



Appendix 2 updates

1. **Child protection allegation or concerns:** all information is kept with the safeguarding team and on myconcerns
2. **Major sanctions:** All information is kept with the Headteacher / in the Headteachers office
3. **Use of reasonable force:** All evidence is kept with the Headteacher / in the Headteachers office / on myconcerns
4. **Complaints:** Complaint's folder is kept in the Headteacher office, this contains any boarding complaints
5. **Individual boarders records:** All information is kept on the School management systems (sims) and records are kept in both boarding offices
6. **Administration of medication, treatment and first aid:** All medica records are kept in the health centre, all medication in boarding is tracked by the use of the meditracker system, this monitored by the School nurse, who visits boarding on a weekly basis, one the boarding staff also works in the Health Centre to bridge any gaps.
7. **Significant illness:** All records and information is kept in Health Centre and tracked by the meditracker system
8. **Significant accidents and injuries:** all information recorded by the Health Centre using meditracker or personal notes in their individual files
9. **Parental permission for medical and dental treatment:** all students complete the relevant permission forms upon joining Sexey's, then stored in Health Centre
10. **Risk assessments:** Stored in RA files, on School s:drive, Sharepoint and the EV programme
11. **Staff recruitment records and checks:** all kept in HR
12. **Staff duty rotas:** Kept on Sharepoint and in both boarding house offices
13. **Staff supervision, appraisal and training:** All staff receive yearly appraisals and CPD training opportunities through Educare and the National College
14. **Fire Precautions test and drills:** Boarding houses regularly run fire drills and tests, evidence in fire drill folders in boarding houses (Lisbury due this week 20th September)
15. **Risk assessment:** all kept with Estates Department
16. **Menus:** All new menus in boarding houses
17. **Pocket Money:** Pocket money system run weekly by the house matron, to avoid money going missing its only done by one person
18. **Care plans for pupils with special needs:** All pastoral team, relevant ones shared with boarding staff
19. **Parental permission for high risk activities:** Letters sent to parents if any high risk activities for example land and wave trip 2nd/3rd October
20. **Checks on licensing of relevant adventure activities centre:** all on the EV system
21. N/A

22. N/A

Tim Allen, Director of Boarding – September 2021