



Terrington Hall School: Boarding Policy

This policy is written in conjunction with the Boarding School – National Minimum Standards (NMS) – April 2015.

Boarding at Terrington Hall is open to anyone in years three to eight, on any night during term time. However, it is unusual for children to request to stay at the weekend (Saturdays and Sundays).

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Statement of Boarding Principles and Practice

Boarders are very much welcomed at Terrington Hall, whether it be on a full-time, weekly, flexi, occasional or short-stay boarding basis. Boarders very quickly feel at home within our extended family and have fun, whilst still being “at school”.

Our aim is to give pupils an experience of boarding life, to prepare them for a potential boarding senior school and to enjoy simply being with their friends. We hope to develop a strong sense of community, to respect the differences, skills and strengths of others and to increase independence in a nurturing and caring environment.

Boarding life at Terrington Hall is based on mutual trust and respect and we aim to create a friendly and relaxed family atmosphere.

Welfare Policies and Procedures

A ‘boarder’ is defined as any pupil that stays the night at School and they are looked after as a ‘boarder’ from when they are dropped off in the morning to when they are collected if there is one or more nights in between.

We create a busy, caring, family atmosphere, supported by the Head of Boarding, Assistant Housemaster and gap students. Whilst they are at school, boarders have the opportunity to continue to use the excellent facilities and take part in further activities in a safe and supervised environment.

Whether in preparation for moving on to a senior boarding school or simply to enjoy the fun of being around their friends, we find that the children are very keen to get involved.

Boarders’ Induction

All new boarders receive induction and guidance from the Head of Boarding when they first stay the night. All children who are new to boarding are given a guided tour of the boarding accommodation by the Head of Boarding (including Fire Evacuation and emergency contact procedures); they are assigned an experienced boarder to assist them during their first evening and night. It is usual for new boarders to “have a go” with one of their friends. Any parent can discuss boarding arrangements further by making an appointment to see the Head of Boarding. The Head of Boarding will issue parents with a checklist of requirements. The Induction Process, and other vital information, is detailed in the Parent’s Handbook (available via the school website).

Boarders’ Health and Well-Being

Each boarder has a choice of staff to whom they can turn for personal guidance or for help with a personal problem. This continues to centre round their Form Tutor, but other adults are clearly detailed through information posters around the school.

The School actively encourages children to identify at least one person other than a parent, outside the boarding and teaching staff of the school, whom they may contact directly about personal



problems or concerns at School. The school ensures that boarders know who this person is, and how to make contact. Boarders are also provided with one or more appropriate helpline(s) or outside contact numbers to ring in case of problems or distress. They include:

- Wendy Machin (Safeguarding & Boarding Governor);
- Veronica Whitfield (Independent Listener);
- Childline on 0800 1111;

The School has a Surgery and a suitably qualified team of staff who implement appropriate policies for the care of boarders who are unwell. These include first aid, care of those with chronic conditions and disabilities, dealing with medical emergencies and the use of household remedies.

Medical Treatment and First Aid

The Head of Boarding is responsible for the organisation of medical arrangements. Three surgeries are held during the school day for routine dispensing of medication. Parents of boarders must hand any medication into the Head of Boarding upon their child's arrival at School and must sign to confirm that it has been received. Each pupil in the school must have an up to date Medical Form; the forms are available from the School Office. The Head of Boarding keeps the individual records for boarders containing relevant health and welfare information. The School has an appropriate First Aid Policy for all children, not just for boarders.

Care of Boarders Who Are Ill

If any child is unwell whilst at school, they should first inform their form tutor, who will then send them to the Head of Boarding. If a child is unwell during the evening, they should report to the House staff on duty. If they are unwell during the night, they should alert any member of the House staff. There are doorbells located on the boarding landings that will alert either the Head of Boarding or Assistant Housemaster.

The in-house surgery carries first aid equipment and "over-the-counter" medicines and remedies. These will be administered to pupils as and when necessary. A signed parental consent form for this is required at the start of each academic year, otherwise pupils cannot be given any form of medication.

Boarders who are unwell will be put to bed in a separate dormitory, provided with food and drink as necessary and administered 'homely' medication as required. All medication administered is to be recorded in the medical book. They will be visited regularly and their condition assessed on each visit. If deemed necessary, parents will be contacted and they will be sent home. Day children will be assessed by the Head of Boarding and treated in the same way, although their parents will also be called and asked to collect the child as soon as is convenient. The Head of Boarding will treat the child in the same way as she would a boarder until their parent or guardian arrives.

The school respects the confidentiality and rights of boarders as patients. This includes the right of a boarder deemed to be 'Gillick Competent' to give or withhold consent for his/her own treatment.



Contact with Parents/Carers

Boarders may telephone home in the evenings between 7.30pm and bedtime, and parents may phone the house on 01653 649902, or the main school number 01653 648227. Each pupil has their own email address – initialsurname@terringtonhall.com and they may access the ICT room during evenings if they wish.

The contact numbers for the school's Safeguarding Personnel and other outside agencies, including Childline, are posted all around the School. If boarders wish to use a phone privately, without asking a member of staff, they may use the boarders' cordless telephone.

Boarding Accommodation

The boys sleep in three dorms, situated at the front of the Boarding House, easily accessed by the front stairs. They have their own separate showers and toilets on that same landing. The girls also have three dorms at the back of the Boarding House, and the quickest way to these is via the back stairs. The girls' bathroom is down one flight of stairs and there is also a single toilet just outside their dorms.

Each weekly boarder has their own wardrobe and drawer space for their clothes and personal items. Sports kit and boots/trainers should be kept in the changing rooms and boot room respectively, and boarders change for swimming, games and PE in the school changing rooms.

Duvets, pillows and fleecy blankets are provided although boarders may bring their own from home if they wish. Bedlinen is also provided and laundered after each stay.

Weekly, part-time and flexi boarders may, and quite often do, choose to bring their own duvet covers in to the House, and may, of course, personalise their space.

There are two TV Rooms in the Boarding House, one at either side of the House, and boarders may use whichever one they like. It may be that there will be a movie in one for senior pupils whilst the junior boarders are playing on the Wii in the other; or perhaps the boys will choose to watch an adventure movie whilst the girls watch something else in the other. Boarders quite often move between the two.

The house is locked at 7.30 p.m. Boarders arriving back late should ring the front doorbell. The landings are locked when the Head of Boarding/Assistant Housemaster completes the final walk-through of the night.

Safety of Boarders

The School has a written policy on compliance with relevant health and safety laws which is effectively implemented, being overseen by the Bursar.



The school ensures that the welfare of pupils is safeguarded and promoted. We have an effective and well-implemented Risk Assessment Policy. Appropriate action is taken to ensure that risks are identified and resolved as far as possible. This is overseen by the Bursar.

Fire Precautions and Drills

The School complies with the Regulatory Reform (Fire Safety) Order 2005. There is a Fire Policy which includes the procedures for those in the Boarding House.

Fire drills are regularly carried out in 'boarding time' at least once per term (records maintained by the Bursar). A list of when these take place is kept by the Bursar. Boarders are aware of procedures through boarding induction, fire drills and 'Fire Alarm Response' posters.

Provision and Preparation of Food and Drinks

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.

There is a small kitchen on the ground floor which boarders may use in the evenings, with adult supervision. It is fully stocked at all times with cereals, bread and spreads, fruit, yoghurts, squash, biscuits and hot chocolate. It is the responsibility of the prefect on duty, with an adult's help, to make sure that the kitchen is left tidy every evening.

Flexi and occasional boarders are not encouraged to bring sweets and other tuck in from home. Tuck nights are Wednesday and Friday, when boarders may buy up to two items of tuck (50p each) from the in-house tuck shop. This cost is then charged on the end of term extras bill.

Boarders' Possessions

Laundry is collected daily and weekly boarders are responsible for ensuring that their clothing etc is put in the laundry baskets for the House staff to collect. Clean items will be returned to the relevant bed for the boarder to put away themselves.

Child Protection

The School ensures that arrangements are made to safeguard and promote the welfare of pupils at the School and the arrangements have regard to any guidance issued by the Secretary of State. This is a whole School issue and has its own policy, which incorporates the boarders as well as all children in the School (see Safeguarding Policy and Safer Recruitment Policy).

Promoting Positive Behaviour and Relationships

Boarding Code of Conduct

Whilst the House is also home to the boarders, the same high standards of behaviour and manners, both inside and outside the House are expected, as they are at school.

Do stick to your own dorms and bathrooms – boys should be in boys' dorms and bathrooms, girls in the girls'.



Do look after your belongings and tidy everything away before bedtime, so that floors are clear, both in the dorms and the TV Rooms.

Do make sure your dressing gown and slippers are handy, just in case the fire alarm sounds in the night.

Do look after the House and report any spills or damages straightaway to the Head of Boarding. Wear and tear to furniture and fabric and accidents are part of House life but should always be reported.

Do look after each other. When you are in House, the other boarders are your brothers and sisters and we are tolerant and, most of all, kind to everyone in House. Set a good example!

Do let someone know if you have any worries at all. You can go to a senior boarder, the prefect on duty, or any of the House staff. Anyone in the House will help you.

Do enjoy yourself and have fun!

Boarding Behaviour Expectations

This policy is used in conjunction with the Rewards and Sanctions Policy and the Exclusion Policy.

Everyday matters of indiscipline in the boarding house (e.g. loud or thoughtless behaviour in the house, talking after lights out etc) should be dealt with by the Boarding Tutors in the following ways:

- Staff to request behaviour is changed
- Staff to give a verbal warning
- Child given time out to consider and /or cool down
- Staff Impositions/removal of free time

For minor offences such as lateness to bed, silly behaviour, untidiness, pillow fighting etc should be dealt with by the Duty Member of Staff and reported to the child's Form Tutor:

Staff should expect to undertake to monitor such sanctions personally or liaise with the child's Form Tutor, who will liaise with other members of staff involved in boarding. Usually verbal admonishment should suffice and the threat of further action such as moving bed into a different dormitory.

For persistent offenders when further action is required:

- Such pupils should be reported to the Deputy Headmaster who will liaise with Duty Members of Staff regarding a "Report Card" which is to be completed in their own time and returned to the member of staff before the start of morning School the following day. The completed sheet should then be signed off by the Deputy Headmaster and forwarded to the Form Tutor for their records.
- Formal Meeting with Parents and child.

Where patterns of pupil behaviour are being noted through records:



- Aim to break pattern of events and change pupil behaviour.
- Suspension from boarding
- Suspension and Expulsion from School

For more serious offences involving theft, bullying, graffiti, smoking, vandalism etc. The sanction of suspension/expulsion may be applied to incidents of such gravity where the Headmaster believes that no other punishment meets the nature of the offence. Persistent failure to meet the expectations of the School and when all other avenues of punishment have been tried and rejected by the child, suspension and ultimately exclusion may be used (please note that no member of staff may allude to the invoking of this punishment as a threat against further transgressions by a child. The only person who may discuss this sanction with child or parents is the Headmaster or in his absence the Deputy Headmaster.)

The guidance above is not prescriptive. Common sense should be applied at all times to individual acts of misdemeanour or inappropriate behaviour. Where the offence is grave then the sanction applied must be commensurate with that offence.

Activities and Free Time

There is an appropriate range and choice of activities for boarders outside teaching time, including sufficient and suitably timed free time each day. The Head of Boarding produce a specific timetable of boarding events and activities each term.

Day to day organisation and routines, times and daily arrangements:

The key times are:

7.00am	Wake Up
7.40am	Breakfast
8.15am	Return to House
8.30am	Registration
	Normal school timetable
5.30pm	Signed Out to House
5.40pm	Tea
6.30pm	Activities
7.30pm	Return to House
8.00pm Bedtime for Year 3	Lights Out at 8.15pm
8.15pm Bedtime for Year 4	Lights Out at 8.30pm



8.30pm Bedtime for Year 5&6 Lights Out at 8.45pm

8.45pm Bedtime for Year 7 Lights Out at 9.00pm

9.15pm Bedtime for Year 8 Lights Out at 9.30pm

Exact timings are flexible depending on the activities that have been organised for the boarders and are at the discretion members of staff on duty each night, but a reasonable 'lights out' time must be maintained.

Bedtimes and 'lights out' vary according to age between 20:15 and 21:30, (but should not be after 21:45 except in exceptional circumstances).

Management and Development of Boarding

The school's governing body monitors the effectiveness of the leadership, management and delivery of the boarding and welfare provision in the school, and takes appropriate action where necessary. Monitoring takes place through termly reports to the governing body, termly reports and meetings with the Health and Safety Committee and both formal and informal liaison with Wendy Machin, Governor for Boarding. Records of all of these formal meetings are kept with the Bursar and the Boarding Governor feeds back to the Governors.

Liaison with SMT is made as and when needed.

Policies, documents, records and specific issues as listed in Appendix 1, 2 and 3 of the Boarding Standards are maintained by the Head of Boarding.

Staff Recruitment and Checks on Other Adults

The School operates safe recruitment and adopts recruitment procedures in line with the regulatory requirements and having regard to relevant guidance issued by the Secretary of State (see Safer Recruitment Policy).

For all persons over 16 (not on the roll of the School) who live on the same premises as the boarders but are not employed by the School, an enhanced certificate with barred list information must be obtained from the Disclosure and Barring Service.

There is a written agreement (Agreement for Residence) between the School and all persons over 16 not employed by the School but living in the School premises. 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.



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.

The School does not appoint guardians for boarders.

Staffing and Supervision

Any person 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.

The Role of the Headmaster

The Headmaster is responsible to the Governors for all matters pertaining to boarding and reports directly to the Board each term. He also sits on the Governors' Health & Safety Committee and liaises with the Designated Governor for Welfare and Boarding.

The Role of the Designated Governor – Wendy Machin

The Designated Governor is appointed by the Governors to oversee the welfare of all children in the School, including the boarders. She is appropriately trained in Safeguarding and discusses boarding issues with the Headmaster, the Designated Senior Person for Safeguarding, members of staff, parents and children in order to establish a balanced overview of the needs of the whole community. She meets with the Head of Boarding at least once per month.

The Role of the Head of Boarding

The Head of Boarding is responsible for the promotion, running and development of boarding within the School. The role specifically involves:

- Producing the Development Plan for Boarding in the School;
- Producing and managing the termly Boarding Timetable;
- Ensuring that the boarding is adequately staffed;
- Collating the termly boarding numbers, including providing the Bursar with accounts for billing;
- Organising and promoting special boarding events, and ensuring related risk assessments have been completed;
- Ensuring that all boarding staff are adequately trained, briefed and supported to carry out their duties;
- Meeting regularly with the Designated Governor, the Senior Designated Person for Safeguarding to discuss boarding policy and procedure;
- Informing the Bursar of any routine maintenance requirements in the boarding accommodation;
- Discussing boarding matters with the pupils to develop and improve the experience;



- Leading the pastoral welfare of the boarders;
- Day to day coordination of boarding numbers, liaising with parents, pupils and staff;
- Booking of boarding and the allocation of beds for boarders on a daily basis;
- Overseeing all medical requirements of boarders;
- Co-ordination of boarders' laundry requirements;
- Oversee the 'Tuck' for the boarders, including running the accounts and billing;
- Carrying out general role as a matron;
- Supervising showering;
- Administering any medication in Surgery;
- Making the Fire Register, co-ordinating with the Assistant Housemaster;
- Acting as overnight medical cover;

The role of the Assistant Housemaster

- To live in the boarding accommodation and to be an overnight presence whenever there are children in the boarding house.
- To be responsible for the pastoral care and well-being of all those staying in the boarding house.
- To have direct responsibility, in conjunction with the Head of Boarding, over all boarding matters.
- To liaise with the Head of Boarding on boarding matters.
- To discuss any concerns or issues relating to boarders' welfare with the Head of Boarding.
- To create an atmosphere of homeliness in the house while still maintaining a good level of pupil discipline.
- To ensure that boarding areas are kept clean and tidy including the matron's kitchen area.
- To ensure checks of the security of all boarding accommodation, after hours, when on duty.
- To change beds and linen *when necessary*.
- To be on call to answer the school telephone when the office is unmanned and it is not a set day/night off.
- To organise pocket money for weekends as appropriate.
- To meet children and parents at the start and end of term and half terms.
- To undertake the necessary training for fire, prevent, first aid, anti-bullying, boarding and other courses deemed relevant by senior staff.

The Role of the Gap Students

Gap Students have an important role to play in the boarding environment. The specific role includes:

- To support the Head of Boarding and Assistant Housemaster;
- To provide a sympathetic presence in the House and to liaise closely with other relevant staff concerning the progress and welfare of pupils;



- To assist the Head of Boarding and Assistant Housemaster with the care, supervision, cleanliness and presentation of the pupils in the House, coordinating and liaising with other boarding staff as necessary;
- To assist the Head of Boarding and Assistant Housemaster in ensuring that pupil's clothes and personal belongings are used appropriately and stored securely and tidily; and that pupils treat the belongings of others and the fabric and furnishings of the house, with respect;
- To take part in appropriate staff cover arrangements for other staff if needed;
- To attend boarding staff meetings as required;
- To ensure that you are familiar with the Boarding Handbook, the schools policies and procedures for safeguarding, countering bullying, health and safety, and are aware of the appropriate responses required in these areas;
- At the end of each holiday, to help the Head of Boarding prepare the bedrooms and check that bedrooms are clean and presentable. After the end of term, to assist with the clearing up of the house. This may mean returning to school a day or two before the children and leaving a day or two after;
- To perform any other tasks that the Headmaster or Head of Boarding may reasonably request.

The Role of Volunteer in Boarding

Anyone volunteering to assist with boarding will be appropriately checked, briefed and inducted by the Head of Boarding and will only be allowed to support the activities undertaken by boarders.

Night Supervision of Boarding Houses

The Boarders know that if they need a member of staff during the night they need to knock loudly on the door of the Gap Students. The Gap students then contact the Head of Boarding or Assistant Housemaster.

Staff are responsible for the whereabouts of boarders at all times. A register is taken during supper and the signing out boards checked to ensure all pupils are accounted for.

Staff working within the School should know and implement the School's policy in relation to children going missing and know their role in implementing this policy.

Searches for Missing Pupils

In the event a pupil is believed to be missing from the site, the following procedure should be followed (further detail can be found in the Attendance Policy):

The following procedure should be followed:

1. **LISTEN** to the child telling you the details. Try to obtain corroboration from at least one other pupil, preferably a senior, and try to ascertain what clothes the child was wearing and whether he, or she, was carrying anything. Note down the time of the report.



2. **REPORT** the incident to the **HEADMASTER OR DEPUTY HEAD**. If neither are to be found try to find a colleague to discuss the matter.
3. **ADOPT** the following procedure **only** if it seems entirely appropriate in the given circumstances.
4. **SEARCH** the school grounds and buildings thoroughly, often pupils think better of the idea and return via another route.
5. **INCREASE** the search area once you are satisfied that the absconder is not to be found on school grounds. After 10 minutes from the initial report telephone:
 - a. The **POLICE**;
 - b. The **PARENTS** or, guardians.
6. Leaving a member of staff at school to await the police/parents, **DRIVE** around Terrington, preferably with a colleague for 15 - 20 minutes, checking the access roads.
7. **RETURN** to school, by this time he/she may have returned or the police or parents will be present and able to advise.

Once the incident is concluded log it down clearly and concisely in the Accident and Significant Events Log Book. This is kept in the school office and is updated by the Headmaster's Personal Assistant.

Equal Opportunities

Boarders are not discriminated against, paying particular attention to the protected characteristics set out in the Equality Act, 2010 (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (gender), sexual orientation) or because of cultural background, SEN or academic or sporting ability. All these factors are taken into account when caring for boarders, to allow us to be as sensitive as possible to their needs.

Securing Boarders' Views

There are formal opportunities for boarders to contribute their views to the operation of the boarding provision. Year 8 Heads of Boarding are appointed in each year group and there is a School Council. Regular meetings are scheduled and there is a Suggestions Box located on the landing. Boarders are never prevented from raising a concern or making a complaint in good faith: all opinions are valued and treated fairly by all staff.

Complaints

The School has a Complaints Policy that is compliant with the relevant regulatory standards. This policy is available to parents through the school website.

The school keeps written records which detail any complaints relating to boarding provision, as well as the result of these complaints. These records are kept by the Headmaster.



Lodgings (Long-stay)

The School does not have any lodgings.