

# Boarding Policy and Procedures for Boarding Staff



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Written by: Deputy Principal  
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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 2020:

Head of Boarding (SMT) - Miss Chaerin Lee

House Parent – Mrs Joyce Jennings, Mrs Jean Chivers and Mrs Anna Taylor

Assistant Boarding Staff –Mr Taeyoung Yun

Resident Tutor (part time) – Dr. Seung Park

<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 Parent(s) on duty supported by assistant boarding staff on duty
Wake-up and morning routine	House Parent(s) on duty
Overall medical care of all students	House Parent(s) on duty
'On-call' for boarders during the night (between 10pma and 7am)	House Parent on duty/Additional boarding staff (residential)
Room allocation	Head of boarding in conjunction with House Mothers
Maintenance of accurate room/fire lists, checking morning registers and signing-out sheets	Head of Boarding House Parent(s) on duty
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 Parents
Uniform and PE kit	House Parents in conjunction with Office Staff
Co-ordination, management and development of boarding activities	Head of Boarding in conjunction with House Parents
Co-ordination of emergency evacuation	Head of Boarding

Repairs and maintenance of boarding areas	Head of Boarding/House Parents in conjunction with maintenance person
Health and safety during boarding times	Head of Boarding in conjunction with SLT
Preparation and monitoring of boarding risk assessments	Head of Boarding in conjunction with SLT

## **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. Designated Safeguarding Lead and the 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.

## **4. 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.

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

### **5.1 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 once in the morning and once again the afternoon by Principal/Deputy Principal/Registrar; there is one final check when the Boarders are in bed just before lights out where the House

Parent(s) 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. All students have to seek permission to go out at all times and sign out and in. House parents are to check at regular intervals that the students are back when they are supposed to. If there is any student who is not in the building should contact Deputy Principal and if they are still unaccounted for, the Missing Children Policy will be followed.

## **5.2 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 SLT.

## **5.3 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 SLT 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 Parents should report any concerns/issues over Hazard to Head of Boarding

## 6. Procedures and routines

### 6.1 Dailey Routine

6.30am	Early Risers
7am	First wake up call
7.45 – 8.10am	Breakfast
8.25am	Room check
8.45 – 9.00 am	Registration
8.40am	Assembly: Every Monday and Thursday
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
6.00pm	Free time
7.00 – 8.30pm	Prep time
8.30 -9.30pm	Free Time
9.30-10.00 pm 10.00 Pm	Students get ready for bed- laundry basket out Lower school lights out <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

### 6.2 Boarding Meetings

There is a regular Boarding Staff Meeting, chaired by the Head of Boarding. Minutes are taken and uploaded onto the google drive. Boarding Staff are expected to attend and should send apologies when unavailable.

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, Teachers, the Principal, Maintenance person 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.
- Keeping Children Safe In Education Part 1 and Annex A