



**EDGEBOROUGH SCHOOL**

**Boarding Policy**

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## Context

This policy is designed to give guidance about boarding aims and practices at Edgeborough.

## Statement of Boarding Aims and Practice:

Edgeborough, established in 1906, is a co-educational flexi boarding school, which aims to provide an excellent holistic education for boarders and day pupils within a relaxed but structured House framework. The school aims to enable pupils to develop academically, socially, spiritually and emotionally in a homely and friendly environment, where mutual trust and respect between pupils and staff are the fundamental guiding principles on which the community was established over one hundred years ago and on which it continues to flourish.

Whether you are a regular boarder or a 'guest star' in the Boarding House, you will always be made to feel as though you are part of the family. All children, irrespective of background, race, religion or culture, will be nurtured, cared for and made to feel at home. They will be responsible and part of the house team, everyone pulls together to ensure a harmonious atmosphere.

Boarding is a very good step towards children gaining their independence and individuality. Boarders will be responsible for their belongings, their dormitories and their time-management (although a little help will be given along the way!). Children will have jobs to do in the Boarding House and will be rewarded for good deeds. Above all else, boarders will be expected to be kind, courteous and considerate to those around them. This builds on Edgeborough's core values of adventure, respect and kindness.

## Objectives of Boarding

Edgeborough School offers flexible boarding arrangements to all pupils from Year 4 upwards. Pupils in Year 3 are able to try boarding in preparation for Year 4. In offering boarding to pupils, Edgeborough School aims to:

- a) Safeguard and promote the welfare of each boarder by providing an environment that is safe and is free from physical hazards and dangers.
- b) Provide a secure, caring environment where each boarder receives individual attention and support.
- c) To create a home from home and embolden boarders to feel confident, comfortable and safe.
- d) Create an open and trusting atmosphere where each boarder learns to value the truth and respect for others in line with the school code.
- e) Provide opportunities for each boarder to develop his/her individual talents and broaden his/her horizons through a range and choice of activities.
- f) Provide opportunities for each boarder to develop physically, socially, culturally, morally and spiritually.

- g) Develop boarders' qualities of leadership, ability to work as part of a team and self-responsibility.
- h) Provide accommodation which is comfortable and suited to the needs of boarders, according to their age and which provide adequate levels of privacy.
- i) Provide meals of sufficient nutrition, quantity, quality, choice and variety for all boarders including those with special dietary, medical or religious needs.
- j) Encourage positive communication and links with parents in the support and development of their son/daughter as a boarder through regular letters / emails and boarding events. Contact details of House Staff are published in the Boarding handbook.
- k) House Staff on duty operate an open-door policy where they are easily contactable.

### **Boarders at Edgeborough School are:**

- a) Encouraged to learn to live with others whilst also having the right to personal privacy when required.
- b) Encouraged to understand and to respond to the needs of others as well as to their own needs.
- c) Able to turn for guidance to a choice of one or more members of staff on the boarding team, their form teacher and they know that they can contact the school's Independent Listener which is advertised on the boards in house and published in the Boarding Guide as well as other outside agencies.
- d) Helped to develop a degree of independence and self-reliance while being in a safe and secure environment.
- e) Treated by other pupils and staff with respect and dignity.
- f) Given the opportunity to discuss and help formulate decisions within the boarding house through different mediums such as online questionnaires, suggestion box and House Council.
- g) Able to raise concerns or complaints without fear of penalty. (See Pupil Worries and Complaints policy.)
- h) Helped to realise their ambitions and goals so as to attain personal fulfilment.
- i) Treated as individuals with the basic right of any citizen. These include the right to equality of opportunity in line with statutory guidelines.
- j) Weekly boarders (4 nights a week) spend a lot of time with House Staff. One-to-one time is carved out during the week to monitor boarders' welfare and discuss any problems or issues. Any pastoral issues arising in boarding time will be recorded and passed on to the form teacher and/or Head of Year.
- k) To engender positive mental health through opportunities presented throughout the school and boarding day.

## **Behaviour and Discipline**

Parents and pupils have a responsibility of cooperation with the school in order to maintain high standards of behaviour. The Head of Boarding has a particular role to play in ensuring high standards of behaviour for boarders and for ensuring that procedures for behaviour and discipline are known by the House Staff and understood by boarders. The Head of Boarding will also maintain records of sanctions issued during boarding time.

### **Reward System**

Boarders are issued with a pocket money wallet which holds a log of all pocket money awarded to that pupil. We also issue positive Dojos in the Boarding House.

Pocket money is awarded for good behaviour, lovely manners and pleasing general conduct. Pocket money can be awarded by any member of House staff. The Boarding Captains can nominate pocket money rewards as well. Pocket money will be awarded during morning House meetings or on the spot by members of staff.

Near the end of term, pocket money will be added up and can then be used against a list of treats or activities. Pupils can pool their money together if they wish.

### **Negative behaviour**

Negative behaviour will be dealt with quickly and individually. Pupils will be spoken to by the member of staff on duty. Minus Dojos are also used in the House.

If the negative behaviour is not modified, an appropriate measure will be taken. E.g. sitting out of an activity for a period of time.

Bullying will never be accepted in the Boarding House.

### **Use of Restraint**

It should be noted that shouting, invading personal space and physical restraint are unacceptable forms of sanction. Under subsection 548(5) of the Education Act 1996, teachers may use 'physical intervention' to avert 'an immediate danger of personal injury to, or an immediate danger to the property of, a person (including the child herself)'. Teachers' powers under section 5 of the 1997 Act to restrain pupils from engaging in certain activities remain. (Please see the Physical Restraint policy for more details.)

The Boarding House places a high emphasis on praise and positive feedback both to individual and groups and provides opportunities for pupils to celebrate their own achievements and those of their peers.

## **Injuries and Ill Health**

The school is fortunate to have a full-time matron who provides around the clock care. If a boarder is injured or becomes ill during the day, they should be taken to see matron

in sick bay next to the office where they will get the appropriate medical care. Matron will inform the Head of Boarding of the outcome and liaise with the boarder's parents should it be deemed that they need to go home. Where a boarder needs emergency attention in hospital, for example, at an A+E department following an injury, House Staff might be required to accompany the boarder.

In house there is a Medical File which is kept in the Medical Cupboard and is completed every time any type of medical care is given to a boarder in boarding hours. In case of medicines brought in from home, a letter of permission from the boarder's parents/guardians is required for the administration of the medicine.

If a child falls ill in the night, parents or guardians are to be contacted and a collection arranged. In the event that a child cannot be collected until the following morning suitable arrangements will be made within the boarding house. The boarder can use the designated sick bay and the nearest bathroom to it. A sign clearly stating 'Isolation Bathroom – Out of Use' will be displayed and the boarding girls directed to alternative bathrooms on the first floor.

In the unlikely event of a girl and a boy being poorly overnight at the same time, the girls would continue to use sick bay as per routine with the nearest available bathroom. For the boy, Drake would be the designated sick bay and the boarders would be relocated between the other dorms to ensure that the virus was contained. The first toilet nearest the bathroom entrance would be the designated sick bay toilet and a 'isolation toilet – out of use' sign would be displayed.

## **Implementation:**

*In order to achieve the above, Edgeborough School ensures that:*

- a) It adheres to the regulations set out in the National Minimum Standards for Boarding Schools (5 September 2022) under the inspection framework of the Independent Schools Inspectorate.
- b) Safe recruitment procedures are in operation for all staff and undergo pre-employment vetting checks to establish their suitability.
- c) The Head of Boarding is responsible for safeguarding children in their care and, in particular, the potential vulnerability of boarders and the necessity for lower level concerns to be identified and monitored (Safeguarding And Promoting The Welfare Of Children Policy and Anti Bullying policy) and feedback to the DSL.
- d) All boarding staff are suitably experienced to carry out their duties and receive all appropriate and necessary training. All staff attend regular team meetings with an agenda set, minutes taken and circulated.
- e) Risk assessments are carried out to ensure staffing ratios are at an appropriate level to ensure good supervision of the boarders.

- f) Boarding is open to everyone from Year 3\* upwards and provision will be made as appropriate for boarding pupils with specific dietary, religious, cultural or language needs. \*Regular boarding usually starts at Year 4.
- g) Expectations of the pupils are reinforced through the structure of boarding times and posters displayed in the boarding area.
- h) The Head of Boarding has a weekly meeting with the Head to discuss any concerns or issues.
- i) The boarders have structured access to learning resources such as ICT equipment.
- j) Extra-Curricular activities are arranged for the boarders and they are encouraged to take part in a way that they feel comfortable with. This does not infringe on the boarders right to have downtime and privacy in line with the NMS.
- k) Appropriate induction is given to all new boarders upon arrival. Before their arrival all new boarders are sent a variety of information.
- l) The school's boarding arrangements are flexible and organised on a termly basis. Pupils who are unsettled or ill can be collected by their parents through arrangement with the House staff.
- m) Boarding accommodation is well maintained and adherence to the schools Health and Safety policy ensures that the boarding environment is safe and secure.
- n) The Head of Boarding carries out a final security check of all fire doors after lights out. The Boarding House is securely locked with swipe card only entry. During school hours there is no access to the boarding house for pupils unless permission is explicitly given.
- o) Regular termly fire drills are carried out in accordance with the schools Fire Safety Policy.
- p) There is a minimum of 3x members of staff on duty each evening and a minimum of two are trained in and responsible for First Aid.
- q) Pupils, at an age appropriate level, are made aware of the dangers of alcohol, smoking and substance abuse through ARK and discussion forums. In the unlikely event that a boarder was found to be engaging in such activities, the procedures for searching them and their possessions as outlined in Policy for Searching Pupils and their Possessions as well as sanctions as detailed in the Behaviour and Discipline policy would be invoked.
- r) Each boarder has an individual file (containing personal, health and welfare information) on iSAMS that all House Staff have access to.
- s) Should boarders wish to store valuables then a member of the house team can either store it in their hard file in the lockable cabinet or the house safe.

## **Other policies/documents to be read in conjunction with the Boarding Policy:**

- a) Boarding House Staff Handbook
- b) Anti-bullying
- c) Behaviour
- d) Policy for Searching Pupils and their Possessions
- e) Pupil Worries and Complaints
- f) Fire Safety
- g) First Aid
- h) Health and Safety
- i) Administration of Medication
- j) Pupil Access to Risky Areas
- k) Safeguarding
- l) KCSIE 2023
- m) Boarding House risk assessment
- n) Physical restraint