

## National minimum standards for boarding schools

Written in compliance with The National Minimum Standards 1<sup>st</sup> April 2015

### Standard 1 – statement of boarding principles and practice

### Evidence

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A suitable statement of the school's boarding principles and practice is available to parents and staff, is made known to boarders, and is seen to work in practice.

- Document: Boarding principles and practice
- Mission Statement
- Document: Boarding Handbook 2020-2021
- Boarders' Charter

Standard 2 – boarders’ induction and support		Evidence
2.1	There is an appropriate process of induction and guidance for new boarders	<ul style="list-style-type: none"> <li>• Document: Boarders Induction, Support &amp; Guidance</li> <li>• Document: Boarding Handbook 2020-2021</li> <li>• Boarders Induction Program 2020-2021</li> </ul>
2.2	Each boarder has a choice of staff to whom s/he can turn for personal guidance or for help with a personal problem.	<ul style="list-style-type: none"> <li>• Document: Boarders Induction, Support &amp; Guidance</li> <li>• Document: Contact Cards</li> <li>• 121 Mentoring system</li> </ul>
2.3	The school identifies at least one person other than a parent, outside the boarding and teaching staff of the school, who boarders may contact directly about personal problems or concerns at school. The school ensures that boarders know who this person is, and how to contact them. Boarders are also provided with one or more appropriate helpline(s) or outside contact numbers, including the Children’s Rights Director, to ring in case of problems or distress.	<ul style="list-style-type: none"> <li>• Document: Boarders Induction, Support &amp; Guidance</li> <li>• RWBAT Code of Conduct</li> <li>• RWBAT Safeguarding Policy</li> <li>• Boarding Contact Cards</li> <li>• Document: External Helplines</li> </ul>

	<b>Standard 3 – boarders’ health and wellbeing</b>	<b>Evidence</b>
3.1	<p>The school has, and implements effectively, appropriate policies for the care of boarders who are unwell and ensures that the physical and mental health, and emotional wellbeing of boarders is promoted. These include first aid, care of those with chronic conditions and disabilities, dealing with medical emergencies and the use of household remedies.</p> <p>“wellbeing” means wellbeing within the meaning of section 10(2) of the Children Act 2004</p>	<ul style="list-style-type: none"> <li>• Document: Boarders’ Health and Wellbeing Policy</li> <li>• Form: Administration of Homely Remedies</li> <li>• Form: Administration of Approved OTC Student Owned Medicines</li> <li>• Form: OTC Medicines Weekly Audit</li> <li>• Form: Administration of Paracetamol Staff</li> <li>• Document: First Aiders</li> <li>• RWBAT policy – Health and Safety Policy</li> <li>• RWBAT Guidance for self-harm</li> </ul>
3.2	<p>Suitable accommodation, including toilet and washing facilities, is provided in order to cater for the needs of boarding pupils who are sick or injured. The accommodation is adequately staffed by appropriately qualified personnel, adequately separated from other boarders and provides separate accommodation for male and female boarders where this is necessary.</p>	<ul style="list-style-type: none"> <li>• Document: Staff Duty Rota</li> <li>• First Aid Poster</li> <li>• First Aid Qualification tracker</li> <li>• Sick Room Facilities: tour of boarding house</li> </ul>
3.3	<p>In addition to any provision on site, boarders have access to local medical, dental, optometric and other specialist services or provision as necessary.</p>	<ul style="list-style-type: none"> <li>• Policy statement: Boarders’ Health and Wellbeing</li> <li>• Display of Information in House - leaflet</li> </ul>
3.4	<p>All medication is safely and securely stored and proper records are kept of its administration. Prescribed medicines are given only to the boarders to whom they are prescribed. Boarders allowed to self-medicate are assessed as sufficiently responsible to do so.</p>	<ul style="list-style-type: none"> <li>• Policy statement: Boarders’ Health and Wellbeing</li> <li>• Form: Administration of Prescribed Medication</li> <li>• Form: Daily Medicines</li> <li>• Form: Risk Assessment to Self-Administer</li> </ul>
3.5	<p>The confidentiality and rights of boarders as patients are appropriately respected. This includes the right of a boarder deemed to be “Gillick Competent” to give or withhold consent for his/her own treatment.</p>	<ul style="list-style-type: none"> <li>• Policy statement: Boarders’ Health and Wellbeing</li> </ul>



Standard 4 – contact with parents/carers		Evidence
4	<p>Boarders can contact their parents/carers and families in private and schools facilitate this where necessary. This does not prevent schools from operating proportionate systems to monitor and control the use of electronic communications in order to detect abuse, bullying or unsafe practice by boarders.</p>	<ul style="list-style-type: none"> <li>• Document: Privacy and contact home</li> <li>• RWBAT Policy: E-Safety policy</li> <li>• RWBAT: ICT Acceptable Use Policy</li> </ul>

<b>Standard 5 – Boarders’ Accommodation</b>		<b>Evidence</b>
<b>5.1</b>	Suitable sleeping accommodation is provided for boarders. It is well organised and managed with risk assessments undertaken and findings acted upon to reduce risk for all boarders. Where boarders are aged 8 years or over, sleeping accommodation for boys is separate from sleeping accommodation for girls.	<ul style="list-style-type: none"> <li>• Document: Risk Assessment for The Boarding House</li> <li>• Tour of the house</li> <li>• Document: plans of the building</li> </ul>
<b>5.2</b>	Suitable living accommodation is provided for boarders for the purposes of organised and private study outside school hours and for social purposes.	<ul style="list-style-type: none"> <li>• Tour of the house</li> <li>• Document: plans of the building</li> </ul>
<b>5.3</b>	Suitable toilet and washing facilities are provided for boarders, which are reasonably accessible from the sleeping accommodation. Separate toilet facilities are provided for boys and girls unless each toilet facility is provided in a separate room intended for use by one pupil at a time, the door to which is capable of being secured from inside. Toilet and washing facilities provide appropriate privacy for boarders	<ul style="list-style-type: none"> <li>• Tour of the house including bedrooms</li> </ul>
<b>5.4</b>	Boarding houses and other accommodation provided for boarders is appropriately lit, heated and ventilated, cleaned and maintained, and reasonable adjustments are made to provide adequate accessible accommodation for any boarders with restricted mobility	<ul style="list-style-type: none"> <li>• Document: plans of the building</li> <li>• Tour of disabled rooms</li> </ul>
<b>5.5</b>	Accommodation is suitably furnished and of sufficient size for the number, needs and ages of boarders accommodated, with appropriate protection and separation between genders, age groups and accommodation for adults. Bedding is clean and suitable, and is sufficiently warm.	<ul style="list-style-type: none"> <li>• Document: plan of building</li> <li>• Tour of house to include laundry</li> <li>• Meeting with students</li> </ul>
<b>5.6</b>	Boarders can personalise an area of their accommodation with suitable posters and personal items if they wish	<ul style="list-style-type: none"> <li>• Tour of house</li> <li>• Boarders Committee Meetings</li> </ul>
<b>5.7</b>	Boarding accommodation is reserved for the use of those children designated to use it, and is protected from access by unauthorised persons. Any use of school facilities by individuals or groups does not allow members of the public (including members of organised groups using school facilities) substantial and unsupervised access to pupils, or to boarding accommodation while occupied by pupils	<ul style="list-style-type: none"> <li>• Document: Boarding Principles and Practice</li> <li>• RWBAT - Residential Staff Policy</li> <li>• Spouse/partner residential agreement</li> <li>- Will require children of staff members when aged 16.</li> </ul>
<b>5.8</b>	Any use of surveillance equipment (e.g. CCTV cameras) or patrolling of school buildings or grounds for security purposes does not intrude unreasonably on boarders’ privacy.	<ul style="list-style-type: none"> <li>• Document – safety of boarders</li> <li>• Boarders Committee Meetings</li> </ul>

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>

Standard 7 – fire precautions and drills		Evidence
7.1	The school complies with the Regulatory Reform (Fire Safety) Order 2005	<ul style="list-style-type: none"> <li>• Document: Boarding House Emergency Evacuation Procedures</li> <li>• Document: Room List</li> <li>• Document: Building Plans</li> </ul>
7.2	In addition, fire drills are regularly (at least once per term) carried out in 'boarding time'	<ul style="list-style-type: none"> <li>• Document: Boarding House Emergencies and Evacuation Policy</li> <li>• Boarding House Fire Drill Records: Health and Safety File</li> </ul>

Standard 8 – provision and preparation of food and drinks		Evidence
8.1	All boarders, including those with special dietary, medical or religious needs, are provided with meals which are adequate in nutrition, quantity, quality, choice and variety.	<ul style="list-style-type: none"> <li>• Document: Provision and Preparation of Food and Drinks</li> <li>• Boarder Application Form</li> <li>• Examples of previous menus from Harrisons Catering, which reflects the diversity of the boarder's nationalities.</li> <li>• Allergy poster</li> <li>• Example Menu</li> <li>• Litmus Report</li> <li>• Food committee meeting minutes</li> </ul>
8.2	Suitable accommodation is provided for the hygienic preparation, serving and consumption of boarders' main meals. This may be situated in the main school provided it is adjacent to or reasonably accessible from the boarding accommodation.	<ul style="list-style-type: none"> <li>• Tour of kitchen</li> <li>• Harrison Catering Service has Food Health and safety manual held in kitchen area which complies with current legislation.</li> </ul>
8.3	In addition to main meals, boarders have access to drinking water and to food or the means of hygienically preparing food at reasonable times.	<ul style="list-style-type: none"> <li>• Tour of House: Centralised facilities in dining area including microwave, fridge, snacks, toast, fruit, yoghurt. Milk.</li> </ul>
8.4	Pupils with disabilities are provided with appropriate assistance to eat, in a manner which promotes dignity and choice.	<ul style="list-style-type: none"> <li>• Not necessary at the moment. Would be built into the Boarding Support Plan</li> </ul>

Standard 9 – boarders’ possessions		Evidence
9.1	Adequate laundry provision is made for boarders’ clothing and bedding. Boarders’ clothing is satisfactorily stored and issued to the right boarder following laundering.	<ul style="list-style-type: none"> <li>• Tour of in-house laundry facility in boarding house</li> <li>• Document: Laundry Rota</li> <li>• Tour of rooms</li> </ul>
9.2	Boarders are able to obtain necessary personal and stationery items while accommodated at school.	<ul style="list-style-type: none"> <li>• Trips to supermarkets twice per week</li> <li>• Town leave allows students to walk into town to purchase items</li> </ul>
9.3	Reasonable protection is provided for boarders’ personal possessions and for any boarders’ money or valuables looked after by the school.	<ul style="list-style-type: none"> <li>• Each student has an individual lockable wardrobe and wardrobe cupboard for storing personal items: tour of individual rooms</li> <li>• CCTV allows for further security of boarders items.</li> </ul>
9.4	Any search of boarders’ personal belongings should be carried out in accordance with section 550ZA of the Education Act 1996 and with regard to any guidance issued by the State Secretary of State I	<ul style="list-style-type: none"> <li>• Document Confiscation and search</li> <li>• 550ZA of the Education Act</li> <li>• Boarders files – One Note</li> </ul>

Standard 10 – activities and free time		Evidence
10.1	There is an appropriate range and choice of activities for boarders outside teaching time, including sufficient and suitably timed free time each day. Suitable risk assessments are in place for any activities which may put boarders at risk of harm.	<ul style="list-style-type: none"> <li>• Document: Boarding Handbook</li> <li>• Document: Trips and Visits Policy</li> <li>• Sample Trip pack</li> <li>• Document: Weekly activities</li> <li>• Document: Weekend Activities</li> <li>• Document: Town Leave</li> </ul>
10.2	Boarders have access to a range and choice of safe recreational areas, both indoors and outdoors, and there are safe areas at school where boarders can be alone if they wish.	<ul style="list-style-type: none"> <li>• Academy and boarding house tour</li> </ul>
10.3	Schools where there are unusual or especially onerous demands on boarders ensure that these are appropriate to the boarders concerned and do not unacceptably affect boarders' welfare	<ul style="list-style-type: none"> <li>• Not applicable to The Wellington Academy</li> </ul>
10.4	Boarders have access to information about events in the world outside the school, and access to local facilities which are appropriate to their age.	<ul style="list-style-type: none"> <li>• Boarding house information services               <ul style="list-style-type: none"> <li>- Digital television service</li> <li>- Internet access</li> <li>- Breakfast News reports daily</li> </ul> </li> </ul>

Standard 11 – child protection		Evidence
11	<p>The school ensures that:</p> <ul style="list-style-type: none"> <li>• The arrangements are made to safeguard and promote the welfare of pupils at the school; and</li> <li>• Such arrangements have regard to any guidance issued by the Secretary of State</li> </ul>	<ul style="list-style-type: none"> <li>• RWBAT Policy: Safeguarding Policy</li> <li>• RWBAT Policy: Health and Safety Policy</li> <li>• RWBAT Policy: E-Safety</li> <li>• RWBAT Policy: Prevent</li> <li>• Document: Boarding Support Plans</li> <li>• SWI is part of the safeguarding team in a DDSL Capacity</li> </ul>

Standard 12 – promoting positive behaviour and relationships		Evidence
12.1	<p>The school has and consistently implements a written policy to promote good behaviour amongst pupils. This policy includes:</p> <ul style="list-style-type: none"> <li>• measures to combat bullying and to promote positive behaviour;</li> <li>• school rules;</li> <li>• disciplinary sanctions;</li> <li>• when restraint is to be used; and</li> <li>• arrangements for searching pupils and their possessions.</li> </ul>	<ul style="list-style-type: none"> <li>• RWBAT Policy: Behaviour for Learning</li> <li>• RWBAT Policy: Code of Conduct</li> <li>• RWBAT Policy: Anti-bullying</li> <li>• Document: Boarders' Charter</li> <li>• Document: Boarding Rewards and Sanctions</li> <li>• Document: Closed Status Cards</li> <li>• Document: Agreement to Board</li> <li>• Document: Confiscation and Searching Policy</li> <li>• D for E Search and Confiscation guidance Feb 2014</li> <li>• Document: Serious Incident Form</li> <li>• Document: Witness Form</li> <li>• Behaviour Contract example</li> <li>• Document: Investigation Guidance</li> </ul>
12.2	<p>The policy complies with relevant legislation and guidance and is understood by staff and pupils.</p>	<ul style="list-style-type: none"> <li>• RWBAT Policy: Behaviour for Learning</li> <li>• Document: Boarders' Charter</li> <li>• D for E guidance on Behaviour and attendance in schools</li> </ul>

Standard 13 – management and development of boarding		Evidence
13.1	The school's governing body and/or proprietor monitors the effectiveness of the leadership, management and delivery of the boarding and welfare provision in the school, and takes appropriate action where necessary.	<ul style="list-style-type: none"> <li>• Governors Report</li> <li>• Governor visits boarding house once per long term</li> <li>• MPR to attend governors meetings</li> </ul>
13.2	There is clear leadership and management of the practice and development of boarding in the school, and effective links are made between academic and residential staff.	<ul style="list-style-type: none"> <li>• Director of Boarding line managed by the Headteacher</li> <li>• Staffing model includes teaching staff in the boarding house and boarding staff engaged in school based activities.</li> <li>• Document: Development Plan</li> </ul>
13.3	The school's leadership and management demonstrate good skills and knowledge appropriate to their role.	<ul style="list-style-type: none"> <li>• NMS SEF document – evidence and scrutiny with Headteacher</li> <li>• Staff CPD Document</li> <li>• SWI undertaking the PG in Boarding Management 2019-2021</li> <li>• MPR has completed the PG in Boarding Management with BSA</li> <li>• All boarding staff complete annual refreshers through Educare</li> </ul>
13.4	The school's leadership and management consistently fulfil their responsibilities effectively so that the standards are met	<ul style="list-style-type: none"> <li>• NMS SEF document evidencing scrutiny of NMS compliance</li> <li>• Minutes of Meetings with Headteacher</li> </ul>
13.5	The school's leadership and management and governance actively promote the wellbeing of pupils.	<ul style="list-style-type: none"> <li>• Weekly safeguarding panel</li> <li>• Wellbeing noticeboards</li> <li>• Document: Health and Wellbeing Policy</li> <li>• Mentoring program</li> <li>• Boarders assemblies</li> <li>• Weekly wellbeing programme</li> </ul>
13.6	Senior boarding staff have an adequate level of experience and/or training.	<ul style="list-style-type: none"> <li>• Evidence: senior staff have extensive experience of working in a variety of settings. The 3 senior boarding staff have 12 years boarding experience between them</li> <li>• Staff are completing online educare boarding specific training and BSA training</li> </ul>

		<p>days.</p> <ul style="list-style-type: none"> <li>• Document: Staff qualifications</li> </ul>
13.7	The school follows and maintains the policies and documents described in Appendix 1.	<ul style="list-style-type: none"> <li>• NMS Scrutiny meeting – see review on document</li> </ul>
13.8	The records specified in Appendix 2 are maintained and monitored by the school and action taken as appropriate.	<ul style="list-style-type: none"> <li>• NMS Scrutiny meeting – see review on document</li> </ul>
13.9	The issues specified in Appendix 3 are monitored, and action is taken to improve outcomes for children as appropriate	<ul style="list-style-type: none"> <li>• NMS Scrutiny meeting – see review on document</li> </ul>

Standard 14 – staff recruitment and checks on other adults		Evidence
14.1	Schools operate safe recruitment procedures and vet staff in line with the regulatory requirements and having regard to relevant guidance <sup>8</sup> issued by the Secretary of State.	<ul style="list-style-type: none"> <li>• Evidence: SCR in HR</li> <li>• RWBAT Policy: Safeguarding</li> </ul>
14.2	For all persons over 16 (not on the roll of the school) who after April 2002 began to live on the same premises as boarders but are not employed by the school, an enhanced certificate with a barred list information must be obtained from the Disclosure and Barring Service (DBS).	<ul style="list-style-type: none"> <li>• Evidence: SCR - HR</li> </ul>
14.3	There is a written agreement between the school and any person over 16 not employed by the school but living in the same premises as boarders (for example, members of staff households). This specifies the terms of their accommodation, guidance on contact with boarders, their responsibilities to supervise their visitors, and notice that accommodation may cease to be provided if there is evidence that they are unsuitable to have regular contact with children. They must be required to notify an unrelated designated senior member of staff if they are charged with, or convicted of, any offence.	<ul style="list-style-type: none"> <li>• Evidence: Residential agreement</li> </ul>
14.4	All persons visiting boarding accommodation (e.g. visitors, outside delivery and maintenance personnel) are kept under sufficient staff supervision to prevent them gaining substantial unsupervised access to boarders or their accommodation.	<ul style="list-style-type: none"> <li>• RWBAT Policy: Safeguarding</li> <li>• Form: Visitors Signing-In Sheets</li> </ul>
14.5	The school regularly monitors the suitability of any arrangements it makes for the appointment of guardians.	<ul style="list-style-type: none"> <li>• N/A we do not make guardian arrangements</li> </ul>
14.6	Any guardians appointed by the school are subject to the same recruitment checks as staff, and their care of pupils is monitored	<ul style="list-style-type: none"> <li>• N/A we do not make guardian arrangements</li> </ul>

Standard 15 – staffing and supervision		Evidence
15.1	Any staff member or volunteer employed or volunteering in a position working with boarders has a job description reflecting their duties, receives induction training in boarding when newly appointed, and receives regular reviews of their boarding practice, with opportunities for training and continual professional development in boarding.	<ul style="list-style-type: none"> <li>• Document: Training and Development Policy</li> <li>• Staff Job Descriptions</li> </ul>
15.2	Any role of spouses, partners and/or other adult members of staff households within boarding houses is made clear.	<ul style="list-style-type: none"> <li>• Residency agreement for spouses</li> </ul>
15.3	The staff supervising boarders outside teaching time are sufficient in number, training and experience for the age, number and needs of boarders, and the locations and activities involved.	<ul style="list-style-type: none"> <li>• Document: Staff Duty Rota</li> </ul>
15.4	Boarders are at all times under the responsibility of an identified member of staff who is suitably qualified and experienced.	<ul style="list-style-type: none"> <li>• Document: Staff Duty Rota</li> </ul>
15.5	Staff know the whereabouts of boarders (or know how to find their whereabouts) in their charge at all times.	<ul style="list-style-type: none"> <li>• Document: Boarding House Floor Plans</li> <li>• Sign in and out procedure – on One Note</li> <li>• Document: Contact details available for all students on One Note</li> </ul>
15.6	Staff working within the school know and implement the school’s policy in relation to boarders going missing and their role in implementing that policy. Staff actively search for boarders who are missing, including working with police where appropriate.	<ul style="list-style-type: none"> <li>• RWBAT Policy: Safeguarding</li> <li>• RWBAT Policy: Absconding</li> </ul>

15.7	There is at least one adult member of staff sleeping in each boarding house at night, responsible for the boarders in the house.	<ul style="list-style-type: none"> <li>Document: Staff Duty Rota</li> </ul>
15.8	Boarders have a satisfactory means of contacting a member of staff in each house at night.	<ul style="list-style-type: none"> <li>Document: The Boarding Team Contact List</li> </ul>
15.9	Suitable accommodation (consisting of accommodation in which meals may be taken, living accommodation and sleeping accommodation) and suitable toilet and washing facilities are provided for residential staff. This accommodation is appropriately separated from the accommodation and facilities provided for boarding pupils.	<ul style="list-style-type: none"> <li>Tour of House</li> </ul>
15.10	Any boarder access to staff accommodation is properly supervised and does not involve inappropriate favouritism or inappropriate one-to-one contacts between staff and boarders.	<ul style="list-style-type: none"> <li>N/A boarders are not allowed into staff accommodation</li> </ul>

<b>Standard 16 – equal opportunities</b>		<b>Evidence</b>
16	<p>Boarders are not discriminated against, paying particular regard to the protected characteristics set out in the Equality Act 2010 18 or because of their cultural background, linguistic background, special educational need, or academic or sporting ability. These factors are taken into account in the care of boarders, so that care is sensitive to different needs.</p>	<ul style="list-style-type: none"> <li>• RWBAT : Equality Policy</li> <li>• Boarders Charter</li> </ul>

Standard 17 – securing boarders views		Evidence
17	Boarders are actively encouraged to contribute views to the operation of boarding provision, are able to raise concerns and make complaints, and their views are given appropriate weight in decisions about the running of the school. Boarders are not penalised for raising a concern or making a complaint in good faith.	<ul style="list-style-type: none"> <li>• Document: Minutes of Committee Meetings</li> <li>• Form: Survey Monkey</li> <li>• Document: Boarders Charter</li> </ul>

Standard 18 – complaints		Evidence
18.1	The school has, and follows, an appropriate policy on recording and responding to complaints that is compliant with the relevant regulatory standards.	<ul style="list-style-type: none"> <li>• RWBAT Policy: Complaints Procedure</li> <li>• Document: Complaints</li> </ul>
18.2	The school's written record of complaints identifies those complaints relating to boarding provision, and action taken by the school as a result of those complaints (regardless of whether they are upheld).	<ul style="list-style-type: none"> <li>• Complaints log on One Note</li> </ul>

Standard 19 - prefects	Evidence
<p>19 Any prefect system (or equivalent) gives prefects (or equivalent) appropriate specific duties and responsibilities that are appropriate for them, with adequate staff supervision, training and measures to counter possible abuses of the role.</p>	<ul style="list-style-type: none"> <li>• Document: Prefect</li> <li>• Document: Minutes from Prefect Committee Meetings</li> <li>• Document: Duties rota for Junior and Senior students</li> <li>• Allocated Boarding SLT member of staff who has oversight of prefects</li> </ul>

<b>Standard 20 – lodgings (long-stay)</b>		<b>Evidence</b>
20.1	Any lodgings arranged by the school to accommodate pupils provide satisfactory accommodation and supervision, are checked before use, and are monitored by the school during use including checks at least yearly. <sup>12</sup>	<ul style="list-style-type: none"> <li>• N/a</li> </ul>
20.2	It is clearly stated to parents whether any lodgings accommodating pupils are to be arranged by the school or by parents themselves.	<ul style="list-style-type: none"> <li>• N/a</li> </ul>
20.3	Schools alert the local authority to any arrangements made by the school that may constitute private fostering.	<ul style="list-style-type: none"> <li>• N/a</li> </ul>
20.4	Any lodgings provided or arranged by the school are of a comparable standard to accommodation provided by the school	<ul style="list-style-type: none"> <li>• N/a</li> </ul>
20.5	The school visits all potential lodgings it may arrange, and interviews any adult who will be responsible for the accommodation of the pupils in each lodging, takes up references, and has recorded a satisfactory assessment, before any pupil is placed there. The school can demonstrate that members of the host family aged over 16 are subject to a DBS check completed at the standard level, with a satisfactory outcome known before any pupil is placed	<ul style="list-style-type: none"> <li>• N/a</li> </ul>
20.6	The school ensures that all adults providing lodgings for pupils on its behalf have undergone safeguarding training that is updated regularly as advised by the Local Safeguarding Children Board, and that they understand the school's policy in relation to pupils going missing and their role in implementing that policy.	<ul style="list-style-type: none"> <li>• N/a</li> </ul>
20.7	The school has a satisfactory written agreement with each adult providing lodgings for pupils on its behalf..	<ul style="list-style-type: none"> <li>• N/a</li> </ul>
20.8	The school provides satisfactory written guidance to host families accommodating pupils on behalf of the school, covering the school's policy and practice for lodging pupils.	N/A
20.9	At least once per school term a member of staff discusses their lodgings separately with each pupil accommodated by or on behalf of the school in lodgings, recording the pupil's assessment in writing and taking action on any concerns or	N/A

	complaints.	
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Appendix I Documents		Evidence	Reviewed Date	Reviewed Date	Reviewed Date	Review Date
<b>Policies</b>			April 2019	April 2020	April 2021	
1.	Countering bullying, including cyberbullying	Anti-Bullying Policy	April 2019	April 2020	April 2021	
2.	Child Protection	Safeguarding Policy	April 2019	April 2020	April 2021	
3.	Disciplines (including sanctions, rewards and restraints)	Behaviour for Learning Policy	April 2019	April 2020	April 2021	
4.	Staff Disciplinary, grievance and whistleblowing policy	Policies: Employment policies and procedures	April 2019	April 2020	April 2021	
5.	Care of boarders who are unwell, including first aid, care of those with chronic conditions and disabilities, dealing with medical emergencies and the use of household remedies	Document: Boarders' Health and Well-being	April 2019	April 2020	April 2021	
6.	Safety and supervision on school journeys	Trips and Visits Policy	April 2019	April 2020	April 2021	
7.	Access to school premises by people outside the school	Safeguarding Policy	April 2019	April 2020	April 2021	
8.	Pupil access to risky areas of school buildings and grounds	Health and Safety Policy	April 2019	April 2020	April 2021	
9.	Health and safety	Health and Safety Policy	April 2019	April 2020	April 2021	
10.	Pupil access to a person independent of the school staff group	Safeguarding Policy	April 2019	April 2020	April 2021	

<b>11.</b>	Provision for pupils with particular religious, dietary, language or cultural needs	Document: Meal Arrangements Equal Opportunities Policy	April 2019	April 2020	April 2021	
<b>12.</b>	Supervision of ancillary, contract and 'unchecked' staff	Safeguarding Policy	April 2019	April 2020	April 2021	

<b>Documents:</b>		<b>Evidence</b>	<b>Reviewed Date</b>	<b>Reviewed Date</b>	<b>Reviewed Date</b>	<b>Review Date</b>
<b>13.</b>	Staff Handbook / guidance for boarding staff [this document may include many of the policy documents listed above]	Staff Handbook	April 2019	April 2020	April 2021	
<b>14.</b>	Statement of the school's boarding principles and practice	Boarding Principles and Practice Policy	April 2019	April 2020	April 2021	
<b>15.</b>	Requirement for staff to report concerns or allegations of risk of harm to pupils	Child Protection Policy	April 2019	April 2020	April 2021	
<b>16.</b>	Complaints procedure	Complaints Policy and Forms	April 2019	April 2020	April 2021	
<b>17.</b>	Procedure for enabling pupils to take problems or concerns to any member of staff	Boarding Team Contact List	April 2019	April 2020	April 2021	
<b>18.</b>	Responses to alcohol, smoking and substance abuse	Drugs, Alcohol and Smoking Policy	April 2019	April 2020	April 2021	
<b>19.</b>	Plans for foreseeable crises	Critical Incident Policy	April 2019	April 2020	April 2021	
<b>20.</b>	Staff induction, training and development programme	Staff Training and Development Policy	April 2019	April 2020	April 2021	
<b>21.</b>	Prefect duties, powers and responsibilities	Prefects and Buddies	April 2019	April 2020	April 2021	
<b>22.</b>	Key written information for new boarders	Boarders Induction, Support and Guidance Policy Boarders Handbook	April 2019	April 2020	April 2021	

<b>23.</b>	Job descriptions for staff with boarding duties	Staff Job Descriptions	April 2019	April 2020	April 2021	
<b>Where applicable:</b>						
<b>24.</b>	Clarification of whether any educational guardians or lodgings are arranged by the school or parents	N/a	April 2019	April 2020	April 2021	
<b>25.</b>	Agreement with any adult providing lodgings to pupils	N/a	April 2019	April 2020	April 2021	
<b>26.</b>	Guidance on welfare to host families accommodating pupils on behalf of the school	N/a	April 2019	April 2020	April 2021	

Appendix 2 Documents		Evidence	Reviewed	Reviewed	Reviewed	Reviewed	Review Date
<b>List of Records:</b>				<b>April 2020</b>	<b>April 2021</b>		
<b>1.</b>	Child protection allegations or concerns	Safeguard System	April 2019	April 2020	April 2021		
<b>2.</b>	Major sanctions	Major Sanctions record	April 2019	April 2020	April 2021		
<b>3.</b>	Use of reasonable force	Reasonable force log	April 2019	April 2020	April 2021		
<b>4.</b>	Complaints	Complaints	April 2019	April 2020	April 2021		
<b>5.</b>	Individual boarder's records (containing personal, health and welfare information)	Boarders files	April 2019	April 2020	April 2021		
<b>6.</b>	Administration of medication, treatment and first aid (kept confidentially)	SIMS	April 2019	April 2020	April 2021		
<b>7.</b>	Significant Illnesses	SIMS	April 2019	April 2020	April 2021		
<b>8.</b>	Significant accidents and injuries	Accident book	April 2019	April 2020	April 2021		
<b>9.</b>	Parental permission for medical and dental treatment, first-aid and non-prescriptive medication	Permissions	April 2019	April 2020	April 2021		

10.	Risk assessments (for risky activities, and in relation to premises/grounds)	Risk assessment file and Trips File	April 2019	April 2020	April 2021		
11.	Staff recruitment records and checks (including checks on others given substantial unsupervised access to boarders or boarding accommodation)	HR Files	April 2019	April 2020	April 2021		
12.	Staff duty rotas	Staff Duty Rota	April 2019	April 2020	April 2021		
13.	Staff supervision, appraisal and training	HR Files	April 2019	April 2020	April 2021		
14.	Fire precaution tests and drills	Site Manager files	April 2019	April 2020	April 2021		
15.	Risk assessments under the Fire Precautions (Workplace) Regulations	Generic Risk Assessment Forms	April 2019	April 2020	April 2021		
16.	Menus	Harrisons Catering	April 2019	April 2020	April 2021		
17.	Pocket money and any personal property looked after by staff	Finance Department	April 2019	April 2020	April 2021		
18.	Care plans for boarders with special needs (where applicable)	SEN Department	April 2019	April 2020	April 2021		
19.	Parental permission for high risk activities	Permissions Forms	April 2019	April 2020	April 2021		
20.	Checks on licensing of relevant Adventure Activities Centres	N/a	April 2019	April 2020	April 2021		
21.	Assessments of lodgings arranged by the school	N/a	April 2019	April 2020	April 2021		
22.	Assessment of off-site accommodation used by the school	N/a	April 2019	April 2020	April 2021		

<b>Appendix 3 Documents</b>		<b>Reviewed</b>	<b>Reviewed</b>	<b>Reviewed</b>	<b>Reviewed</b>	<b>Review</b>
<b>List of Issues to be Monitored by the School:</b>						
<b>1.</b>	Records of complaints and their outcomes	April 2019	April 2020	April 2021		
<b>2.</b>	Records of major sanctions	April 2019	April 2020	April 2021		
<b>3.</b>	Records of any use of reasonable force	April 2019	April 2020	April 2021		
<b>4.</b>	Systems and management of medical welfare	April 2019	April 2020	April 2021		
<b>5.</b>	Records of significant accidents	April 2019	April 2020	April 2021		
<b>6.</b>	Records of all risk assessments carried out	April 2019	April 2020	April 2021		
<b>7.</b>	Action taken in response to all risk assessments carried out	April 2019	April 2020	April 2021		
<b>8.</b>	Suitability of any guardianship arrangements made	April 2019	April 2020	April 2021		