



# ADULTS VISITING AND STAYING WITH STAFF IN SCHOOL ACCOMMODATION POLICY

*This policy refers to both Wellington Senior School and Wellington Prep School*

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Website	Yes

## **1. Introduction**

This policy describes the School's expectations of the behaviour by all of the adult members of the families or households of members of the house staff of Wellington School who are accommodated on any part of the site in School accommodation that is shared with boarding pupils. Please note that for the purpose of this policy the term 'adult' is defined as anyone over the age of 16. The policy is designed to comply with modern standards of child protection, and to make sure that everyone clearly understands what is expected of them.

## **2. Before you move in**

### **DBS Checks**

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 DBS Check. This clearance is required before the accommodation is occupied. The School will assist employees and their families in obtaining this clearance.

### **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 the staff of Wellington School for the performance of his/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.

### **Declaration**

All adult members of boarding households must sign a declaration confirming that they will comply fully with this policy which relates to the protection of pupils at the School. The School can insist that any individual who is not a member of staff removes him/herself from School accommodation where he or she has committed a breach of this policy which forms part of the School's safeguarding and child protection policies.

This policy should be read carefully and the declaration at the end signed *before* anyone moves into School accommodation that has been provided.

### **Induction in Safeguarding and Child Protection**

The Senior School's Designated Safeguarding Lead (Senior School Deputy Head Pastoral) and/or HR Manager will arrange an induction session in safeguarding and child protection for adult members of the household's boarding house and accommodated staff within their first month of arrival. The School keeps a record of everyone who has attended its induction sessions in safeguarding and child protection.

## **3. Movement by members of the households of house staff**

Adult members of the households of house staff are not School employees and have no formal responsibility regarding the pupils for whom their spouse/partner/parent is responsible.

The School recognises that the families of house staff play an important part in creating a community atmosphere, particularly in our boarding houses. However, household members should normally use the separate entrance to their accommodation and should be careful not to establish friendships with individual pupils.

Household members' vehicles should be registered with the School and a School parking permit should be displayed when the vehicle is on site.

We are grateful to household members of staff for following these guidelines, which are designed to protect the children who are in the School's care.

#### **4. 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 their host ensures that they are aware of the fact that certain restrictions apply because they are visiting a School. Guests should be supervised at all times.

If a guest is staying overnight, house staff should inform the Head of Boarding.

Boarding house staff should advise guests that:

- they should not attempt to enter the areas that are designated for the boarders;
- they should be aware of their responsibilities when engaging pupils in conversation; and
- they should not be left alone in their host's accommodation.

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

#### **5. 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 and overnight visitors to boarding house staff accommodation during term-time will be subject to suitable disclosure checks. If a guest is staying overnight, house staff should inform the Bursar in advance and provide the details of their guest(s), to include names, address and vehicle numbers. The Bursar may decide to carry out a risk assessment.

#### **6. Other adult residents**

On-site accommodation is also offered to a number of other members of staff, who may also be accompanied by their families. Wellington School has carried out a risk assessment that takes into account the fact that these adults have access to the campus and become a regular and visible presence, since the houses are within the same campus as the boarding accommodation. It has concluded that it is appropriate to require all adult members of these

households to have a DBS check and to be given an induction in safeguarding and child protection.

The Bursar must be informed if there are to be regular visitors to this accommodation. Regular day and overnight visitors to this accommodation during term-time will be subject to suitable disclosure checks.

## **7. Conclusion**

The School goes to great trouble to ensure that it employs suitably qualified house staff. It invests considerable resources in their induction and training in safeguarding and child protection. It is necessary to impose certain constraints on the families, households and private guests of our boarding house staff and staff who have school accommodation. This is not because they are unwelcome, rather it is to ensure that our pupils and staff are appropriately safeguarded.

**To be completed by the employee residing in School accommodation:**

Full names of dependent children (over age 16) who are resident in the accommodation:

1. .... Date of birth.....
2. .... Date of birth.....

Full names of dependent children (under the age of 16) who are resident in the accommodation:

1. .... Date of birth.....
2. .... Date of birth.....

Full names of spouse or partner residing in the accommodation:

.....

I accept the terms of the above agreement.

Signed ..... Dated .....

**To be completed by any adult members of the households of staff living in School accommodation:**

I, [*name*] have read the above note. I declare that I wish to live with [*name*] in the School accommodation that has been offered to my spouse/partner/parent/ [*other*] as an essential part of his/her appointment/employment as House Master/Mistress/Matron/ [*other*] at Wellington 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 DBS Check on me before I move into the accommodation.
- I have arranged to give/ have given my DBS form and document to the HR Manager.
- I will attend the child protection training which the School has arranged.
- I am fully aware of the restrictions which the School 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 will ensure that any visitors of mine comply fully with the School's requirements for supervising visitors.
- I undertake to notify the HR Manager at once if I am ever charged with or convicted of any criminal activity.

- I understand that the School will ask me to leave School accommodation at once if it became aware of evidence that I was considered unsuitable to have contact with children and vulnerable adults.

Signed .....Name.....Dated.....

*Please return the completed forms to the HR Manager in the envelope provided. If you have any questions, please contact the HR Manager on 01823 668800.*