



# Boarding Policy and Procedures for Boarding Staff

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Approved by: Principal  
Review date: October 2018

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## BOARDING PRINCIPLES

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- The development of an all-round person and the communication of values are vital.
- All boarders are supported to develop physically, spiritually, intellectually, morally and socially.
- Boarding is based upon mutual respect for all its members.
- There is equality of opportunities and respect for all boarders, regardless of ethnicity, culture, gender or disability.
- Each boarder and each member of staff is treated as an individual and with respect and consideration by other students and by staff.
- Staff and boarders acknowledge the right of each other to privacy.
- Each boarder has the right to be able to work, play and relax free from abuse, intimidation, harassment, teasing and bullying.
- Considering the boarders are from overseas and far away from their families, links with parents are an essential part of the support and development of boarders.
- Students are able to develop friendship that will last their lifetime

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## BOARDING AIMS

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- Develop the whole person, a desire for truth and a respect for others.
- Provide an open and trusting ethos in which each boarder feels able to approach any other member of the community, both staff and students, confident in the knowledge that he or she will be treated and respected as an individual.
- Create an atmosphere of tolerance, openness and trust in which teasing, harassment and bullying would find great difficulty in developing.
- Safeguard and promote the welfare of each boarder, by providing an environment that is, as far as possible, free from physical hazards and dangers of any sort.
- Provide accommodation that is comfortable and suited to the needs of boarders, according to age and maturity, and which provides adequate level of privacy.
- Develop boarders' responsibility for self, for others and for the environment.
- Develop boarders' qualities of leadership and ability to work as a team.
- Encourage boarders to contribute to the needs and welfare of others in the house and school, as well as those in the wider community.
- Provide suitable conditions for boarders to feel able to turn to a member of staff to share the good things in their lives, as well as seeking advice, counselling and support during times of difficulty.
- ❖ **Boarding principles and aims are elaboration of FIC's Statement of boarding principle and practice.**

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## ORGANISATION AND ARRANGEMENTS

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### 1. Responsibilities

#### 1.1 Boarding staff

As of September 2017:

Head of Boarding (SMT) - Miss Chaerin Lee

House Mother – Mrs Joyce Jennings

Relief House Mother – Mrs Jean Chivers

Assistant Boarding Staff – Pastor Lee (residential), Mrs (residential), Mr Chan Young Song (non-residential)

| <b>Responsibility</b>                                                                              | <b>Responsible person</b>                                          |
|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| Overall responsibility for pastoral care of boarders                                               | Head of Boarding                                                   |
| Induction for new boarding staff                                                                   | Head of Boarding                                                   |
| Monitoring boarding staff and identification of training/development needs                         | Head of Boarding                                                   |
| Overall responsibility for evening and bedtime procedures on a da-to-day basis                     | House Mother on duty supported by assistant boarding staff on duty |
| Wake-up and morning routine                                                                        | House Mother on duty                                               |
| Overall medical care of all students                                                               | House Mother                                                       |
| 'On-call' for boarders during the night (between 10pma and 7am)                                    | Relief House Mother/Additional boarding staff (residential)        |
| Room allocation                                                                                    | Head of boarding in conjunction with House Mothers                 |
| Maintenance of accurate room/fire lists, checking morning/evening registers and signing-out sheets | House Mother on duty with assisted by prefects                     |
| Liaison with parents regarding boarding requests and pastoral care                                 | Head of Boarding in conjunction with office staff                  |
| Development of boarding areas to achieve a homely and welcoming environment for all boarders       | Head of Boarding in conjunction with House Mothers                 |
| Uniform and PE kit                                                                                 | House Mothers in conjunction with Assistant Administrator          |
| Co-ordination, management and development of boarding activities                                   | Head of Boarding in conjunction with House Mothers                 |
| Co-ordination of emergency evacuation                                                              | Head of Boarding                                                   |

|                                                         |                                                                       |
|---------------------------------------------------------|-----------------------------------------------------------------------|
| Repairs and maintenance of boarding areas               | Head of Boarding/House Mothers in conjunction with maintenance person |
| Health and safety during boarding times                 | Head of Boarding in conjunction with Health & Safety officer          |
| Preparation and monitoring of boarding risk assessments | Head of Boarding in conjunction with Health & Safety Officer          |

## 2. Staff Training

Induction for new Boarding Staff is co-ordinated by the Head of Boarding. During the term prior to staff joining the boarding team, they will if possible, be invited to shadow current staff or at least spend time in the Boarding House.

The Head of Boarding will monitor the progress of new boarding staff in conjunction with the school Induction Programme, in their first term and regular, informal meetings (at least once a month) will be held to give feedback on both sides. The annual appraisal of boarding staff will refer specifically to the boarding element of their duties.

## 3. Safeguarding

Felixstowe International College takes the safeguarding and child protection of its students very seriously. Head of Boarding (Designated Safeguarding Lead) and the House Mother (Alternate Designated Safeguarding Lead) must have Designated Safeguarding Lead training (renewed every 2 years maximum) and all boarding staff must do child protection training (renewed every 3 years maximum). Any new staff who arrive between official courses must undertake an online child protection training and a safeguarding induction with the DSL before carrying out boarding duties.

Boarding Staff must report any concerns regardless of how small or large they may be perceived to the DSL (or ADSL in her absence) as soon as possible. All concerns must be recorded in the Record of Concern Form.

### 3.1 Room allocation

Girls and boys accommodation is strictly separate and students are allocated to rooms generally based on their age and year group. Special requests for accommodation will be considered and granted wherever possible if there is a good reason. However, year 13s will be first ones to be allocated in single rooms so requests to have a single room cannot always be fulfilled.

### 3.2 Sharing Rooms

For the students who share a room, as well as age and year group, other factors like the level of maturity, both physical and mental should be considered when allocating. Returning students can have a say who they would like share with.

**\*Refer to Shared Bedroom Policy**

#### **4. Security / Fire protection / General Health & safety**

##### **4.1 Boarding / Fire list**

Accurate preparation and checking of the Boarding / Fire list is of paramount importance and numbers are checked and double checked. Boarders are registered in Evening before leaving the Garrison site and are registered again on their arrival to the Boarding House at 6.45pm; there is one final check when the Boarders are in bed just before lights out where the House Mother on Duty checks each room to make sure the boarders are all in the room before lights out. If there is any doubt, then a further check will be made, if necessary using a torch to check individual faces. Names and faces are checked by the Boarding staff when students return from late trips. The Boarding List for boys is kept in the Registration Folder which is located in the reception area downstairs by the Boys' entrance, Girls' Boarding List is kept by the inside door near the Girls' entrance. During the 6.45pm registration all unaccounted students are checked against the signing out register. The Duty Member of Staff will then contact Deputy Principal and if they are still unaccounted for, the Missing Child Policy will be followed.

##### **4.2 Fire Precautions and Training**

All fire doors must be kept closed and all corridors cleared of any obstructions before staff leave the Boarding House.

At least one fire drill will be held every term to ensure that all students and Boarding staff are absolutely clear about what they should do in the event of emergency, in accordance with the School's Escape plan. Students are also shown their first and secondary evacuation routes during the Induction. A review of every drill is recorded and evaluated by SMT.

##### **4.3 Risk Assessment**

All Boarding staff are responsible for ensuring that the Boarding House is as safe as possible. In addition to written risk assessments, an on-going, dynamic system of risk assessment will always be in operation. Any immediate, urgent hazards should be neutralised by whatever action is appropriate and reported to the Facility Manager as soon as possible. Less urgent and more minor hazards should be reported as appropriate and risk assessment documentation updated.

The process for identifying hazards and preparing risk assessments is as follows:

1. Identify the hazard
2. Assess the risk
3. Evaluate and assess risk levels i.e. what is the likelihood of something happening and how severe is the harm likely to be

4. If possible, isolate or remove the hazard. If this is not possible, put in place control measures to reduce the risk to an acceptable level of likelihood and severity. If it is not possible to reduce the risk to an acceptable level, either remove students from the hazard, or do not undertake the activity in question.
5. Communicate /train staff and students so that control measures are fully understood and observed.
6. Monitor the hazard and make changes as necessary.
7. Complete risk assessment documentation. One copy to be kept by the in the Boarding area and one copy to be lodged in the main office.
8. House Mothers should report any concerns/issues over Hazard to Head of Boarding

## 5. Procedures and routines

### 5.1 Dailey Routine

|                   |                                                                                                                                                           |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6.30am            | Early Risers                                                                                                                                              |
| 6.45am            | First wake up call                                                                                                                                        |
| 7.40 – 8.10am     | Breakfast                                                                                                                                                 |
| 8.25am            | Walk to Garrison Lane                                                                                                                                     |
| 8.45 – 9.00 am    | Registration                                                                                                                                              |
| 8.45am            | Assembly: Every Monday and Friday                                                                                                                         |
| 9.00 – 10.00am    | LESSON 1                                                                                                                                                  |
| 10.00 – 11.00am   | LESSON 2                                                                                                                                                  |
| 11.00 – 11.30am   | Morning break. In the Dining room you will find a drink and some cookies or snacks as you will be feeling quite hungry after all your hard work in class! |
| 11.30am – 12.30pm | LESSON 3                                                                                                                                                  |
| 12.30 – 1.15pm    | Lunch and Free time <b>Afternoon registration from 1.00 pm</b>                                                                                            |
| 1.15 – 2.15pm     | LESSON 4                                                                                                                                                  |
| 2.15 – 3.15pm     | LESSON 5                                                                                                                                                  |
| 3.15 – 3.30pm     | Afternoon break                                                                                                                                           |
| 3.30 – 4.30pm     | LESSONS 6                                                                                                                                                 |
| 4.30 – 5.30       | LESSONS 7                                                                                                                                                 |
| 5.30 – 6.00pm     | Supper                                                                                                                                                    |
| 5.50 - 6.00 p.m.  | Registration when leaving the Garrison Site                                                                                                               |
| 6.00pm            | Walk to Maybush House                                                                                                                                     |
| 6.45pm            | Evening Registration                                                                                                                                      |
| 7.00 – 8.30pm     | Prep time                                                                                                                                                 |
| 8.30 -9.30pm      | Free Time                                                                                                                                                 |

|               |                                                                                                                     |
|---------------|---------------------------------------------------------------------------------------------------------------------|
| 9.30-10.00 pm | Students get ready for bed- laundry basket out                                                                      |
| 10.00 Pm      | Lower school lights out<br><u>Sixth formers</u> may carry on if you have extra work but must stay in their own room |
| 11.00 pm      | Safety Alarm turned on                                                                                              |

## 5.2 Boarding Meetings

There is a weekly Boarding Staff Meeting, chaired by the Head of Boarding. Minutes are taken and circulated to Boarding Staff and the book is kept in the SMT office. Boarding Staff are expected to attend and should send apologies when unavailable. There is a weekly Boarders' Assembly held on a Sunday morning in the Common Room giving out notices for boarding. All Boarders are expected to attend.

Boarding staff responsibilities are to:

- Offer a kind and caring face
- Ensure that all students are safe and secure within the building
- Offer a listening ear if required and help to sort out any unhappiness or disagreements between students
- Remain alert to any evidence of bullying amongst boarders and take immediate action if necessary in accordance with the School's Behaviour and Anti-Bullying policies
- Help and encourage Prefects to run happy but well-ordered House by reminding them of their responsibilities and acting as mentor/coach as appropriate
- Supervise the Boarders' Common room when it is in operation
- Supervise the evacuation of the building in the event of an emergency, in accordance with the School's Escape plan
- Liaise with the Head of Boarding, Tutors, the Principal, Maintenance person, Facility manager regarding Boarding matters, as appropriate
- Liaise with parents as appropriate and necessary, but always with prior reference to the Head of Boarding
- Be available throughout the night to assist with any problems that may arise (Resident Boarding Staff)
- Fill in the Boarding Diaries at the end of each duty recording any issues / incidents / pastoral care matters.

**UNDER NO CIRCUMSTANCES MUST A MEMBER OF THE BOARDING TEAM BE UNDER THE INFLUENCE OF ALCOHOL OR OTHER DRUGS LIKELY TO AFFECT JOB PERFORMANCE WHILST ON DUTY.**

If a member of staff is apparently under the influence of alcohol or other drugs, this will be treated as a matter of gross misconduct and action will be taken in accordance with the School's Staff Disciplinary policy and procedures.

Absence In the event that a member of the boarding team wishes/needs to be off-site on his/her duty night, he/she must arrange cover and contact the Head of Boarding in advance to ask permission.

## **6 Documentation**

Boarding Staff will have access to:

- The current Boarding / Fire list
- The current room allocation list
- The School's Escape Plan
- The School's Behaviour and Anti-Bullying policies and procedures
- The current Duty list
- Students with Serious illness list
- A copy of the Boarding National Minimum Standards document.