

Boarding Policy

Revisions and Terminology

This policy is revised in accordance with the Policies Review Schedule or in response to regulatory changes. This document is a Japanese translation of the English version; in the event of any discrepancy in interpretation, the English version shall prevail.

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1. Purpose

NMS Standards 1 and 2

The School is committed to providing a safe, supportive and inclusive boarding environment in which boarders can thrive academically, socially and personally. Boarding is run in accordance with the National Minimum Standards for Boarding Schools (September 2022) (hereafter “the NMS”) and the School’s safeguarding (child protection) policies.

This policy sets out the organisation and management of boarding at Teikyo School United Kingdom (hereafter “the School”). It applies to all boarders, all staff working in boarding (including those covering duties on a temporary basis) and all other adults who work with boarders. Its purpose is to describe what actually happens in boarding, so that boarders, parents, staff and inspectors have a clear understanding of how boarders are safeguarded and cared for.

The School does not provide accommodation to any child for more than 295 days a year.

Daily routines and house rules are set out in the Pastoral Handbook (hereafter “the Handbook”), which is issued to all boarders and their parents.

2. Aims of Boarding

NMS Standards 1, 3 and 18

Boarding at the School is founded on mutual respect, openness and trust. Many boarders live far away from their families, in Japan and elsewhere, and the boarding house aims to be a safe and welcoming home during term time. In boarding, we aim to:

- safeguard and promote the welfare of every boarder in an environment that is, as far as possible, free from danger, abuse, intimidation, harassment and bullying;
- promote each boarder’s all-round personal development – intellectual, spiritual, moral, social and cultural;
- respect each boarder as an individual, protect their privacy and provide equal opportunities regardless of ethnicity, culture, religion, sex or disability;
- foster an open atmosphere in which every boarder feels able to approach any member of staff, not only when they have a problem but also to share good news;
- provide structured ‘Study Time’ so that boarders can develop academically;
- provide a wide range of activities appropriate to boarders’ ages and maturity, supporting their personal, social and cultural development;
- develop a sense of responsibility for themselves, others and their surroundings, together with leadership and teamwork skills;
- work closely with parents, recognising that links with home are essential to boarders’ wellbeing; and
- make boarding an enjoyable and positive experience.

The School complies with the Equality Act 2010. Boarding staff take account of each boarder's religious, dietary, linguistic and cultural needs. Boarders with special educational needs receive support in boarding that is aligned with the support provided in school, and all activities planned in boarding are designed so that every boarder can take part.

3. Leadership and Responsibilities

NMS Standards 2, 19, 20 and 21

Organisation

Overall responsibility for boarding rests with the Head of School. The running of boarding is led by the Head of Boarding, who reports directly to the Deputy Head. The effectiveness of boarding and welfare provision is overseen by the Head of School and the Teikyo Foundation U.K..

- **Head of Boarding:** leads the day-to-day running of boarding, draws up the duty rota, maintains boarding records and liaises with parents.
- **Head of Boys'/Girls' Boarding:** responsible for the running of each house, the pastoral care of individual boarders and the supervision of duty staff. As boys and girls are currently accommodated in the same boarding house, this role is held concurrently by the Head of Boarding.
- **Boarding duty staff:** responsible for the care and supervision of boarders.

Boarding duty staff with a concern should first consult their line manager. If the matter is not resolved, it should be referred to the Head of School for a decision. However, safeguarding concerns must always be reported directly to the Designated Safeguarding Lead (DSL), as set out in Section 5.

Duties of all boarding staff

- Understand and uphold the principles of the NMS and the School's Safeguarding and Child Protection Policy.
- Know the needs, strengths and circumstances of each boarder in their care, and share relevant information with the appropriate staff, for example at the daily morning briefing.
- Understand their own role in an emergency and follow the Health & Safety Policy, the Fire Policy and Fire Safety Procedures and the Missing Student Policy and Procedure.
- Promote the School's values in boarding and foster among boarders a sense of shared responsibility as a caring community.
- Apply the Behaviour, Reward & Sanction Policy fairly, and record any bullying or inappropriate behaviour in the appropriate records.

Staffing, Supervision and Recruitment

All boarding staff have a job description reflecting their duties and, in addition to induction training, receive regular training in safeguarding, first aid and fire safety. Every night, at least one member of staff is on duty in the boarding house, and at least one sleeps in the boarding house overnight. Boarders are told who is on duty each day and know how to contact staff during the night.

Staff accommodation has its own bedrooms and washing facilities, is separate from boarders' accommodation and is located so as to avoid inappropriate one-to-one contact. Boarders must not enter staff accommodation.

All staff are recruited in accordance with Keeping Children Safe in Education (hereafter "KCSIE") and the School's Safer Recruitment Policy, and undergo an enhanced DBS check, including a barred list check. Adults who are not employed by the School but live on site sign a written agreement setting out the terms of their residence. Visitors (including contractors) are not permitted access to boarders' bedrooms except where necessary for maintenance, welfare or emergency purposes and under appropriate supervision.

Boarder Leadership

Boarding captains may be appointed from among the boarders through an application and selection process run by boarding staff, taking boarders' views into account. They are given clearly defined roles and meet regularly with the Head of Boarding, but they are not given the authority to impose sanctions on other boarders.

Boarding Captains receive guidance regarding their pastoral responsibilities and must refer welfare concerns immediately to boarding staff.

4. Admission and Conditions of Boarding

NMS Standards 11, 22 and 23

Admission to boarding is decided through the School's admissions process. Before a boarder starts boarding, the School collects the information needed to care for them safely, including their medical history, dietary and other needs, emergency contact details and parental consent (for medical treatment, off-site activities and the use of photographs). Parents sign the Boarding Agreement and receive the Handbook before their child starts boarding.

Induction

New boarders take part in an induction programme on arrival. This includes a tour of the boarding house and the School, fire safety and evacuation procedures, introductions to key staff, an explanation of house rules and daily routines, and information about sources of help both inside and outside the School. The Head of Boarding meets each new boarder individually during their first term.

Guardians and Travel

Where a boarder whose parents live outside the UK stays with a host family or similar during the holidays, the parents make the arrangements. The Head of Boarding and the school office check that the arrangements are in place and appropriate, and record the name, address and contact details of the responsible adult at the place of stay, together with the means of travel. Transport for boarders leaving the boarding house is arranged by the School with the consent of parents. The School does not arrange lodgings or homestays for boarders.

5. Welfare and Child Protection (Safeguarding)

NMS Standards 8, 11, 13, 16 and 17

The School follows KCSIE (current edition), Working Together to Safeguard Children (2023) and the School's Safeguarding and Child Protection Policy, which applies in full to boarding. Any member of staff with a concern about a boarder's welfare must report it to the DSL without delay. Staff have a duty to report any case in which a child's welfare may be at risk.

Boarding staff receive safeguarding training on induction and update training at least once a year.

Staff Code of Conduct

Staff care for boarders in loco parentis. Relationships with boarders must not only be appropriate but must also be seen to be appropriate. In particular:

- Staff never use corporal punishment.
- When entering the boarding area of the opposite sex, staff do not enter changing rooms, bathrooms or toilets used by boarders of the opposite sex except in an emergency.
- Staff respect boarders' privacy when they are bathing or changing, and do not remain in a room where boarders are changing.
- Conversations with boarders on sensitive matters take place in an open or visible area, never in a locked room, and are reported to the Head of Boarding and recorded.
- Physical contact is avoided except to comfort a distressed boarder in an appropriate manner or to give first aid, and takes place within sight of other adults wherever possible.

Online Safety

Boarders' internet use is filtered and monitored in accordance with the Online Safety and Acceptable Use Policy.

Bullying

The Anti-Bullying Policy applies equally to boarding. Staff recognise that bullying can be harder to escape in boarding, as boarders cannot go home at the end of the day, and they are trained to recognise the signs. All incidents are recorded, followed up and reported to the Head of Boarding and the Deputy Head.

Missing Boarders

Staff must know where boarders are at all times. Registration takes place on waking, on return to the boarding house, during evening study time and before bed, and boarders must sign out and back in when leaving the School site. If a boarder cannot be accounted for, staff follow the Missing Student Policy and Procedure.

People to Talk To

Boarders are made aware of the people they can turn to for help, such as boarding staff, form tutors, the DSL, the School Nurse and counsellors. Contact details for Childline (0800 1111) and the Children's

Commissioner's helpline (0800 528 0731) are displayed in each boarding house. Boarders who need independent advocacy support are helped to access it.

Boarders' Views

Boarders' views are gathered through the weekly Boarding Captains' meeting, the annual pastoral survey and a suggestion box. Boarders will never be disadvantaged for raising concerns or making suggestions, and they are told what has changed as a result.

6. Healthcare

NMS Standard 7

The health and wellbeing of boarders is a top priority. All boarders are registered with Threeways Surgery, and staff make appointments as needed and accompany boarders to them, including dental and optical appointments. Where language support is needed, staff help with communication in Japanese. First aid and medical care during the school day are provided by the School Nurse / first aiders (staff trained in First Aid).

Duty staff in each boarding house hold a valid first aid qualification. Medicines are stored securely in the boarding staff office, and all medication given is recorded. Controlled drugs are kept in a locked cabinet and recorded in Medical Records. Boarders aged 16 and over who take regular medication may, depending on the type of medicine, be permitted to manage their own medication. Further details are set out in the First Aid Policy and the Administration of Medicines Policy.

Boarders who are unwell rest in the designated Sick Bay, where staff check on them regularly. Parents are contacted promptly in the event of serious illness, injury or a hospital visit, and medical information is shared only with staff who need to know.

Mental Health and Wellbeing

Staff encourage healthy habits, such as sufficient sleep, a balanced diet and a healthy balance between study and rest. Concerns about a boarder's mental health are taken seriously and handled in partnership with the boarder, their parents and health professionals, with confidentiality maintained in line with safeguarding guidance. Boarders have access to counselling support. Where a boarder needs more support than can safely be provided in the boarding environment, the School may arrange for them to leave boarding temporarily. The boarder returns to boarding once a suitable support environment has been put in place in consultation with qualified professionals.

Individual risk assessments may be implemented where necessary to support a boarder's welfare, health or safeguarding needs. These would be written following consultation with the Welfare Officer and DSL.

7. Code of Conduct and Expectations

NMS Standards 5, 15, 16 and 17

The School's Behaviour, Reward & Sanction Policy applies in full to boarding. It is explained to boarders

during induction and revisited throughout the year. Boarders are expected to be courteous to one another and to staff, follow the daily routine and take responsibility for communal life in the boarding house.

Good behaviour is recognised and rewarded. Sanctions are applied fairly, proportionately and consistently, and are recorded. Corporal punishment is never used. Searching and confiscation are carried out in accordance with the School's Searching and Confiscation Policy, in line with section 550ZA of the Education Act 1996, and any physical intervention follows the School's policy on the use of reasonable force. Guidance on items that may be brought into the boarding house is provided in the admissions information and the Handbook.

Belongings and Money

Boarders are responsible for their own belongings and must respect those of others. Theft, damage to property and the unauthorised use of other people's belongings are serious disciplinary matters and must be reported to staff immediately. Each boarder is provided with lockable storage for valuables, and money and valuables may also be deposited in the staff room.

Leaving the School Site

Boarders may leave the School site with permission. When going out, boarders complete a sign-out form with their departure and return times, destination and contact details, and hand it to the boarding duty staff. The extent of permission to go out for each year group is set out in the Handbook. Boarders going out with their parents must agree this with the Head of Boarding in advance.

8. Contact and Communication with Parents

NMS Standards 11 and 12

Many boarders' families live in Japan, which is eight to nine hours ahead of the UK. Boarders are able to contact their parents and families in private and at reasonable times.

Parents are given the names and contact details of the Head of Boarding and the staff in each boarding house. The School keeps parents informed of their child's progress and wellbeing through regular communication, and contacts them promptly in the event of illness, injury, a serious incident or any significant concern.

9. Accommodation and Security

NMS Standards 4, 5, 6, 9 and 10

Accommodation

The School's boarding accommodation is located on the school campus. Bedrooms are single rooms, allocated according to age and sex, with care taken to ensure appropriate privacy. Reasonable adjustments are made for boarders with disabilities. Boarders may personalise their rooms and have access to toilets and washing facilities with hot water, a common room and a quiet place to study. Any faults in rooms or facilities are reported to boarding staff and dealt with promptly by the facilities team.

Food

Boarders are provided with nutritious food of sufficient quality and quantity. Special dietary, medical and religious needs are catered for. Drinking water is available at all times, and snacks and drinks can be prepared at set times. Boarders' views on food are sought regularly.

Security

The boarding houses are for boarders only. Day pupils and visitors may enter the boarding houses only with the permission of staff and must sign in and out. Access to each boarding house is controlled by a keypad, and boarders must not enter the boarding house of the opposite sex.

Health, Safety and Fire

Boarding is covered by the Health and Safety Policy and is inspected regularly. Written risk assessments are carried out for off-site boarding activities and are drawn up on each occasion. Arrangements for relocating boarders in an emergency are set out in School Emergency Planning.

The School complies with the Regulatory Reform (Fire Safety) Order 2005. New boarders are shown the evacuation routes on arrival, and evacuation procedures are displayed in every room. Fire drills are held during boarding time at least once each term, at least one of which each year takes place at night, and all drills are recorded.

Activities and Free Time

In the evenings and at weekends, boarders enjoy a balance of planned activities, such as sport, cultural experiences and excursions, and free time. With appropriate permission from staff and parents, boarders may visit friends' homes or go to local shops.

10. Complaints Procedure

NMS Standards 13 and 14

Boarders can raise concerns or complaints in a variety of ways, including by speaking to boarding staff or teachers, through Boarding Captains' meetings or the suggestion box, or by contacting the external sources of help listed in Section 5. These routes are explained during induction; all complaints are taken seriously, and boarders are told the outcome.

Complaints from parents are dealt with in accordance with the School's Complaints Procedure. The procedure is published on the School website, and parents may also contact the Senior Leadership Team directly.

The Head of Boarding records all complaints relating to boarding, the action taken and the outcomes, and reviews them regularly to identify any patterns.

11. Monitoring and Review

NMS Standard 2

The Head of Boarding reports on boarding to the Senior Leadership Team each term, and the Head of

School reports on boarding and welfare to the proprietor, governing body or equivalent at least once a year. Monitoring draws on the views of boarders and parents, records of incidents, sanctions and complaints, and the outcomes of risk assessments and fire drills.

The School keeps the records required by the NMS, including the register of boarders and records of sanctions, complaints, accidents and injuries, medication, fire drills, missing boarder incidents and visitors to the boarding house.

This policy is reviewed annually by the Head of Boarding and the Deputy Head and approved by the Head of School. It is reviewed sooner if there are changes to regulations or to the organisation of boarding. Staff can access this policy on the staff shared drive, and parents on the School website.