

# Safety of Boarders

## STANDARD: 6

Standard 6 – safety of boarders		Evidence
6.1	The school ensures compliance with relevant health and safety laws by drawing up and implementing effectively a written health and safety policy 8.	<ul style="list-style-type: none"> <li>• The academy meets all health and safety regulations as per statutory requirements – MPR attends Trust Wide Meetings</li> <li>• RWBAT: Health and Safety</li> <li>• Document: Safety of Boarders</li> </ul>
6.2	The school premises, accommodation and facilities provided therein are maintained to a standard such that, so far as is reasonably practicable, the health, safety and welfare of pupils are ensured.	<ul style="list-style-type: none"> <li>• The academy meets all health and safety regulations as per statutory requirements.</li> <li>• RWBAT Policy: Health and Safety</li> <li>• Document: Safety of Boarders</li> </ul>
6.3	The school ensures that the welfare of pupils at the school is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy and appropriate action is taken to reduce risks that are identified.	<ul style="list-style-type: none"> <li>• Risk Assessment for the Boarding House</li> </ul>

## **SAFETY OF BOARDERS POLICY**

This document aims to outline the circumstances under which it may be necessary to close the boarding house, and the action which will then be taken by The Academy. In addition, it also details the procedures staff on duty must maintain to ensure the security of the house is always maintained.

### **Security of the house**

1. Staff on duty in the Boarding House should close windows (if appropriate) lock all cupboards, lock all appropriate doors (not Fire Exits) and switch off and unplug all electrical equipment, before going off duty.
2. Kitchen staff are responsible for attending to the security of the main kitchen and its attendant annexes. Windows should be closed, lights turned off, doors locked, and all appropriate equipment switched off and disconnected.
3. The House Keepers are responsible for the laundry/sewing room/ stores area. All windows should be closed, doors locked, lights turned off and electrical equipment disconnected.
4. Turning off electrical equipment does not, of course, apply to refrigerators or other permanent fittings of similar purpose in any part of the academy.
5. The Boarding House will have two security cameras facing the entrance and exit drives. The site is now completely fenced in and has gates on both entrance and exit. The exit gate is closed every evening at 18.00 and locked.
6. Each residential Unit has a Biometric Entry system. Entry to main entrance is by Biometrics.
7. Boarding house will be equipped with CCTV webcams to enhance security
8. The senior staff on duty has the overall responsibility for the check that staff have completed a full shut down of buildings. They are responsible for check the back gate is locked before leaving the site.
9. Any member of staff working over the holiday period is responsible for fully shutting down any area they have been in. During school holidays the front gate only should be used and relocked by the last person leaving the site.

### **What happens in the event of a closure?**

The safety and welfare of the boarders in the boarding house are always our main priority. As such there may be extremely rare occasions, whereby the boarding house is required to close. Examples of these situations may include, infectious illness, lack of water into the house, lack of hot water, the building not being secure. These examples are not exhaustive. This decision will be made by the Director of Boarding and the Headteacher. When a situation begins to unfold which may require evacuation the following procedure will be followed:

1. The Director of Boarding will call a full residential staff meeting
2. The meeting will allocate the following roles to staff: Booking of hotels (x2), booking of minibuses.
3. The Director of Boarding/Senior House Parents will meet with all boarders to explain the situation and the plan.

4. The Director of Boarding will send an email to all parents outlining the situation which is requiring the boarding house to close, and the actions that are being taken to safeguard their children.
5. Risk assessments and trip packs to be completed and taken with staff
6. Relevant student medication and First Aid equipment to be organised by Senior staff.
7. Should the situation go beyond a few days, it may be necessary for boarders to go to their local guardians until such time that the boarding house is safe to re-open.
8. If the kitchen facilities are permitted to use, it is likely that students may be returned to the house for mealtimes, however, this will be decided on an individual basis.

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Date: 22.04.2021

Authorised by: Matt Price

Job Role: Director of Boarding

Date: 11.05.2021

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