

## **Earlscliffe (Sussex Summer Schools Ltd)**

### **ADULTS STAYING WITH RESIDENT STAFF**

This guidance policy describes the college's expectations of the behaviour of the adult members of the families or households of members of the boarding house staff who are accommodated on any part of our site in school accommodation that is shared with boarding students. It is designed to comply with current standards of Safeguarding, and to make sure that everyone clearly understands what is expected of them.

#### **Before Moving In**

Every adult member of a household occupying accommodation which is provided as part of an employee's conditions of employment is required to have a Disclosure and Barring Service (DBS) Enhanced Disclosure. This clearance is required before the accommodation is occupied. The school will assist employees and their families in obtaining these clearances.

#### **Occupancy Rights**

The school does not bestow any rights of occupancy or tenure on the spouses / partners / adult children / other members of the households of its boarding house staff who have elected to move into the accommodation provided to a member of staff for the performance of her duties. The employee alone signs a Licence to Occupy / Service Occupancy Agreement with the school before taking up residence, covering the conditions of occupancy in school property. One of those conditions is that all adult members of their family/household residing with them comply with this policy.

#### **Declaration**

All adult members of boarding households must sign a written undertaking to comply fully with this policy which relates to the protection of pupils at the school. The school can require that any individual who is not a member of staff removes him/herself from school accommodation if s/he has committed a breach of this policy. (See Safeguarding policies.) This policy should be read carefully and the declaration at the end signed *before* occupation of the school accommodation that has been provided.

#### **Induction in Child Protection**

All adult members of house staff families accommodated on the school site are required to attend an induction session in Safeguarding. This will be arranged by the School's Designated Safeguarding Lead within their first week of arrival. The school keeps a record of everyone who has attended induction sessions in Child Protection.

#### **Movement of Adult Members of Households of Boarding House staff**

Adult members of the households of house staff should be mindful of the fact that they are not, except when carrying out duties/a role at the request of the school, employees and that they have no status regarding the students for whom their spouse / partner / parent / other is responsible. Household members should not enter or attempt to use any of the areas that are designated for boarders, nor should they attempt to establish friendships with individual boarders. Given the small size and nature of the school, adult members of

households of house staff will be known to all members of our community. Their vehicles should be registered with the College Office.

The college employs a House Manager who is instructed to check movements and to challenge individuals who appear to be moving in restricted areas. Household members will be expected to comply with instructions given by members of staff in their professional capacity.

Any barriers, ie locked doors and gates etc must be respected at all times.

It is important that these guidelines are followed at all times by household members of boarding staff. It should be remembered that they are designed to protect the children who are in the school's care. The guidelines are simple to follow and should quickly become a habit.

### **Occasional Guests**

Boarding house staff and their families may entertain guests in their houses during term time and invite guests to stay overnight, but it is important that the host ensures that guests are aware of the fact that certain restrictions apply because they are visiting a school. Staff are expected to inform the school at least 48 hours prior to any guest arriving. This is agreed by a member of SLT and then handed to the College Office who will inform relevant staff of visitors who have been authorised. A copy of the email or letter will be copied to the Head Teacher

Guests should be advised that:

They should not attempt to enter the areas designated for the boarders

They should not attempt to engage students in conversation over than normal politeness

They should wear a visitor's badge and be escorted if they visit anywhere in the college apart from their host's accommodation

They should not be left alone in their host's accommodation

House staff should keep a visitors' book, and ensure that all their personal guests, and guests of other members of their households, sign and date it before departure. The school reserves the right to inspect the visitors' book from time to time.

### **Regular Visitors**

Regular visitors should at all times make sure that they observe the restrictions that apply to occasional visitors, including signing their host's visitors' book each time that they visit the property.

Regular day visitors and all overnight visitors to boarding house staff accommodation during term-time will be subject to suitable disclosure checks. The host should notify the SLT of all such visitors in advance and a risk assessment and DBS check will be carried out, if necessary.

### **Holidays**

The restrictions on movement do not apply at times when the students are not on site, and it is imperative that the House Manager is advised of all staff, members of households and visitors on site for Fire Safety reasons.

## Conclusion

The school takes care to ensure that it employs suitably qualified house staff. It invests considerable resources in their induction and training in Safeguarding. It takes great care to ensure that members of the households and their guests comply with the school's standards in particular to the relation of care of students. The school also understands and values the support which household members and visitors provide to resident members of staff, their service to the school making them key members of the school community.

## Members of Boarding Households Declaration

I \_\_\_\_\_ have read the above policy. I declare that I wish to live in the accommodation that has been provided for my spouse / partner / parent / other \_\_\_\_\_ as an essential part of his or her post at the school. I understand that I do not have any rights of occupancy or tenure. I declare that:

- I am content for the school to obtain a Disclosure and Barring Service (DBS) Enhanced Disclosure on me before I move into the accommodation and to register me with the ISA if required to do so
- I have arranged to give/ have given my DBS application form to the Bursar
- I will attend the Safeguarding training which will be arranged for me.
- I am fully aware of the restrictions which the college has imposed upon relatives, members of the household and guests of staff who are employed by the school, and I undertake to comply with the provisions of this document, and such other provisions as may from time to time be in operation.
- I shall ensure that any visitors of mine comply fully with the college's requirements for supervising visitors.
- I undertake to notify the Head Teacher at once if I am ever convicted of any criminal activity.
- I understand that failure to comply with the college's code for adult members of the households of resident staff could result in my being asked to leave the accommodation.
- I understand that the college will ask me to leave the accommodation at once if it became aware of evidence that I was considered unsuitable to have contact with children and vulnerable people.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

*Please return this completed form to the Bursar*