



# Staffing and Supervision

## National Minimum Standards

### 15

Evidence 15.1 Any staff member or volunteer employed or volunteering in a position working with boarders has a job description reflecting their duties, receives induction training in boarding when newly appointed, and receives regular reviews of their boarding practice, with opportunities for training and continual professional development in boarding.

- Document: Training and Development Policy
- Staff Job Descriptions

15.2 Any role of spouses, partners and/or other adult members of staff households within boarding houses is made clear.

- Residency agreement for spouses

15.3 The staff supervising boarders outside teaching time are sufficient in number, training and experience for the age, number and needs of boarders, and the locations and activities involved.

- Document: Staff Duty Rota
- Weekday/Weekend Activities

15.4 Boarders are always under the responsibility of an identified member of staff who is suitably qualified and experienced.

- Document: Staff Duty Rota

15.5 Staff know the whereabouts of boarders (or know how to find their whereabouts) in their charge at all times.

- Document: Boarding House Floor Plans
- Sign in and out procedure
- Document: Contact details available for all students

15.6 Staff working within the school know and implement the school's policy in relation to boarders going missing and their role in implementing that policy. Staff actively search for boarders who are missing, including working with police where appropriate.

- Policy: Safeguarding
- Policy: Missing students

15.7 There is at least one adult member of staff sleeping in each boarding house at night, responsible for the boarders in the house.

- Document: Staff Duty Rota

15.8 Boarders have a satisfactory means of contacting a member of staff in each house at night

- Document: The Boarding Team Contact List in corridors

15.9 Suitable accommodation (consisting of accommodation in which meals may be taken, living accommodation and sleeping

- Tour of house and suitable toilet and washing facilities are provided for residential staff. This accommodation is appropriately separated from the accommodation and facilities provided for boarding pupils.

15.10 Any boarder access to staff accommodation is properly supervised and does not involve inappropriate favouritism or inappropriate one-to-one contacts between staff and boarders.

- N/A boarders are not allowed into staff accommodation

In order to ensure that The Boarding House meets the requirement of this standard, please see the following documents:

- Staff Duty Rota
- Residential Agreements
- Overnight alarm system
- Daily Sheet online
- Safeguarding Policy
- Missing Student Policy