



Reddam House Berkshire
Wokingham
Berkshire RG41 5BG

Tel: 0118 974 8300
Fax: 0118 977 3186

Boarding Policy and Statement of Boarding Principles

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Boarding Policy and Statement of Boarding Principles

Aim

1. The aim of this policy is to provide an overview of the arrangements for boarding at Reddam House Berkshire. More detailed information on specific subjects is available in other policy related documents.

Overview

2. Reddam House Berkshire is an independent coeducational school for day and boarding pupils. It offers boarding in two formats:- weekly boarding and full boarding.
3. Reddam House Berkshire has one boarding house that houses both boys and girls from age 11 – 18.

The boarding house has resident houseparents, two resident house tutors and a resident matron. These resident staff are helped by a number of Assistants or Tutors who live on the school site. For an up to date list of staff involved with boarding please see the school information booklet.

There are always at least two members of staff resident in each boarding house overnight during term time.

Boarding Principles

4. In order to ensure the pastoral care, welfare and health and safety of its boarders Reddam House Berkshire aims to:
 - a. Implement the National Minimum Standards for Boarding Schools.
 - b. Safeguard and promote the welfare of each boarder by trying to meet his/her intellectual, emotional, social and physical needs.
 - c. Provide an environment in which all students feel valued and where equality of opportunity exists with relation to culture, language, gender, religion and in disability matters.
 - d. Provide a boarding experience that will be complimentary to the home experience, and wherever possible to nurture a warm, caring, family environment.
 - e. Provide an atmosphere of tolerance, trust and mutual respect.
 - f. Provide opportunities for responsibility and leadership.
 - g. Provide a standard of accommodation that is comfortable and suited to the needs of boarders, according to age, maturity and which provides adequate levels of privacy.
 - h. Establish and maintain supportive and friendly links with parents and guardians.
 - i. Encourage boarders to achieve a healthy lifestyle in a safe environment.

Boarding House Ethos

5. The boarding house is designed to operate on the principle of an extended family. Older pupils are expected to set a very good example in the house, and may be asked to supervise other tasks within the house, but this is monitored closely. The Houseparents and their team are expected to, and do, get to know their pupils and provide the support, guidance and encouragement that they need from time to time.

Pupil Voice

6. The pupils in the house meet regularly and are encouraged to feedback to their houseparents and issues, concerns or positive feedback that they might have about boarding and the school in more general terms.

Child Welfare and Protection

7. Reddam House Berkshire's aim is to provide the very best care for the pupils entrusted to us. We aim to ensure that every pupil is happy at school and feels that they have a productive part to play in the boarding house and the school.

8. Boarding House staff will provide guidance on recognising and reporting suspected child abuse, including recognising suspected peer on peer abuse. Recognising that sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. It is also important that boarding staff recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

9. Boarding house staff have a thorough induction. (See Boarding Induction document)

10. All staff at the school are given regular training in Child Protection matters. All boarding pupils are encouraged to speak to a member of the house team, a member of the Senior Management Team, a member of the Medical Centre Team or any member of staff if they have a problem or become aware of another pupil who has a problem.

11. The School operates its own Medical Centre, with a trained sister on either on duty or on call at all times. Boarders are able to see the School Doctor by arrangement and have access to local medical and dental facilities.

12. Pupils with emotional problems are carefully monitored and, when necessary, are referred to a Counsellor. They will be carefully assessed and where necessary will be referred to our School Doctor who can refer them to the local Child and Adolescent Mental Health Service (CAMHS) office.

13. Relevant phone numbers for Child Line, the NSPCC, our Independent Listener and the Director of Children's Rights are displayed prominently in our boarding houses.

House Sanctions and Rewards

14. As far as possible, the Houseparents and their team act *in loco parentis* and, like all good parents, provide a caring, supportive environment for the children in their care. The house has its own system of rewards and sanctions working within the School's broader system, with the emphasis on encouragement and reward rather than punishment.

15. The School has an active and effective Anti-Bullying Programme and house teams are constantly vigilant for any form of harassment or bullying. Any cases will be dealt with according to the School Anti-Bullying Policy.

Searching

The School follows DfE guidance relating to searches from 'Screening, Searching and Confiscation Force, a guide for Head Teachers, Staff and Governing Bodies, 2013. Teachers and staff should not physically search a student, although there may be occasions in which it is appropriate to ask a student to show you what is in his/her pockets.

Teachers and staff may confiscate inappropriate items from students but their action must be reasonable and proportionate. Confiscated items should be given to the SMT Secretary or their Housemaster/Housemistress.

The complete guidance can be found in Appendix A to this policy.

Communication

16. Reddam House Berkshire is a 'home from home' for our boarding pupils and therefore considerable care is taken to ensure that:

- a. Houseparents and their teams get to know pupils and, as far as possible, their parents as quickly as possible.
- b. Parents receive regular updates on their child's progress.
- c. Parents are informed of any problems that their child might be having and encouraged to work with the school to resolve these issues.
- d. Parents inform house staff if they become aware of any problems with their child.

Regulatory Compliance

17. Reddam House Berkshire works hard to ensure that it meets all of the regulatory requirements set out in the National Minimum Standards and other relevant legislation.

18. Regular checks are made to ensure that appropriate Health and Safety standards are met in all aspects of School life.

19. The School is subject to regular inspection by the Independent Schools Inspectorate to ensure that all regulatory requirements are met or exceeded.

Management and Administration

20. Houseparents are ultimately responsible to the Head Master for the smooth and effective running of their boarding house. In practice they report directly through the Deputy Head.

Appendix A

ARRANGEMENTS FOR SEARCHING PUPILS AND THEIR POSSESSIONS

General approach

The School is committed to safeguarding the welfare of all children and we seek to cultivate an environment of mutual respect and treat students and staff fairly and sensitively. In the unusual event of a pupil, or a pupil's room, locker, bag or other repository for possessions, being searched, the School and its agents will take all reasonable steps to maintain the usual high standard of safeguarding. Professional judgement is to be used in all cases: if in any doubt, advice should be sought from a senior member of staff, unless the urgency or another overriding aspect of a situation makes such referral impractical.

The fundamental principles are two:

- Act with due care, consideration and sensitivity and remain mindful of the need to respect privacy; particular thought should be given to boarders for whom, during term time, the School is their 'home'
- Remember that the need to protect persons/property from injury/damage and from loss is paramount and that this duty of care can in certain circumstances override all other protocols

At all times a balance should be retained between, on the one hand, common-sense actions rightly taken in respect of ongoingly-assessed risk in a real-world case and, on the other, the desirability of following step-by-step written guidelines which, however helpful, stand in isolation of a specific context and cannot embrace every eventuality. Specifically, there may or may not, in the assessment of such risk in a particular case, be good grounds for the member of staff who is dealing with the matter to deviate from guidelines. For instance deviation may be warranted, or indispensable, in response to or in pre-emption of immediate or potentially immediate danger to persons/property involved.

Whilst a search may be required for suspected dangerous/illegal items, a search may also be justified for other reasons – for items that are simply not allowed in school, for instance, but which are not necessarily of themselves dangerous (or illegal), or items which are allowed in school but which are not being properly used.

Confiscation

The same applies to confiscation: such items found in school or on a pupil's person may be confiscated for a time. An example may be a laptop which a boarder persists in using after 'lights out' or a mobile 'phone used when it should not be or in an inappropriate way during school hours. Any item confiscated, should be kept safe and the details of the confiscation (item, date, time, location, owner, reason, etc) logged. An indication should be given at the time of confiscation to the pupil by the member of staff who has confiscated an item of when the item is likely to be returned. The duration of a confiscation should be reasonable and proportionate and, as in all matters, not unduly (or necessarily at all) punitive. 48 hours might be a reference-point for a confiscation period. Consideration should be given to the possible consequences of keeping the item and the pupil apart (for instance travel safety in the case of a confiscated mobile 'phone).

External agencies and disciplinary action

If a pupil is suspected of carrying on their person or having in their possessions/room etc an item or items considered by the School to be dangerous and/or illegal, such as drugs, then the matter should be referred to a senior member of staff and it may be appropriate to call the Police. Irrespective of any action taken or not taken by external agencies like the Police, the School may take its own action, such as suspending the pupil in the first instance from school if they refuse permission for the search to take place. Any subsequent decision related to any or to further disciplinary actions from school would take into account any co-operation, or lack of it, on the pupil's part and what might reasonably be inferred from that.

Whilst it is not possible to have detailed procedures that cover every eventuality, in general, the following guidelines should be borne in mind and, where possible, observed.

Personal searches

If a pupil is suspected of carrying an unauthorised item (for example, alcohol or a laser beam pen) a member of staff should ask the pupil, if feasible in the presence of a second adult witness, if the pupil is happy to turn out his/her pockets or bag. Throughout, the pupil should, if possible, be kept under close supervision in case there is an attempt to divest himself/herself surreptitiously of any item. If the pupil refuses to cooperate, the member of staff should contact an appropriately senior member of staff who should consider if it is appropriate to try to contact the pupil's parents. As appropriate, and if the parents can be contacted, they should be encouraged to persuade the pupil to agree to the search taking place. If the matter is of major concern and the pupil still refuses to approve of the search, then the Police may be called in to conduct the personal search.

Personal searches, especially forced personal searches, should if at all possible be avoided, though may in extremis be necessary. For example, all reasonable steps should be taken, where there is a danger, or a risk of danger, to persons or property, to contain that danger/risk. This might include, in extremis, all or any of the following: physical restraint, forced search (of person and/or of property), and confiscation.

'Forced searches'

Reasonable force may be used in exercising the statutory power to search pupils, without their consent, for weapons and (with effect from September 2010) for alcohol, illegal drugs and stolen property ('prohibited items'). At Reddam House, this search power may be exercised by staff where they have reasonable grounds for suspecting that a pupil has such items. However, the School's guidance in this matter is that any such 'forced search' should be undertaken only if absolutely necessary, such as in extreme situations where leaving a pupil with such a suspected item could pose risks to others (or to that pupil), or mean that what might be the only opportunity to establish that such an item was in that pupil's possession as suspected, is lost. Other means of dealing with the pupil and the situation should be used if possible – such as keeping the pupil under close surveillance (so any item cannot be surreptitiously disposed of), isolating the pupil from others for the time it takes for matters to be addressed, etc.

Very strongly recommended wherever feasible are the following courses of action:

- Refer the matter to a senior member of staff before/rather than making any physical intervention
- Consider whether or not such a search might be better conducted by the Police rather than by a member of staff (the former being preferable wherever possible)
- If at all possible, do not be alone with a pupil if it really is necessary to conduct a search

Much of this is common sense: avoid, if at all possible, any physical contact altogether with a pupil, most especially any kind of forced physical contact that might prompt resistance on the pupil's part. Equally, however, preserving safety is paramount, and, where a 'forced search' presents itself as the only or best way of preserving safety, not to conduct such a search might be construed as a failure in the duty of care on the part of the member of staff involved.

Searches of personal property or school property eg in a room or locker

Belongings are no longer 'of the person' when they are being stored at school or in school property such as lockers. This allows for a greater flexibility of approach. However if a search by a member of staff is undertaken the level of intrusion is potentially as great and so the offence suspected needs to be sufficiently serious, the need for a search legitimate, and prospect of success reasonable.

For 'lost' items of relatively low value, a pupil should be asked to search his own belongings to see if the item has been 'misplaced'. If more than one pupil is included, the scope of the search and the number of pupils involved should reflect the nature of the loss and be legitimately targeted. Kit inspections fall into this category. Members of staff (one as witness) might watch the pupil(s) search, but this may not be deemed necessary or appropriate.

Where a boarder's room is to be searched, the boarder should be given the opportunity to conduct the search personally by emptying out drawers, opening the safe etc. under direction from the members of staff present. If a boarder refuses to co-operate, and the circumstances are deemed to warrant a search by staff, then the room should be searched by staff, with at least two members of staff being present throughout. Any suspicious items found should be deposited in a plastic bag & sealed.

General guidelines

Generally, staff should not without very good cause (such as that provided by circumstances exemplified above):

- Touch the pupil, especially forcibly. (Any restraint should be in line with the School's policy on the use of restraint)
- Search the pupil's person, which for these purposes extends to his or her outer clothing and pockets, or remove the pupil's clothing - even their coat - for the purpose of searching it.
- Search a pupil's pockets: these should be turned out by the pupil.
- Search a pupil's room or bag without them being present and without another adult witness being present.
- Act in isolation: if in any doubt staff should refer to an appropriately senior member of staff.

As a guide only and without any suggestion that these would be the only appropriate ways to proceed, here are some examples of suggested courses of action:

- If a search reveals any offensive weapons, including knives, or evidence in relation to an offence, or anything suggestive of these things, the item or items should be removed to a place of safe-keeping (confiscation) and the member of staff should inform an appropriately senior member of staff, who will see that the finding of any weapons, or suspected weapons, is reported to the Police.
- If evidence of illegal substances drugs or of suspected illegal substances is found, the senior member of staff involved determines what action to take in accordance with the School's Policy.
- If tobacco or alcohol items are found in a pupil's possession, they should be confiscated by the member of staff, who will inform a senior member of staff.. The senior member of staff involved determines what action to take in accordance with the School's Policy.

Further suitable courses of action might, depending on circumstances, include the following, but would not preclude other suitable ways of proceeding:

- In the case of initial refusal to co-operate, a member of SMT to contact parents/guardians and ask them to persuade the pupil to submit to the request.
- In the case of continuing refusal to co-operate, a member of SMT to suspend and isolate the pupil in school and call the parents to attend. If appropriate (items of considerable value, illegal drugs, weapons etc.), advise parents and pupil that the police might be contacted and asked into the School to make the search.
- In the case of continuing refusal to co-operate, a member of SMT to call the police so that they might make the search at School. If for some reason the police cannot immediately attend and the search is deemed urgent, then the pupil should attend while a member of staff, with a member of the SMT as witness, makes the search. Forcible entry is only to be used if reasonable grounds exist to search for illegal drugs (Misuse of Drugs Act 1971) or weapons, and then only on school property, not personal property.

A pupil's room and belongings to be searched only when there are clear grounds for suspecting something is untoward; unless impractical, the reasons to be explained to the pupil, In most circumstances the pupil to be present during the search

- All searches to be undertaken by a minimum of 2 members of staff
- Wherever possible the pupil to be asked to make available the required area (such as a drawer) and to remove contents
- Parents to be informed

Recording the results of personal and / or property searches

When a search has taken place the following items should be noted and kept on the relevant pupil's file:

- The reason for the search taking place
- The date and time of the search
- The results of the search
- All staff involved
- Other agencies involved
- The outcome (including any disciplinary action taken in respect of that pupil)

Further sources: BSA Briefing Paper 15, 2005