve their potential if they have their own personal space in which they feel physically and emotionally ‘at home’. The highest standard of cleanliness is maintained with the regular cleaning of boarding houses and the provision of bedding and laundry.

## 39. Student Dress Code

All students are expected to dress in a clean and presentable manner. It is an expectation that students will follow these guidelines in a spirit of cooperation and goodwill and that

parents/guardians will support this. Any questions concerning dress should be directed to the relevant Program Directors.

## 40. Staff Dress Code

All staff must adhere to a professional dress code suitable for an educational setting. Attire should be modest, clean, and well-maintained, and not likely to be viewed as revealing or inappropriate. Clothing items with discernible rips, tears, or holes are not allowed. Offensive or inappropriate stamps on clothes, political or contentious slogans, statements, or body art, are prohibited. Discreet earrings are allowed, but all other visible body piercings should be removed. Footwear must be appropriate for the activities performed, and jewellery and other accessories should comply with Health and Safety standards. For Health and Safety reasons, flip flops and sliders are not permitted whilst staff are on duty unless agreed upon in advance due to medical reasons. When informed by Directors and supervisors of a lapse in dress code, staff must immediately correct the issue, including leaving work to change clothing.

## 41. Computers and Devices

Computer use in the rooms is subject to the TASIS England Acceptable Use Policy. Students will be expected to adhere to the best and highest standards of practice and decorum when utilising a computer in their room. During study periods or after lights out in the bedroom, computers may not be used for email, internet activity not related to academics, or similar communications. Unauthorised use of computers may result in disciplinary action. Wi-Fi is available 24/7 in order to reduce the amount of 3G/4G/5G usage, log reports of Wi-Fi usage can be retrieved from the IT Department.

## 42. Sign-In/Out Procedure

Students are required to sign out whenever they leave their boarding house and/or campus. Students will sign back in again upon their return. All students should inform a member of boarding house staff when they leave and/or re-enter the boarding house.

## 43. Telephones and Mobile Devices

Mobile phones are to be switched off and may not be used for any purpose during designated study and activity periods, students should not be making calls or using the internet on their mobiles after lights out in the bedroom unless use has been pre-authorised. Unauthorised use of mobiles phones may result in disciplinary action.

It is acknowledged that there may be students whose families are in a different time zone to the UK; these students will be able to make calls to family members by informing house parents of their intention to make a call whether by mobile, skype or other means. House parents should monitor times of calls to ensure students are getting to sleep early enough for the following day's study or activities and that calls are not disturbing roommates unnecessarily.

See the TASIS England Summer Program Behaviour Management Policy for more information.

## 44. Permitted Electronic Equipment

Students are welcome to bring small portable appliances with them, such as a laptop/hair dryer etc. However, personal items are not insured by the School. Any student bringing electrical equipment to the School is responsible for its safety and insurance and Summer Program staff should recommend

to parents/guardians that they protect such items with private insurance. All electrical equipment for use by students in boarding houses must comply with UK standards.

Students should not use non-'British Standard' extension leads and chargers and should never overload plug sockets or leads. This should be monitored by house parents, Maintenance and Housekeeping staff.

All electrical equipment should be fitted with a UK standard 3 pin plug (the use of 2 pin European plugs are not permitted). If Summer Program staff find equipment that appears dangerous or unsuitable, it should be removed from the boarding house and delivered to the Program Office, as faulty electrical equipment can present significant Health and Safety risks.

For this reason we impose the following restrictions:

| ALLOWED | NOT ALLOWED |
|---|---|
| • Computer/laptop/iPad<br>• Hair styling appliances<br>• UK/EU Charger(s)<br>• Radio/stereo<br>• Electric toothbrush or shaver<br>• British Standard fused slab lead<br>• Desk lamps<br>• Battery powered fairy lights<br>• Games consoles (unless agreed in advance) | • Large screen PC monitors / TV screens<br>• Large (high volume) speakers<br>• Kettle<br>• Rice cookers<br>• Coffee makers<br>• Plug-in air freshener<br>• Iron<br>• Fridge / heater / fan<br>• Non-British Standard transformers/adaptors<br>• Multi-adaptors<br>• Electric blankets |

## 45. Spending Money

Students need to be encouraged and reminded to keep any cash and debit/credit cards securely locked away in their lockable cabinets. Students should be discouraged from keeping large volumes of cash in the boarding house with them.

## 46. School Vehicles Including Minibuses

Before a staff member can drive a minibus, they must hold the appropriate driving licence and have completed the training program required by the School; this is the Minibus Driver Awareness Scheme (MIDAS).

## 47. Students' Boarding Code of Conduct

The values that form our boarding Code of Conduct include:

- being truthful
- keeping promises
- respecting the rights and property of others
- acting considerately towards others
- helping those who may be less fortunate than ourselves
- taking personal responsibility for your actions
- distinguishing between right and wrong

## 48. Onerous Demands on Students

No further, or unnecessary, demands should be made on students. Summer Program staff should monitor the amount of work students are doing and give feedback to the Program Directors if they feel any student is working beyond their limits.

## 49. Whistleblowing

TASIS England is committed to the highest possible standards of openness, probity and accountability. In line with that commitment, employees and others with serious concerns about malpractice or wrongdoing in the School's work are encouraged to come forward and voice those concerns without fear of victimisation.

We explicitly require staff to report to the Head of School, Program Directors or the Proprietors any concern or allegations about school practices or the behaviour of colleagues which are likely to put students at risk of abuse or other serious harm. For more information, please see the Whistleblowing Policy on the School website.

## 50. Confidentiality and Information Sharing

The safety, well-being and protection of our students are the paramount consideration in all decisions members of staff make about confidentiality. The appropriate sharing of information between school staff members is an essential element in ensuring our students' wellbeing and safety. Our Confidentiality and Information Sharing Policy, available on the School website, describes these processes in more detail.

## 51. Fire and Emergency Evacuation Procedures

Please see the most up to date detailed policy and procedure for Fire Safety which you will find on the School website.

## 52. Roving Campus

While much of the supervision of students will take place in the boarding houses and classrooms, there will be times when the students are on campus but not in their boarding houses. These will typically be during evenings, immediately after and during meals. It is important for staff to assume the role of 'rover' as they make their way around campus, even if they are not on duty they should always be mindful of students that appear to be unsupervised and report to the Program Directors accordingly.

## 53. Takeaway Food

Takeaway food is only permitted at certain times at the discretion and authorisation of and by the Program Directors.

# Appendix 1: Room/Boarding House Inspections Checklist

### *1. General Tidiness*

- Clothes, shoes and possessions stored in proper places
- Closets and cupboard doors closed
- Lights and electrical items turned off
- Beds neatly made
- Sheets and towels changed weekly
- Valuables and money locked away
- Approved medications, vitamins and protein powders with nurses
- Dried food only appropriately stored
- Trash/rubbish bin must not be overflowing
- Nothing hanging out of the windows
- Bathroom areas: floors clear, counters tidy, toiletries appropriately stored

### *2. Electrical Safety*

- No exposed wires/wires coiled
- Appropriate number of appliances plugged in
- Appropriate appliances only (i.e. no food prep appliances: kettles, microwaves, coffee makers)

### *3. Fire Safety*

- Doorways / pathways clear
- Fire routes clear
- Clear of wires, suitcases / cardboard boxes
- Emergency lighting uncovered (i.e. no tape over indicator light)

### *4. Food Safety*

- Approved fridges on / cool
- Any opened food covered
- All food has expiry dates
- No visual signs of mould / no smells
- Expired / mouldy food removed and disposed of
- No dirty dishes

### *5. Other Health and Safety*

- Beds appropriate distance apart (1 metre)

# Appendix 2: Search and Confiscation Policy and Procedure

TASIS England will, as a last resort, seek to follow the search and confiscation procedures outlined in this policy. Our expectation is that students will respond with the required levels of honesty and integrity in relation to issues involving the possession and/or use of the items listed.

## *1. Prohibited Items*

Possession of the following items is banned by TASIS The American School in England:

- Knives and open blades
- Weapons and replica weapons
- Alcohol and Illegal drugs
- Drug related paraphernalia
- Legal highs
- Stolen items
- Tobacco and cigarette papers
- Smoking related paraphernalia
- Electronic cigarettes and vaping materials
- Fireworks
- Pornographic images
- Any article that has been or is likely to be used to commit an offence or cause personal injury to, or damage the personal property of, any member of our community.

## *2. Search and Confiscation Guidelines*

TASIS England retains the right to conduct a search upon reasonable belief that a student is in possession of any materials that are in violation of school rules and/or the law. A student who refuses to cooperate is subject to the same procedures and discipline as a student who has been found to possess such materials.

TASIS England reserves the right to search students' rooms and possessions without their consent for any of the following items stated above.

Under no circumstances should staff conduct a search of a student. If a search of a student is deemed necessary, this must only be a clothing search only and must be undertaken by the Program Director, or Deputy Director and the DSL with the explicit permission and direction from the Head of School, the Director of Pastoral Care or the Director of Inclusion, Wellbeing and Compliance. No invasive or intrusive searches should be conducted under any circumstances.

Any authorised search must be conducted by two members of staff, one to search and one to witness. To ensure respect for personal boundaries and a safe and comfortable environment, male staff members should never conduct searches of female students, and female staff members should never conduct searches of male students.

No search should be undertaken away from school premises and, if it is required, should ideally be undertaken in the privacy of the Health Centre in the vicinity of a school nurse. If there is reasonable suspicion that a student is concealing a weapon, the police should be immediately contacted and security informed, Program Directors and the DSL must also be verbally informed, followed by a written report.

Any authorised search of a student must be documented in writing as soon as practicably possible after the incident. Parents or guardians of the student should be informed promptly about the search, providing details about the reasons and outcomes.

Program Directors will log the search on a search log which will be sent to the Head of School.

When appropriate, a search of a student's possessions should take place in the student's presence. Whenever possible, a search should take place in private with two members of staff present, one being a senior manager. This may not be possible, for example if searching a locker that is located in a public place.

When a person conducting the search finds an electronic device, Program Directors may examine any data or files on the device if they think that there is good reason to do so. Program Directors must reasonably suspect that the data or file on the device in question has been, or could be, used to cause harm, to disrupt teaching, or break school rules. If inappropriate material is found on the device, the School will decide whether to delete or retain the material as evidence.

The School is under no obligation to inform the parent/guardian of a search prior to the search but should inform parents/guardians that a search has taken place as a measure of good practice. The School will inform a parent/guardian when a prohibited item is seized unless this would compromise the students safety. A parent/guardian will be informed following a search if nothing is found but there are still concerns.

# Appendix 3: House Parents

### *General*

The house parent is responsible to the Program Directors for the overall leadership and smooth running of the boarding house and, above all, the safety and welfare of the students. House parents are resident within the boarding house and help to establish its character, whilst observing the consistent application of Program rules and regulations. The role may involve some teaching but also involves working closely with other members of teaching staff, as well as the wider community of auxiliary staff that help with the running of the Summer Program.

Ensuring that proactive measures are taken to avoid any contravention of the rules is an essential element of the role.

### *Routines*

The house parent has to ensure that all students have completed their induction (Appendix 4) and that the daily routines are understood and adhered to. The induction process will be prepared in conjunction with the Program Directors. Additionally, house parents are required to ensure that the students understand where they should be and why, that they are organised and prepared for their lesson or activity.

### *Duty Schedule*

Program Directors will draw up a fair schedule of duties with the boarding house teams ensuring that supervision is consistent and appropriate at all times. It is the house parents responsibility to be punctual and adhere to the agreed rotas.

### *Boarding House Rewards and Sanctions*

The house parent has to ensure that boarding house rules are adhered to and that responses are both measured and fair in relation to any contraventions. Program Directors may instigate a system of rewards that should be followed to recognise compliance of the rules and for good conduct.

### *Academic*

Manage and maintain academic study times during the week (Study Hall), be informed and aware of the progress of the students and initiate and facilitate support if required.

### *Health and Safety*

Keep an overview of Health and Safety within the boarding house and ensure prompt responses to any matters relating.

### *Safeguarding*

Be familiar with the Summer Program Safeguarding and Child Protection Policy.

### *Responsibilities at the beginning and end of sessions*

Welcome all students and show them their new room. Be aware of which students are assigned to which rooms within boarding houses. Make sure all the students understand the boarding house Rules and Expectations. Liaise with the Program Directors and other teaching staff regarding any matters that relate to issues in class or in the boarding house.

# Appendix 4: Summer Program Student Induction Checklist

Name: _____ Dorm: _____

| ADMINISTRATION | TICK WHEN COMPLETE | DATE | INITIAL |
|---|---|---|---|
| Registration complete | | | |
| Passport/travel documents handed in | | | |
| Room allocated | | | |
| Added to boarding house list | | | |
| Has spending money available | | | |
| Medical needs, allergies noted and communicated to nurses and catering | | | |
| Dietary needs noted and passed on to catering | | | |
| Has all necessary clothing | | | |
| Has been issued with an ID card. | | | |

| UPON ARRIVAL AT TASIS | TICK WHEN COMPLETE | DATE | INITIAL |
|---|---|---|---|
| Tours of the residence, and school grounds | | | |
| Issued with a map and schedule | | | |
| Information about meals and meal times | | | |
| Information about classes, activities and trip plans | | | |
| Codes of Conduct, behaviour and regulations | | | |
| Copy of the Student Handbook | | | |

| INDUCTION | TICK WHEN COMPLETE | DATE | INITIAL |
|---|---|---|---|
| Meet House Parents and Program staff | | | |
| Meet other students | | | |
| Made aware of notice boards with information regarding ChildLine, Children's Commissioner, NSPCC etc. | | | |
| Fire Safety and Health and Safety induction | | | |
| An introduction to the TASIS Online Safety Policy including Acceptable Use Policy and use of Wi-Fi | | | |
| Introduction to the laundry system and processes | | | |
| Information about electrical items testing and prohibited items | | | |
| Introduction to Anti-Bullying, Smoking, Drug and Alcohol policies | | | |
| Aware of Behaviour Management Policy and results from failure to comply with the policy | | | |

| INDUCTION | TICK WHEN COMPLETE | DATE | INITIAL |
|---|---|---|---|
| Aware of persons that can be contacted in the event of concerning, aggressive or offensive behaviour from other students | | | |
| Staff encourage students to contact their parents or guardians to inform them of their arrival at TASIS England | | | |

# Appendix 5: TESP Staff Organogram

*[ Placeholder – the TESP Staff Organogram is to be inserted here. The organogram was not present in the source file provided for reformatting. ]*

# Appendix A – Version history

This appendix records substantive changes to the handbook. Substantive means: changes to legislation, statutory references, personnel, procedures, or policy decisions. Typographical, formatting and branding corrections are not logged.

## Versions

Version 8.0 (17 June 2026) — current version, this document.

Version 7.0 (14 June 2025) — previous version, superseded by v8.0.

## Changes from v7.0 to v8.0

| SECTION | FROM (V7.0) | TO (V8.0) | REASON |
|---|---|---|---|
| **Whole document** | TASIS England colourway (navy + red); legacy cover and single Document Information table. | TASIS Royals colourway (navy + cyan); redesigned cover, Document Information and Approved By sections, navy footer banding, and a section-list Contents page — aligned to the v6.0 house standard. | structural |
| **Anti-bullying (§15)** | DSL reports concerns to the "Surrey Safeguarding Children's Panel" on 0300 123 1630, out of hours 01483 517898. | DSL reports concerns to Surrey Children's Single Point of Access (C-SPA) on 0300 470 9100, out of hours 01483 517898 — corrected to the current Surrey contact route used in the Safeguarding Policy. | KCSIE |
| **Body content** | — | No other change to the handbook content; §1–§53 and Appendices 1–5 carried forward from v7.0. The Appendix 5 organogram remains a placeholder pending the source image. | structural |