

## **Boarders Staffing and Supervision policy**

**Primary person responsible for updates to this policy:** James Kidd

**Job title:** Vice Principal (Pastoral)

**Last review date:** July 2021

**Next review date:** July 2022

**Circulation:** This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children.

'Parents' refers to parents, guardians and carers.

The college closes following after school clubs, all day students must leave the college by this time. Boarders are then permitted to use the study area, the Atrium, and the refectory as well as their bedrooms. Communal areas are monitored by the on-duty Houseparent until curfew when all students must return to their rooms. Night staff are based at reception where they can monitor all access to the building. Regular walk-about ensure that boarders are in their room and are quiet.

All students are expected to stay in the accommodation at night, every night. If a student wishes to stay out of the accommodation overnight they must have written consent from their parent or guardian and Houseparents must be informed before the student leaves of the address where the student will stay, who they will stay with and the name of the responsible adult who will be in charge of the student. Students with permission to be out overnight are expected to return no earlier than 8am, if a student needs to return home, i.e. in case of emergency, they should call the on-duty Houseparent.

Houseparents will always be in the accommodation overnight and students are able to contact them by phone at all times, students may also go to reception to speak to the security guard who can contact the Houseparents. There will be Houseparents on duty and one security guard on each night.