



# Elmfield Rudolf Steiner School

## Boarding Policy

July 2019

<b>Policy Tracker – Responsibility for monitoring this policy:</b> <b>Simon Birch (Interim School Lead)</b> (Reviewed annually or in response to changes in legislation)			
<b>Date</b>	<b>Reviewed and Updated By:</b>	<b>Role</b>	<b>Date Approved by the Council of Management</b>
27/06/18	Diana Ball	Education Lead	
05/07/18	College of Teachers		10/07/18
31/08/18	Diana Ball	Education Lead	
05/07/19	Diana Ball	Education Lead	
15/08/19	Change of name update		
14/11/19	Minor amendment – Andy Plant	Education Lead	
15/7/20	Name change update		

## 1. BACKGROUND

Every year we welcome a small number of boarding pupils to Elmfield School (typically no more than three per class at any one time, of which only two should be of the same nationality or share a common language and up to about ten in total). These are usually, but not always, students from overseas. Boarding pupils at Elmfield School are of either gender and are generally between 14 and 18 years old.

Please note that overseas exchange students and overseas pupils living in privately arranged accommodation are not classed as boarding pupils and may be additional to the numbers given above.

If you wish to apply for a pupil exchange, please contact [info@elmfield.com](mailto:info@elmfield.com). If you are an overseas pupil wishing to apply for a place at Elmfield, but will be arranging your own accommodation, please contact [admissions@elmfield.com](mailto:admissions@elmfield.com).

Most of our overseas boarding students stay for one term, but longer stays can be arranged. Please note that boarders are only allowed at Elmfield in the summer term if they have been here for the whole year. This is because the focus in the summer term is on public examinations.

Pupils generally come to board at Elmfield for three different reasons. Firstly, there are young people who attend Steiner schools abroad and who wish to study for a term or longer at Elmfield School to improve their English. Secondly, there are pupils who have reached the top class of another UK Steiner school and wish to continue with Steiner education until they are 17. Finally, there are pupils who live too far away from Elmfield to attend as day pupils, and wish therefore to come as boarders.

Boarding places are limited and subject to the availability of suitable host families.

## 2. AIMS

At Elmfield our key aims as a school are to:

- Create an outstanding Waldorf school where pupils are safe, happy and nurtured so that they make excellent progress whatever their starting point.
- Deliver a world-class Waldorf curriculum that addresses the needs of today's children and develops confident, creative, socially responsible citizens of the future.

We try to integrate boarders into the life of the school as much as possible, and encourage them to play a full part in all school and extra-curricular activities. Boarding is about developing independence in a safe and supportive environment. Our hope is that boarders will enjoy their time here and leave Elmfield with greater confidence, a taste of British culture and a rich variety of experiences to draw on in later life.

### **3. SCHOOL ORGANISATION**

The premises of Elmfield Rudolf Steiner School are owned by the Elmfield School Trust. The operating body of the School is Elmfield Rudolf Steiner School Ltd. Legal and financial responsibility of the running of the School lies with its Council of Management. Members of the Council are typically parents and former parents, together with former staff members, the Chair of the College of Teachers, the Education Lead, the Bursar and a number of current members of staff.

The Council of Management delegates specific duties and areas of accountability to the Education Lead and Bursar. The College of Teachers appoints sub-committees to deal with specific tasks. These report to the College of Teachers. The Elmfield Rudolf Steiner School Boarding Committee is responsible for supervising boarding arrangements.

There is no Headteacher at Elmfield. The College of Teachers and the Education Lead are jointly responsible for all educational policies, recommendation of teaching staff and day-to-day educational matters.

Acceptance of new pupils into the school is the responsibility of the College of Teachers. If a boarding need arises from an admission, the Boarding Administrator is responsible for finding a suitable host family and for implementing and supervising all necessary boarding arrangements.

### **4. REMIT OF BOARDING POLICIES AND GUIDELINES**

This policy applies to all boarding pupils at Elmfield School, irrespective of age, or length of stay.

### **5. THE BOARDING COMMITTEE**

The Boarding Administrator together with the teacher responsible for pastoral care carries day-to-day responsibility for all aspects concerning the boarding of pupils within the School. They report back to the College of Teachers.

The tasks of the Boarding Administrator are to:-

- Recruit new boarding hosts and ensure all Safer Recruitment procedures are completed.
- Inspect current boarding family homes.
- Place boarders with boarding hosts.
- Advise and assist boarding hosts as to their responsibilities. Liaise with boarders, their parents and boarding hosts. Ensure that all boarders, parents of boarders and boarding hosts receive and are aware of the relevant information regarding responsibilities, emergency and complaints procedures, personal records etc. Receive concerns and complaints from boarders, their parents and boarding hosts and deal with them as necessary.

- Be responsible for any emergencies arising as a result of a boarding situation.
- Provide any essential and necessary training e.g. Safeguarding and First Aid
- Liaise with Social Services as appropriate regarding any relevant statutory regulations and attendance of pupils under 16 years of age staying for 28 days or more, as this is considered a Private Fostering arrangement under UK law.
- Receive inspection reports from Ofsted, review them with boarding families as appropriate and report to the Council of Management.
- Arrange meetings as required for the boarding hosts and the Boarding Committee.

## **6. RECRUITING NEW BOARDING FAMILIES**

New boarding families are approached by the Boarding Administrator on the basis of a perceived potential for this task, or an advertisement may be placed in the school newsletter. The first step consists of an initial conversation with the prospective boarding family to discuss the implications of being a boarding host. A copy of the boarding policy and job description are given and requirements and responsibilities are outlined.

If the prospective host decides to pursue the application, the Boarding Administrator initiates the statutory DBS checks. Potential Boarding Parents must also complete an application form provided by the school, and give details of 3 referees who will be asked to provide a reference of suitability. Safer Recruitment procedures are followed at all stages. Each potential boarding family is invited for an interview, which is usually held by the Education Lead and Boarding Administrator.

The family home is inspected by a member of the Boarding Committee who must satisfy him or herself that the boarding family understand their welfare responsibilities. Written records are kept by the Boarding Administrator at all stages of this process.

A member of the Boarding Committee may visit the family during their first year of boarding provision, if it is felt necessary.

An annual appraisal is conducted for each boarding family, based on evidence gathered during the previous year.

## **7. ACCOMMODATION, HEALTH & SAFETY, INSURANCE**

All boarding homes should be maintained to a reasonable standard of decor, hygiene, cleanliness and safety. The following minimum requirements and standards must be available and maintained:

### **6.1 Accommodation**

- Single bedroom, well-lit and heated.
- Adequate storage facilities for personal clothes and belongings.
- Adequate and lockable facilities for personal hygiene.
- Adequate space for doing homework, and a desk or table and chair in bedroom or other quiet room.

- Use of a telephone located in such a way as to enable the boarder to make and receive calls in private.
- In general, boarders should be able to enjoy all facilities of the house within the limits of respecting everyone's need for privacy and quiet.

## **6.2 Fire**

- Smoke detectors should be in place in hallways and landings.
- A fire blanket should be available in the kitchen.
- Emergency torch(es) in hallways are strongly recommended.
- Fire detecting and fire-fighting equipment should be regularly tested.
- Alternative fire exits should be pointed out.
- Boarders and other new members of the household should be instructed on the fire procedures and the handling of the fire blanket within the first days after arrival.

## **6.3 Gas & Electrical**

- All gas installations in the home should be regularly serviced annually by qualified persons.
- Installation and maintenance of main electric systems must be carried out by a qualified person, and a certificate of safety obtained.
- Any signs of unsafe electrical equipment must be followed up and, if necessary, rectified (worn cables, loose connections, contact problems, overloaded sockets etc.).

## **6.4 Flooring**

- Any loose or protruding floor tiles are to be rectified.
- Carpets (particularly stair carpets) must be well secured.

## **6.5 Medicines and Hazardous Substances**

- There must be a First Aid box in the home, which is kept out of the reach of young children. The boarder must know where it is located.
- Hazardous substances (such as fuels, bleach, toilet cleaners, disinfectants, detergents, laundry cleaners, paint and paint thinners, etc.) are to be stored in safe locations, away from fire and out of reach of young children.
- Emergency telephone numbers (999 for Police, Fire and Ambulance, GP, Russells Hall Accident and Emergency unit, School, Boarding Parents' work etc.) must be readily available by the telephone.

## **6.6 Insurance**

The School's liability insurance only covers the boarder's time at school. Boarding Parents should, in their own interest, check with their insurers that their policy also provides public liability cover for the boarder outside school hours. Optional medical and/or accident insurance for the boarder is the responsibility of the boarder's parents.

## **8. PLACEMENT OF BOARDERS**

When arranging boarding placements, gender, age, culture, religion, language and the boarding pupil's own family composition are all taken carefully into account to find the most appropriate environment for the pupil. The basis for the matching of a boarder with a Boarding family is:

- The Boarding Committee's familiarity with type and life style of the approved Boarding families.
- Information on the child gathered from school reports and other conversations or correspondence with the pupil or his/her parents. For overseas students, information is gathered through an extensive application form supplemented by email and telephone conversations with parents and teachers as required.

### **Long-term Boarders**

For long-term placements, a member of the Boarding Committee will meet with the family where possible, and otherwise there will be detailed communication with them by email or phone. Documentation on boarding policies and guidelines are given to the boarder and his/her parents. A suitable Boarding family is approached by the Boarding Administrator with the view of placing a particular student. As much information as possible on the boarder and his family circumstances are provided. If the Boarding family agrees, the Boarding Administrator offers the placement to the pupil and his parents and, wherever possible, arranges a pre-admission visit of the boarder and his parents at the Boarding family. If the parties involved so wish, the Boarding Administrator may be present at the visit.

If the pupil and his parents or the Boarding family reject the offered placement, the Boarding Administrator will endeavour to find an alternative option.

### **Short-Term Overseas Boarders**

The Boarding Administrator decides on the placement of short-term boarders from abroad where pre-placement visits of the boarder and his or her parents are not feasible.

Boarding arrangements are restricted to a maximum of three placements per household.

The Boarding Administrator ensures that all boarding families have sufficient detailed information on the pupil to enable them to fully meet the needs of the child they are proposing to accommodate. Similarly, the Boarding Administrator ensures that the pupil and his/her parents have a sufficiently detailed picture of the Boarding family where the pupil will stay. This is particularly important where a pre-admission visit is not practicable.

The placement of all new boarders will be reviewed within ten days of the start of placement. Further written reviews consider independently the view of the boarding pupils, their parents and the Boarding family.

The boarders meet weekly with the teacher responsible for pastoral care, and boarding students are given the opportunity to be interviewed individually on the school premises by the pastoral care teacher to ascertain their views on their boarding placement and to address any concerns they may have concerning any aspect of their accommodation or care.

Written records will be kept of all phases of the placement process and its subsequent reviews.

## **9. INSPECTIONS**

Ofsted carries out an inspection of Elmfield School's boarding arrangements approximately every three years to ensure we meet the government's National Minimum Standards for Residential Boarding Schools 2018. Visits to some or all boarding families form part of the inspection procedure.

## **10. CARE PRACTICE**

### **9.1 General**

For many aspects of a boarder's living situation in the boarding family, only guidelines and minimum requirements can be laid down. Parents and Boarding Hosts will often need to make contact to agree specific practices appropriate for the particular boarder and the Boarding family.

It is expected that a boarder will be welcomed into the Boarding family's home as a member of the family. It is hoped that the boarder will reciprocate this by showing his/her respect for the Boarding family's way of life. The relationships which develop can prove to be mutually enriching.

It is essential that all Boarding Hosts uphold and support the educational and social aims of the School (attendance, punctuality, homework, clothing etc.). Boarders should not be allowed to attend parties without the permission of the Boarding Parents, who should at all times know the whereabouts of the children they have in their charge. Should an accident happen to a young person at the Boarding family home, the Boarding Parents are held responsible. Therefore, appropriate adult supervision at the Boarding home is essential. Any of the Boarder's friends who are under 16 or Elmfield boarders of any age also are the responsibility of the Boarding hosts. All boarders, regardless of their age, are subject to the boarding rules and regulations.

A high standard of adult interaction is expected in all boarding situations.

For long-term boarders, their parents are asked to make arrangements directly with the Boarding Hosts if they wish their children to return home, or visit relatives for a weekend during the term. Visits to take children out for a day can also be arranged directly with the Boarding family. Parents are welcome to visit their child when they like. The school can provide a list of Bed and Breakfasts and hotels in the local area.

Should boarders wish to visit other homes and stay overnight, notice must be given of this, as the Boarding Parents must check with school that the adult host is present throughout and that all family members aged 16 or over have had a satisfactory DBS check. If appropriate, they should get the permission of the boarder's parents. Generally, no overnight stays are allowed during the week, i.e. Sunday to Thursday nights.

### **9.2 Educational**

Boarding parents should contact their boarder's class teacher or guardian over any pedagogical matters in the same way as they would for their own children. Boarding parents are invited to relevant parents' evenings for the children in their care.

The Boarding family needs to provide an environment which is conducive to fulfilling the demands of School homework. As most boarders are pupils of the Upper School, it is to be expected that there is some homework every evening during weekdays and at weekends.

### **9.3 Bed times & coming-in times**

Members of classes 9, 10 & 11 are expected to be in their Boarding homes by 10pm on any night before a school day, and 11pm on a night which is not followed by school, or a time that is mutually agreed with the boarding family, pupil and their parents. The boarder must be clear that school homework is a priority and must not be distracted by a too active social life. Boarders may stay out later on specific occasions with prior arrangement with their Boarding Hosts who will need to be reassured of their whereabouts and means of transport home. Boarding Hosts cannot be expected to stay up late regularly waiting for boarders to return. Later coming in times can be negotiated between Boarding Hosts and the boarder's parents and this needs to be done by email.

Class Guardians and members of the Boarding Committee are available to contact if there are any concerns about the social life of a boarding pupil.

### **9.4 Television/Internet/Social Media**

Given the ethos of the school, it is expected that TV viewing and use of the Internet and social media be minimal. Any films or Internet videos viewed on the family's TV, computer or laptop must only be for the appropriate age, and should the boarder have guests under 16, permission from the Boarding Hosts or parents of the guest must be obtained before allowing the film/video to be shown. For those over 16 years of age the Boarding Host is expected to exercise responsible judgment.

Boarding families do not have to allow boarders to use the family's computers or laptops. If boarders have not brought their own laptops or devices with them, we have an arrangement whereby boarders can have access to the computers in Stourbridge Library if they ask at the school office for a letter.

We expect boarding families to have parental controls enabled to ensure the safety of the boarding student. However we are aware that many boarding students have their own electronic devices which cannot be monitored by the boarding parents. Elmfield School therefore cannot be held responsible if the boarding student accesses any websites which are inappropriate using their own devices. If any boarding student accesses such inappropriate sites and then shares them with other students at Elmfield, there will be very serious consequences, possibly resulting in the boarding student being sent home.

### **9.5 Health, Welfare and the "Independent Listener"**

The school expects any necessary dental, optical and medical checks to be completed before students leave home.

While we expect the student to arrive and remain in good health, if a boarding pupil needs medical treatment he or she has access to a local NHS practice where they may be treated as a temporary resident.

The Boarding Administrator requires all relevant social and medical information concerning a pupil to be provided to the school in order to place the pupil with an appropriate family. This includes special dietary needs, allergies, medication etc. Prospective boarders and their parents are required to complete a form detailing these aspects before they can be accepted into the school's care.

The school is not responsible for general welfare such as dental check-ups, but the Boarding Hosts are expected to display the same concern for the general health of the child as for any other member of the family. Regular visits to the doctor and dentist should be made outside school hours.

The boarding student will be told that they can take any personal or welfare concern to any member of staff at the school, in addition to the designated guardians, pastoral tutor and Child Protection Officer. In addition, we have arranged for Dale Wilkins, previously Deputy Head at Oldswinford Hospital School, to act as our "Independent Listener." He can be contacted on 07905-127650 at any time if a boarding student wishes to talk to someone outside the school community, and he will also arrange to visit any of our boarders if requested.

## **9.6 Smoking**

Smoking is discouraged and boarders of 16 and over who do smoke may only do so by individual arrangement with their parents and the Boarding Parents. It must, however, be noted that none of our Boarding Parents allow smoking at all in their houses. Elmfield School is a no smoking zone and smoking is also not allowed within 300 metres of the school grounds.

## **9.7 Drugs Policy for Boarding Students**

The use of alcohol, tobacco and any illegal drugs is banned during school hours for all Elmfield pupils, but in the case of home students the school takes no responsibility for drug use outside school time but reserves the right to intervene if this drug use has a significant adverse impact on the student and/or his peer group.

However, in the case of boarding pupils' use of illegal drugs is totally prohibited both in and out of school, a breach of this rule would lead to a meeting being called between the School and the Boarding Parents, and the pupil's parents would also be informed. The Private Fostering Social Worker would also be informed. This would lead to one or both of the following outcomes:

1. The Exclusion Mandate Group would be informed, would investigate the matter and take appropriate action in line with the School's Exclusion Policy.
2. The pupil would be sent home as soon as practically possible.
3. Any costs incurred will be met by the boarding pupil's parents.

We are aware of the fact that this could be viewed as less than even handed but it would be totally unreasonable to expect our Boarding Parents to shoulder the additional problems and responsibilities associated with illegal drug use.

## **9.8 Meals and nutrition**

The Boarding Administrator expects that all evening meals are taken as a family with adequate adult supervision and companionship. It is recognized that on rare occasions it may be necessary for the boarder to eat alone but these must be the exception. It is expected that there is a good standard of nutrition and that allowances are made for a boarder's individual dietary needs.

## **9.9 Privacy**

The School recognizes that there is a need for privacy for all pupils and students staying with Boarding Families as well as for the members of the Boarding Family.

All personal mail addressed to boarders is their own property. It must not be opened by anybody except the boarder. The same applies to mail addressed to members of the Boarding Family.

Valuables which have more than sentimental value should be handed to the School Office for safe keeping at the earliest possible opportunity. The School will provide a receipt for the Boarding Student. The Boarder is responsible for collecting such items at the end of his stay or when needed. While the Boarding Parents will have adequate insurance and are trustworthy, we advise that valuables brought are kept to a minimum. If the Boarding Student is concerned about valuables, we recommend that the Boarder's parents take out appropriate personal insurance.

There must be a room in which the boarder can meet with his family, relatives, or friends privately. In many instances the boarder's bedroom will be adequate. At times a room such as the lounge or sitting room will be appropriate; however, the boarder will need to acknowledge that such a room is also part of the communal space and it is not the right of the boarder to demand that space under any circumstance.

All boarders must have the privacy to dress, undress and attend to personal hygiene in private. No member of the Boarding Family may enter the boarder's room uninvited.

## **9.10 Relative & Parental Contact**

It is essential that parents maintain regular contact with their child and that Boarding Parents encourage such contacts. This is particularly important for overseas and termly students.

It is expected that boarders receive a number of phone calls during a term from parents, relatives and friends. The School requests that families and friends do not ring the boarder between 10pm and 8am (9am at weekends). This is out of consideration for the rest of the family. Too frequent calls can be disruptive, so we recommend one regular weekly phone call at a prearranged time. This is to make it easier for the pupil to settle in and make new friends. For the same reason we discourage too frequent and long sessions on social media e.g. Facebook.

While there will generally be a phone available for boarders to make calls to their parents as necessary, we do not expect boarding hosts to have to incur large bills, so we expect boarding hosts to ask the person the boarder is calling to make a call back immediately. However most boarders now bring their own phones with them.

### **9.11 Religious observance**

The School upholds the right of all children to practise and observe their religious beliefs. If there are any serious dilemmas arising out of a pupil's religious practices or beliefs and the general ethos of the School this question will be taken up by the College of Teachers.

The Boarding Parents must ensure that all reasonable steps are taken to allow the observance of their boarder's religion. If this proves difficult due to distance, the School will endeavour to move the boarder to a different Boarding Family in order to facilitate the situation.

### **9.12 Sanctions & Discipline**

All efforts must be made by the boarder and the Boarding Family to share an attitude of co-operation and goodwill so that difficult behaviour and the imposition of sanctions do not arise. This means that the boarder is clear from the start that he/she is joining a family home with its particular routines, mealtime rhythms and daily duties. The Boarding Family needs to display an attitude of openness and flexibility to allow for necessary adjustments. The following disciplinary measures are not permitted:-

- Any form of corporal punishment.
- Any deprivation of food or drink.
- Restriction of contact to parents or adults with parental responsibility.
- Any requirement for the child to wear distinctive or inappropriate clothing.
- The use or withholding of prescribed medication, or medical and dental treatment. Regular dental treatment should take place during the vacations. Only emergencies should be dealt with in term time.
- The intentional deprivation of sleep.
- The imposition of fines (except in the case of reparation of intentional damage caused).
- Any intimate physical examination of the child.

The boarder must be aware that entertaining friends in the Boarding home is a privilege, not a right. The same is true for a boarder's access to friends' homes. Restricting access to or by friends as a disciplinary measure may at times be appropriate. Disciplinary guidance by the responsible Boarding Parents is to be exercised with the co-operation of the boarder's parents and, if appropriate, with his class teacher or guardian.

### **9.13 Out of School activities**

Such activities are to be encouraged in as much as they are in tune with the general ethos of the school and do not create a conflict with required homework (see bedtimes & coming-in times). Should the Boarding Parents have difficulties or questions in this area, they should see a member of Boarding Committee. If Boarding Students wish to stay at a friend's house

overnight, it is the responsibility of the Boarding Host to ensure that one of the responsible adults at that home will be present the whole time and that all adults and young people aged 16 and above have a DBS check in place. This stay is to be recorded on the Boarding Diary. If the necessary DBS checks are not in place, the boarder may not stay overnight. Please allow enough time for this to be checked by the school.

#### **9.14 Musical instruments and music lessons**

Should the boarder bring his own instrument, his parents are responsible for its insurance. Practice times can be arranged either in school or at the discretion of the Boarding Parents. There are possibilities for certain instruments to be hired through the school

#### **9.15 Travel arrangements**

Travel arrangements are the responsibility of the boarder's own parents. However, the School reserves the right to check the suitability of these arrangements. Transport to and from stations and airports can be arranged where appropriate at an extra cost to the boarder's parents.

#### **9.16 Financial responsibilities**

The School has a standard scale of boarding fees based on three equal terms in a school year. Fees must be paid in full to the School before the pupil arrives. We regret that refunds cannot be made where a student does not complete the term.

The Boarding Parents are responsible for declarations of income to the Inland Revenue, and for adequate insurance cover against third party risks involving their boarders.

Boarding Parents are financially responsible for heating, meals, lighting and laundry. The boarder's parents are responsible for expenses such as bus fares, pocket money, haircuts, medication, medical and dental expenses, dry cleaning, personal toiletries and telephone calls. These will be deducted from the deposit charged with the initial invoice. The balance will then be returned by the Boarding Parent to the pupil at the time of departure. They are also responsible for the costs and arrangements for travel to and from the Boarding home and return travel at the end of terms and half terms and for phone calls. Extra costs for special diets requested as agreed between parents and Boarding Parents may also be the parents' responsibility.

#### **9.17 Complaints Procedure**

Difficulties arising in the boarding situation should, if appropriate, first be addressed by the boarder, the Boarding Parents and the boarder's parents. If further assistance is needed, boarders, Boarding Parents or parents should contact the class teacher/guardian or any member of Pupil Welfare. Also Julian Gilde, who is the member of the Council of Management responsible for Boarding, is available to be contacted on his home number: 01384 442106.

Any member of staff of Elmfield School receiving a complaint or concern about boarding arrangements or boarding facilities from the boarder, his parents, the Boarding Parents etc. must report this to the Boarding Administrator.

Any formal complaint reaching the Boarding Administrator will be investigated according to our Complaints Policy. Please see the school website for further details.

If the person making the complaint or the person who was the object of the complaint is not satisfied with the action taken they may either approach the Council of Management via the school office, or, for pupils under 16, Angela Marsh, Private Fostering, Children's Resources, 7<sup>th</sup> Floor, Falcon House, 6 The Minories, Dudley, DY2 8PG. Tel: 01384 813149.

### **9.18 Child Protection & Emergency Procedures**

The Boarding Administrator will deal with any reported emergencies (Emergency Supervisor). The following are defined as emergencies:

- Serious accident, illness or death of a boarder.
- Serious accident, illness or death in the boarder's family.
- Any situation involving the attendance of the Emergency Services at a boarding home.
- Any absence of a child without authority from school or the family home.
- Any suspicion or case of child abuse within the Boarding home.

In case of an emergency hospitalization the Emergency Supervisor will co-ordinate the necessary actions and be available to liaise with the relevant persons and authorities.

Dudley LA Children's Services are to be notified without delay by the School in any of the following cases:

- Any referral of suspected child abuse made to in respect of a boarding pupil.
- Any accident which results in a boarding pupil requiring hospital treatment.
- Any serious complaint made by a boarding pupil of ill treatment of any kind.

All members of a Boarding Family over the age of 16 must have a statutory check for relevant convictions. This includes host families for visiting students from Schloss Hamborn in Germany. The Boarding Administrator will receive the results of these DBS checks. If there is cause for serious concern arising from such checks the Boarding Administrator will arrange the immediate withdrawal of the boarding pupil from the Boarding Family concerned.

The School arranges training on child protection for all teachers and Boarding Parents. This is to ensure that the latter are aware of the indicators of child abuse and the procedures for responding appropriately to it. The Education Lead has responsibility for child protection and welfare issues and for liaison in these matters with the Social Services Department.

## **11. RECORDS**

### **10.1 Inspection Reports**

The Boarding Administrator will inspect each boarding home at least once a year.

The Boarding Administrator, on behalf of the Council of Management, will receive reports from Ofsted. These reports will be discussed first within Boarding Committee and then privately with any individual(s) deemed appropriate. These reports will also be reviewed as appropriate at Council of Management meetings.

### **10.2 Personal Records on Boarder**

In general boarders and their parents have the right of access to any records that are kept relating to them. The School keeps the following records:

- Details on boarder's home family (family constellation, siblings, parents' work, religious persuasion etc.)
- Medical and dietary records provided by parents or their school doctor.
- Current photograph of the pupil provided by the parents
- Records on boarders' interests and hobbies.
- Copies of previous and current school reports.
- Notes on reviews with the boarder.
- Records of particular events concerning the boarder at the Boarding Family home (arrival and departure dates; fire drills, tests, and instructions; reviews; inspections of the Boarding home; medical and dental treatments; accidents and illnesses; depositing of moneys and valuables for safe-keeping and their withdrawal; date and circumstances of disciplinary measures imposed, etc.). These events are recorded by the Boarding Parents at the Boarding home and are regularly transferred to the boarder's personal file kept by the Boarding Administrator.

### **10.3 Records on Boarding family**

The Boarding Administrator keeps a file for each Boarding Family with information relating to the recruiting procedure, and containing details of the Boarding Family, of inspections and reviews. The Boarding Parents have the right of access to any such information held.

### **10.4 Records on Pupil Welfare meetings**

Committee meetings are minuted and the School's Council of Management is kept informed at regular intervals.

## **Policy for Self-Administering Medication for Boarders February 2020**

### **Aims and objectives**

- To foster independence for boarding students in managing their own health and medical conditions.
- To increase the students' knowledge and understanding of individual medication and its effects.
- To ensure the correct and safe administration of both prescribed and over the counter medications.

The policy will include prescribed medication (oral medicines, inhalants, topical applications and injections) and over-the-counter medicines.

### **Process of self-medication**

1. Boarding students will receive full explanation of their medication (from their parents, from their boarding family, and/or from medical practitioners. This will include:
  - a) The name of the medicine
  - b) The purpose of medicine
  - c) The prescribed dosage and frequency (to include maximum dose in prn medication)
  - d) Possible side effects
  - e) Correct storage:
    - i. Medicine must stay in its original container
    - ii. The original dispensing label must not be altered
    - iii. Students' medication is kept in a locked cupboard in their own room
  - f) Students in conjunction with the boarding family will complete the attached self-medication form.
  - g) A copy of the form will be kept in the student's file.

**Self-Medication – Boarders**

**NAME:**

**DATE OF BIRTH:**

**NAME OF MEDICATION:**

**DOSAGE:**

**FREQUENCY:**

**START DATE:**

	<b>YES/NO</b>	<b>COMMENTS</b>
<b>Explanation of self-administration process</b>		
<b>Has supply been explained?</b>  <b>Advise when to reorder</b>		
<b>Student is aware of medication name</b>		
<b>Student understands purpose of medication</b>		
<b>Student can state dosage and frequency</b>		
<b>Student is aware of potential side effects</b>		

	YES/NO	COMMENTS
<b>Student understands the requirement for safe storage of their medication and what to do if medication goes missing</b>		
<b>Student has access to a watch or clock</b>		
<b>Student is able to read and understand written English</b>		

**SIGNED**

**DATE**

**Student** .....

**Student's Parents (if applicable)** .....

**Boarding Family** .....