



KING WILLIAM'S COLLEGE

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# ADULTS LIVING IN SCHOOL

# ACCOMMODATION POLICY

Issue Date: 01/18

Reviewed Date: 09/24

Next Review: 09/25

Stuart Corrie - Deputy Head Pastoral

Cathy Morley – HR Manager

## **1. INTRODUCTION**

- 1.1. This policy describes the College's expectations of the behaviour of all the adult members of the families or households of members of staff of King William's College (KWC) and The Buchan School who are accommodated on any part of the site in school accommodation that is either shared with boarding pupils or separate. The policy is designed to comply with current standards of child protection, fulfilling standards 19.2, 19.3 and 19.4 of the UK National Minimum Standard for Boarding Schools (September 2022) and 15.2, 15.3 and 15.5 of the Isle of Man National Minimum Standards for boarding (April 2017). It aims to protect pupils from harm and resident adults from false accusations. This policy should be read together with the KWC Safeguarding policy.
- 1.2. This policy should be signed by all adults who are not employees of KWC, but who are living in school accommodation. For the purpose of this policy the term "adult" is defined as anyone over the age of 16. Therefore, if a child living with a member of resident staff member reaches the age of 16, or if somebody over the age of 16 joins the resident staff member's household, it is the staff member's responsibility to inform the College and to ensure that the person concerned signs the policy.

## **2. BEFORE YOU MOVE IN**

- 2.1 Every adult member of a household occupying accommodation is required to have an Enhanced DBS Check and Prohibition check. This clearance is required before accommodation is occupied. KWC will assist employees and their families in obtaining this clearance.
- 2.2 The College does not bestow any rights of occupancy or tenure on the spouses/partners/adult children or 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 KWC for the performance of his/her duties. The employee alone signs a Service Occupancy Agreement with the school before taking up residence, covering the conditions of occupancy in College property. One of those conditions is that all adult members of their household/family residing with them comply with this policy.
- 2.3 All adult members of boarding households must declare a written undertaking to comply fully with this policy which relates to the protection of pupils at the College. The College can insist that any individual who is not a member of staff removes him/herself from College accommodation where he or she has committed a breach of this policy which forms part of the College's safeguarding policy. This policy should be read carefully and the Service Occupancy Agreement signed before anyone moves into KWC accommodation that has been provided.
- 2.4 KWC will offer regular induction sessions in safeguarding for adults which accommodated staff should attend. The College keeps a record of everyone who has attended its induction sessions in safeguarding. All adults living on site will be given the Safeguarding Protection policy and copy of the current Part 1 "Keeping Children Safe in Education" statutory guidance for schools and colleges. They will be required to evidence that they have read it.

### 3. GUIDANCE ON CONTACT WITH PUPILS – RESIDENT STAFF

- 3.1 Adult members of the households of house staff should be conscious of the fact that they are not KWC employees and that they have no status regarding the pupils for whom their spouse/partner/parent is responsible. It is important that these guidelines are followed at all times by household members of boarding staff. Please remember that they are designed to protect the children who are in the College's care. They are simple to follow and should quickly become a habit.
- 3.2 Resident staff must take account of the fact that they will inevitably at times have unsupervised access to the pupils and therefore should take all reasonable precautions to minimise the risk of accusations of inappropriate behaviour. Wherever possible, contact with pupils should take place in the public areas of the boarding houses, and it is good practise to avoid being alone with a pupil. 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 pupils.
- 3.3 Physical contact with pupils in boarding houses is generally inappropriate. Meetings with pupils must be held in public areas of the boarding House or the House Office. A pupil should not enter a private accommodation. If a pupil comes into a staff flat or house and talks about personal matters, be aware of the guidelines laid down by the Safeguarding Policy, Children and Young Persons Act, the National Minimum Standards, Keeping Children Safe in Education and the School Rules. Pupil's privacy should be respected as far as possible and should only be breached when it is in the best interests of the pupil to do so.
- 3.4 Boarding house staff and their families may entertain visitors in their houses during term-time and may wish to 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. If the member of resident staff has visitors during term-time, they should not enter the pupil's side of the boarding house, or common room areas, unless escorted by a relevant member of staff. As visitors will usually not have had official checks, it is a requirement that they must be kept under sufficient staff supervision and must not have substantial unsupervised access (which for avoidance of doubt includes any overnight stay) to children. A supervision form must be forwarded to HR to evidence that sufficient supervision has taken place.

Guests should be advised 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;
  - They should go straight to their host's house on entering the site and go straight to the site exit on leaving and/or they should be escorted from the door of the boarding house to your accommodation and back again.
  - They should be asked to wear a visitor's badge and be escorted if they visit anywhere in the school apart from their host's accommodation; and
  - They should not be left alone in their host's accommodation
- 3.5 Regular day visitors and all overnight visitors to boarding house staff accommodation during term-time will be subject to suitable disclosure checks. You should notify the Principal of all such

visitors in advance and he may decide to carry out a risk assessment and will organise a DBS check, if necessary.

#### **4. SCHOOL HOLIDAYS**

- 4.1 The restrictions on movement do not apply at times when the pupils are not on site. Nevertheless, reasonable care should be taken and visitors should be appropriately supervised during school holidays, to ensure safety of any children who may be part of any organisation during school holidays.

#### **5. CRIMINAL RECORDS**

- 5.1 The school is obliged to carry out a variety of checks, including Enhanced DBS check and Prohibition check, as specified by the regulations, in relation to people with unsupervised access to pupils.
- 5.2 If you are charged with, or convicted of, any offence you must immediately inform the Principal, the Deputy Head Pastoral or the Head of Boarding who is also a Designated Safeguarding Lead. If there is evidence that you are unsuitable to have regular contact with children you may be asked to leave the accommodation.
- 5.3 Staff and volunteers will be asked to fill in an annual self declaration form.

## 6. APPENDIX – SERVICE OCCUPANCY AGREEMENT

This Agreement is made between:-

1. King William's College & The Buchan School (referred to as "The School" in this Agreement)

And

2. *[Insert Name]* (referred to as "you" in this Agreement) being a staff Family Member living in Staff Accommodation, over the age of 16 and not employed by The School.

Whereby It Is Agreed That:-

This written agreement is to provide you with guidance principally on matters of safeguarding of children, as you are living in staff accommodation (as a member of a staff household) on either the King William's College campus or The Buchan campus.

### Terms of accommodation

You are living in staff accommodation provided to your family as part of the terms of employment provided by The School to one or more members of your family household. If the employment by The School of that (or those) member(s) of your family ceases or finishes for any reason, then the right to occupy the accommodation will also cease, on being given reasonable notice by The School.

### Guidance on contact with pupils

You must be aware that as you are living on a School site you are likely to come into contact with pupils, and in order to comply with the obligations conferred on you as outlined in the School's Safeguarding Policy, and the points more specifically outlined below, you must read and be familiar with the following safeguarding advice. By signing this agreement, you are confirming that you accept this.

King William's College is committed to safeguarding and promoting the welfare of children and young people and believes that all pupils, regardless of age, special needs or disability, racial/cultural heritage, religious belief or sexual orientation have the right to be protected from all types of harm and abuse. The School expects you to share this commitment.

By signing this agreement, you are agreeing to be guided by this advice. You will also need to read the School's Code of Conduct for Adults and Part 1 of the current DFE Guidance "Keeping Children Safe in Education". The current Safeguarding Policy is available on the Website.

**If you have any concerns about a child's welfare or have a concern about the behaviour of any adult within the school towards a child, report your concerns to one of the following:**

**Principal:** Damian Henderson – 820428 ([principal@kwc.im](mailto:principal@kwc.im))

**Designated Safeguarding Lead:** Stuart Corrie – 820435 ([stuart.corrie@kwc.im](mailto:stuart.corrie@kwc.im))

**Deputy Designated Safeguarding Lead:** Susie Parry – 820400 ([susie.parry@kwc.im](mailto:susie.parry@kwc.im))

**Nominated Safeguarding Governor:** Paul Harwood ([paul.harwood@kwc.im](mailto:paul.harwood@kwc.im))

**Isle of Man Safeguarding Board:** 01624 685707 ([iomscb@gov.im](mailto:iomscb@gov.im))

**Isle of Man Duty Social Worker:** 01624 686179

## YOU MUST...

- Treat all students with respect
- Always try to be an exemplary role model for students
- Respect a student's right to personal privacy
- Ensure that there is another adult present or that you are within sight or hearing of others if you intend to discuss sensitive issues with a student
- Remember that someone else might misinterpret your actions, no matter how well intentioned
- Always report any situations that arise that you may feel give rise to a complaint or misunderstanding in respect of your own actions

## YOU MUST NOT...

- Have inappropriate physical or verbal contact with children or young people
- Make suggestive or derogatory remarks or gestures in front of students
- Show favouritism to any individual
- Photograph a child without the School's permission
- Use your personal mobile phone in areas used by young people
- Meet or contact the child out of school including by text, email, Facebook or other social media or give a child a lift home
- Rely on your good name to protect you
- Allow yourself to be drawn into inappropriate attention seeking behaviour
- Jump to conclusions or make assumptions about others without checking facts
- Discuss the College, children or adults working within the College on social media
- Believe 'it could never happen to me'

What to do if a student discloses to you abuse by someone else:

- Offer immediate support, understanding and reassurance explaining that you must pass on information and that you cannot promise confidentiality
- Allow them to speak without interruption, accepting what is said, but do not investigate
- Alleviate feelings of guilt and isolation, while passing no judgement – use phrases like 'I believe you', 'It's not your fault' and 'I'm going to help you'
- Let the student know that you are glad that they have shared this information with you

**Immediately tell one of the designated staff named above if:**

- You suspect a student is being abused, emotionally, physically or sexually
- You receive an allegation about any adult or about yourself

Ensure no situation arises which could cause further concern.

**In all cases:**

- **Record the facts and report these to the Designated Persons for Child Protection**
- **You MUST refer, you must not investigate**

**Responsibilities to supervise visitors**

You must at all times accompany any visitor to your family accommodation, while on the School site, or while in your home, and you must recognise and take account of the fact that your visitor may not be aware of the School’s Safeguarding Policy and procedures. At no time should the visitor be allowed to remain unaccompanied on the School site.

**Suitability for contact with pupils**

If there is any evidence that it is unsuitable for you to have regular contact with pupils then the permission for you to live in staff family accommodation on the School site may cease. You are also required to notify the Designated Safeguarding Lead, Stuart Corrie (820435 – [stuart.corrie@kwc.im](mailto:stuart.corrie@kwc.im)), or the Deputy Designated Person, Susie Parry (820400 – [susie.parry@kwc.im](mailto:susie.parry@kwc.im)) if you are charged with, or convicted of, any offence.

For and on behalf of

King William’s College

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Date.....

**Statement by Member of Staff Household**

I confirm that I have read and accept the terms and conditions of this agreement as set out in this document.

Signed.....

Date.....

(Member of Staff Household)