**Elmfield Rudolf Steiner School**

Boarding Policy

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| Issued by | School Lead |
| Last review | 01/02/2023 |
| Approved by Council |  |
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## Please note throughout this policy we have made reference to the Department for Education’s National Minimum Standards for Boarding Schools

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| 01/2/2023 | Changes to Minimum standards incorporated as advised by BSA |

Please note for the purpose of this document, any reference to he or she will of course be varied to suit an individual’s preferred pronoun.

**This Policy meets Minimum Standard 1**

1. **BACKGROUND**

Every year we welcome a small number of boarding pupils to Elmfield School (typically no more than three per class at any one time unless there are exceptional circumstances) These are usually students from overseas and are generally between 14 and 18 years old.

Please note that overseas exchange students living in privately arranged accommodation are not classed as boarding pupils and may be additional to the numbers given above.

If you wish to apply for a pupil exchange, please contact [admissions@elmfield.com](mailto:admissions@elmfield.com) who will forward your email to the relevant class teacher and If you are an overseas pupil wishing to apply for a place at Elmfield, but will be arranging your own accommodation, please contact admissions also.

Most of our overseas boarding students stay for one term, but longer stays can be arranged with a maximum of six months duration. However, all stays will be subject to the latest travel and visa restrictions. We usually only have boarders in the autumn and spring term as in the summer term there are exams and trips. However, we may be able to accommodate pupils in class 9 in the summer term.

Pupils come to board with us for a variety of reasons: Steiner pupils from abroad who wish to improve their English and want a cultural exchange; pupils who attend schools in the UK who do not have an upper school.

Boarding places are limited and subject to the availability of suitable host families and we endeavour to match host families with the boarders as much as possible.

1. **AIMS**

At Elmfield our key aims as a school are to:

* Create an outstanding Waldorf school where pupils are safe, happy, and nurtured so that they make excellent progress whatever their starting point.
* Deliver a world-class Waldorf curriculum that addresses the needs of today’s children and

develops confident, creative, socially responsible citizens of the future.

* We try to integrate boarders into the life of the school as much as possible and encourage them to play a full part in all school and extra-curricular activities. Boarding is about developing independence in a safe and supportive environment. Our hope is that boarders will enjoy their time here and leave Elmfield with greater confidence, a taste of British culture and a rich variety of experiences to draw on in later life.

1. **SCHOOL ORGANISATION**

The premises of Elmfield Rudolf Steiner School are owned by the Elmfield School Trust. The operating body of the School is Elmfield Rudolf Steiner School Ltd. Legal and financial responsibility of the running of the School lies with the Council of Management. Members of the Council are typically parents and / or former parents, current and / or former staff members, the Chair of the College of Teachers and the School Lead.

The Council of Management delegates the day to day running of the school to the Senior Leadership Team (SLT) who in turn appoint various sub-committees to deal with specific tasks. These report to the SLT and the School Lead. The Elmfield Rudolf Steiner School Boarding Committee is responsible for supervising boarding arrangements.

SLT is responsible for all educational policies, recommendation of teaching staff and day-to-day educational matters.

Acceptance of new pupils into the school is the responsibility of the relevant class teacher, department in school and SLT. If a boarding need arises from an admission, the Boarding Administrator is responsible for finding a suitable host family and for implementing and supervising all necessary boarding arrangements.

## REMIT OF BOARDING POLICIES AND GUIDELINES (meets Minimum Standard 2)

This policy applies to all boarding pupils at Elmfield School, irrespective of age, or length of stay.

1. **THE BOARDING COMMITTEE**

The Boarding Administrator together with the teacher responsible for pastoral care carry day-to-day responsibility for all aspects concerning the boarding of pupils within the School. They report back to the Boarding Committee.

The tasks of the Boarding Administrator are to:-

* Recruit new boarding hosts and ensure all Safer Recruitment procedures are completed.
* Inspect current Boarding Family homes.
* Place boarders with boarding hosts.
* Advise and assist boarding hosts as to their responsibilities. Liaise with boarders, their parents, and boarding hosts. Ensure that all boarders, parents of boarders and boarding hosts receive and are aware of the relevant information regarding responsibilities emergency and complaints procedures, personal records etc. Receive concerns and complaints from boarders, their parents and boarding hosts and deal with them as necessary.
* Be responsible for any emergencies arising because of a boarding situation.
* Ensure any essential and necessary training is provided e.g. Safeguarding and First Aid
* Liaise with Social Services as appropriate regarding any relevant statutory regulations and attendance of pupils under 16 years of age staying for 28 days or more, as this is considered a Private Fostering arrangement under UK law.
* Receive inspection reports from Ofsted, review them with boarding families as appropriate and report to the Council of Management.
* Arrange meetings as required for the boarding hosts and the Boarding Committee.

1. **RECRUITING NEW BOARDING FAMILIES**

New Boarding Families are approached by the Boarding Administrator based on a perceived potential for this task, or an advertisement is placed in the school newsletter on a regular basis. The first step consists of an initial conversation with the prospective Boarding Family to discuss the implications of

being a boarding host. A copy of the boarding policy and job description (copy job description attached) are given, and requirements and responsibilities are outlined.

If the prospective host decides to pursue the application, the Boarding Administrator initiates the statutory DBS checks. Potential Boarding Parents must also complete an application form provided by the school and give details of 2 referees who will be asked to provide a reference of suitability. Safer Recruitment procedures are followed at all stages. Each potential Boarding Family is invited for an interview, which is usually held by the Boarding chair.

The family home is inspected by a member of the Boarding Committee in accordance with Standard 23 who must satisfy his or herself that the Boarding Host understands their welfare responsibilities. Written records are kept by the Boarding Administrator at all stages of this process.

A member of the Boarding Committee will visit the host family every term that they are a boarding host.

An annual appraisal is conducted for each boarding host, based on evidence gathered during the previous year.

## ACCOMMODATION, HEALTH & SAFETY, INSURANCE (meets Minimum Standards 4, 9, 10 and 23)

All boarding homes should be maintained to a reasonable standard of decor, hygiene, cleanliness, and safety. The following minimum requirements and standards must be available and maintained:

## Accommodation (meets Minimum Standard 4, 23.2, 23.4)

* Single bedroom, well-lit and heated.
* Adequate storage facilities for personal clothes and belongings.
* Adequate and lockable facilities for personal hygiene.
* Adequate space for doing homework, and a desk or table and chair in bedroom or other quiet room.
* Use of a telephone located in such a way as to enable the boarder to make and receive calls in private. However, most pupils have their own mobile device these days but we will ensure that there are possibilities to make private phone calls.
* In general, boarders should be able to enjoy all facilities of the house within the limits of respecting everyone's need for privacy and quiet.

## Fire (meets Minimum Standards 9 and 10)

* Smoke detectors should be in place in hallways and landings.
* A fire blanket should be available in the kitchen.
* Emergency torch(es) in hallways is strongly recommended.
* Fire detecting and fire-fighting equipment should be regularly tested.
* Alternative fire exits should be pointed out.
* Boarders and other new members of the household should be instructed on the fire procedures and the handling of the fire blanket within the first days after arrival.

## Gas & Electrical

* All gas installations in the home should be serviced annually by qualified persons and a certificate of safety obtained.
* Any signs of unsafe electrical equipment must be followed up and, if necessary, rectified (worn cables, loose connections, contact problems, overloaded sockets etc.).

## Flooring

* Any loose or protruding floor tiles are to be rectified.
* Carpets (particularly stair carpets) must be well secured.

## Medicines and Hazardous Substances (meets Minimum Standard 7)

* There must be a First Aid box in the home, which is kept safely out of the reach of any young children. The boarder must know where it is located and returned it to the safe place if used.
* Hazardous substances (such as fuels, bleach, toilet cleaners, disinfectants, detergents, laundry cleaners, paint, and paint thinners, etc.) are to be stored in safe locations, away from sources of ignition and out of reach of young children. If the Boarder uses such substances, they will return to the safe location.
* Emergency telephone numbers (999 for Police, Fire and Ambulance, GP, Russells Hall Accident and Emergency unit, School, Boarding Parents' work etc.) must be readily available by the telephone.

## Insurance

The school’s liability insurance only covers the boarder's time at school. Boarding Hosts should, in their own interest, check with their insurers that their policy also provides public liability cover for the boarder outside school hours. Optional medical and/or accident insurance for the boarder is the responsibility of the boarder's parents.

1. **PLACEMENT OF BOARDERS**

When arranging boarding placements, gender, age, culture, religion, language, and the boarding pupil’s own family composition are all taken carefully into account to find the most appropriate environment for the pupil. The basis for the matching of a boarder with a Boarding host is:

* The Boarding Committee's familiarity with the type and lifestyle of the approved Boarding host.
* Information on the child gathered from school reports and other conversations or correspondence with the pupil or his/her parents. For overseas students, information is gathered through an extensive application form supplemented by email and telephone conversations with parents and teachers as required.
* Boarding hosts and overseas boarders and their families are encouraged to make contact over zoom or the equivalent.

For all placements of any duration (half a term to a maximum of six months), a member of the Boarding Committee will be in communication with the family at every step of the process by email or occasionally phone.

Documentation on boarding policies and guidelines are given to the boarder and his/her parents. A suitable Boarding host is approached by the Boarding Administrator with the view of placing a particular student. As much information as possible on the boarder and his / her family circumstances are provided. If the Boarding family agrees, the Boarding Administrator offers the placement to the pupil and his / her parents, and both sides are put in direct contact so they can arrange a video call.

If the pupil and his parents or the Boarding host reject the offered placement, the Boarding Administrator will endeavour to find an alternative option.

Long term Boarders, their families and the Boarding Committee must be clear on the latest travel restrictions and refer to guidance concerning Student study Visas prior to the Boarder’ stay.

Boarding arrangements are restricted to a maximum of three placements per household.

The placement of all new boarders will be reviewed within ten days of the start of the placement. Further written reviews consider independently the view of the boarding pupils, their parents, and the Boarding family.

The boarders meet weekly with the teacher responsible for pastoral care, and boarding students are given the opportunity to be interviewed individually on the school premises by the pastoral care teacher to ascertain their views on their boarding placement and to address any concerns they may have concerned any aspect of their accommodation or care.

Written records will be kept of all phases of the placement process and its subsequent reviews. All boarders, their families and the Boarding Committee must be clear on the latest travel restrictions and refer to guidance concerning Student study Visas prior to the Boarder’ stay.

1. **INSPECTIONS**

Ofsted carries out an inspection of Elmfield School’s boarding arrangements approximately every three years to ensure we meet the government’s National Minimum Standards for Residential

Boarding Schools 2018. Visits to some or all boarding families form part of the inspection procedure.

## CARE PRACTICE (meets Minimum Standard 7)

* 1. **General**

For many aspects of a boarder's living situation in the Boarding Family, only guidelines and minimum requirements can be laid down. Parents and Boarding Hosts will often need to make contact to agree specific practices appropriate for the boarder and the Boarding host.

It is expected that a boarder will be welcomed into the Boarding Family's home as a member of the family. It is expected that the boarder will reciprocate this by showing his/her respect for the Boarding Host’s way of life. The relationships which develop can prove to be mutually enriching.

It is essential that all Boarding Hosts uphold and support the educational and social aims of the school (attendance, punctuality, homework, clothing etc.). Boarders should not be allowed to attend parties without the permission of the Boarding Parents, who should always know the whereabouts of the children they have in their charge. Should an accident happen to a young person at the Boarding Family home, the Boarding Parents are held responsible. Therefore, appropriate adult supervision at the Boarding home is essential. Any of the Boarder's friends who are under 16 or Elmfield boarders of any age also are the responsibility of the Boarding Hosts. All boarders, regardless of their age, are subject to the boarding rules and regulations.

A high standard of adult interaction is expected in all boarding situations.

For long-term boarders, their parents are asked to make arrangements directly with the Boarding Hosts if they wish their children to return home or visit relatives for a weekend during the term. Visits to take children out for a day can also be arranged directly with the Boarding Host. Parents are welcome to visit their child when they like. The school can provide a list of Bed and Breakfasts and hotels in the local area.

Should boarders wish to visit other homes and stay overnight, notice must be given of this, as the Boarding Hosts must check with school that the adult host is present throughout and that all family members aged 16 or over have had a satisfactory DBS check. If appropriate, they should get the permission of the boarder's parents. This stay is to be recorded on the Boarding Diary. Generally, no overnight stays are allowed during the week, i.e. Sunday to Thursday nights.

## Educational

Boarding parents should contact their boarder's class teacher or guardian over any pedagogical matters in the same way as they would for their own children. Boarding Hosts are invited to relevant parents’ evenings for the children in their care.

The Boarding Host needs to provide an environment which is conducive to fulfilling the demands of School homework. As most boarders are pupils of the Upper School, it is to be expected that there is some homework every evening during weekdays and at weekends.

## Bedtimes & coming-in times

Members of classes 9, 10 & 11 are expected to be in their Boarding homes by 10pm on any night before a school day, and 11pm on a night which is not followed by school, or a time that is mutually agreed with the Boarding Family, pupil, and their parents. The boarder must be clear that school homework is a priority and must not be distracted by a too active social life. Boarders may stay out later specific occasions with prior arrangement with their Boarding Hosts who will need to be reassured of their whereabouts and means of transport home. Boarding Hosts cannot be expected to stay up late regularly waiting for boarders to return. Later coming in times can be negotiated.

between Boarding Hosts and the boarder’s parents and this needs to be done by email.

Class Guardians and members of the Boarding Committee are available to contact if there are any concerns about the social life of a boarding pupil.

## Television/Internet/social media

Given the ethos of the school, it is expected that TV viewing and use of the Internet and social media be minimal. Any films or Internet videos viewed on the family’s TV, computer or laptop must only be for the appropriate age, and should the boarder have guests under 16, permission from the Boarding Host or parents of the guest must be obtained before allowing the film/video to be shown. For those over 16 years of age the Boarding Host is expected to exercise responsible judgment.

Boarding families do not have to allow boarders to use the family’s computers or laptops. If boarders have not brought their own laptops or devices with them, we have an arrangement whereby boarders can have access to the computers in Stourbridge Library if they ask at the school office for a letter.

We expect boarding families to have parental controls enabled to ensure the safety of the boarding student. However, we are aware that most boarding students have their own electronic devices which cannot be monitored by the boarding parents. Elmfield School therefore cannot be held responsible if the boarding student accesses any websites which are inappropriate using their own device(s). If any boarding student accesses such inappropriate sites and then shares them with other students at Elmfield, there will be serious consequences, possibly resulting in the boarding student being sent home.

## Health, Welfare and the “Independent Person” (meets Minimum Standards 7 and 11.4)

The school expects any necessary dental, optical and medical checks to be completed before students leave home.

While we expect the student to arrive and remain in good health, if a boarding pupil needs medical treatment, he or she has access to a local NHS practice where they may be treated as a temporary resident.

The Boarding Administrator requires all relevant social and medical information concerning a pupil to be provided to the school to place the pupil with an appropriate family. This includes special dietary needs, allergies, medication etc. Prospective boarders and their parents are required to complete a form detailing these aspects before they can be accepted into the school's care.

The school is not responsible for general welfare such as dental check-ups, but Boarding Hosts are expected to display the same concern for the general health of Boarders as for any other member of the family. Regular visits to the doctor and dentist should be made outside school hours.

The boarding student will be told that they can take any personal or welfare concern to any member of staff at the school, in addition to the designated guardians, pastoral tutor and Child Protection Officer. In addition, we have arranged for Dale Wilkins, previously Deputy Head at Oldswinford Hospital School, to act as our “Independent Listener.” He can be contacted on 07905-127650 at any time if a boarding student wishes to talk to someone outside the school community, and he will also arrange to visit any of our boarders if requested.

## Smoking and Vaping

You must be over 18 to buy cigarettes in the UK. If you are under 16 the police have the right to confiscate your cigarettes.

It is illegal:

* For shops to sell you cigarettes if you are under 18
* for an adult to buy you cigarettes if you are under 18
* to have, give or sell cannabis to anyone. If you are caught with cannabis, you could get a warning, a formal caution, or be arrested. You could even be sent to prison.
* to smoke in a car with a child.

Smoking is discouraged and boarders aged 16 and over who do smoke may only do so by individual arrangement with their parents and the Boarding Host. It must, however, be noted that none of our Boarding Hosts allow smoking at all in their houses. Elmfield School is a no smoking zone and smoking is also not allowed within 300 metres of the school grounds.

## Drugs Policy for Boarding Students

Drugs are illegal in the UK.

Elmfield has a zero-tolerance policy concerning illegal substances. The use of alcohol, tobacco and any illegal drugs may result in exclusion and Boarder to return home and criminal charges.

The use of illegal drugs by boarding pupils is totally prohibited both in and out of school. A breach of this rule would lead to a meeting being called between the School and the Boarding Hosts, and the pupil’s parents would also be informed. The Private Fostering Social Worker would also be informed.

This would lead to one or both of the following outcomes:

1. The Exclusion Mandate Group would be informed, would investigate the matter and take.

appropriate action in line with the School’s Exclusion Policy.

1. The pupil would be sent home as soon as practically possible.
2. Any costs incurred will be met by the boarding pupil’s parents.

## Meals and nutrition (meet Minimum Standard 6)

The Boarding Committee expects that all evening meals are taken as a family with adequate adult supervision and companionship. It is recognised that on rare occasions it may be necessary for the boarder to eat alone but these must be the exception. It is expected that there is a good standard of nutrition and that allowances are made for a boarder's individual dietary needs.

## Privacy (meets Minimum Standard 4.1)

The School recognises that there is a need for privacy for all pupils and students staying with

Boarding Hosts as well as for the members of the Boarding Hosts’ Family.

All personal mail addressed to boarders is their own property. It must not be opened by anybody except the boarder. The same applies to mail addressed to members of the Boarding Hosts’ Family Valuables which have more than sentimental value should be handed to the School Office for safe keeping at the earliest possible opportunity. The School will provide a receipt for the Boarding Student. The Boarder is responsible for collecting such items at the end of his / her stay or when needed. While the Boarding Hosts will have adequate insurance and are trustworthy, we advise that valuables brought are kept to a minimum. If the Boarding Student is concerned about valuables, we recommend that the Boarder’s parents take out appropriate personal insurance. **(Meets Minimum Standard 5.1-5.3).**

There must be a room in which the boarder can meet with his / her family, relatives, or friends privately. In many instances the boarder's bedroom will be adequate. At times a room such as the lounge or sitting room will be appropriate; however, the boarder will need to acknowledge that such a room is also part of the communal space, and it is not the right of the boarder to demand that space .

All boarders must have the privacy to dress, undress and attend to personal hygiene in private. No member of the Boarding Family may enter the boarder's room uninvited.

## Relative & Parental Contact

It is essential that parents maintain regular contact with their child and that Boarding Parents encourage such contacts. This is particularly important for overseas and termly students.

It is expected that boarders receive several phone calls during a term from parents, relatives and friends. The School requests that families and friends do not ring the boarder between 10pm and 8am (9am at weekends). This is out of consideration for the rest of the family. To make it easier for the pupil to settle in and make new friends we would discourage too frequent and long sessions on social media e.g. Facebook or too many calls to home. **(Meets Minimum Standard 4.1).**

While there will generally be a phone available for boarders to make calls to their parents as necessary, we do not expect boarding hosts to have to incur large bills, so we expect boarding hosts to ask the person the boarder is calling to make a call back immediately. However, most boarders now bring their own phones with them.

## Religious observance (meets Minimum Standard 3)

The school upholds the right of all children to practise and observe their religious beliefs. If there are any serious dilemmas arising out of a pupil’s religious practices or beliefs and the general ethos of the school this question will be taken up by the College of Teachers.

The Boarding Hosts must ensure that all reasonable steps are taken to allow the observance of their boarder's religion. If this proves difficult due to distance, the school will endeavour to move the boarder to a different Boarding Host to facilitate the situation.

## Sanctions & Discipline

All efforts must be made by the boarder and the Boarding Host to share an attitude of cooperation and goodwill so that difficult behaviour and the imposition of sanctions do not arise. This means that the boarder is clear from the start that he/she is joining a family home with its routines, mealtime rhythms and daily duties. The Boarding Host needs to display an attitude of openness and flexibility to allow for necessary adjustments. The following disciplinary measures are not permitted: -

Any form of corporal punishment. Any deprivation of food or drink.

Restriction of contact to parents or adults with parental responsibility.

Any requirement for the child to wear distinctive or inappropriate clothing.

The use or withholding of prescribed medication, or medical and dental treatment. Regular dental treatment should take place during the vacations. Only emergencies should be dealt with in term time.

The intentional deprivation of sleep.

The imposition of fines (except in the case of reparation of intentional damage caused). Any intimate physical examination of the child.

The boarder must be aware that entertaining friends in the Boarding home is a privilege, not a right. The same is true for a boarder's access to friends' homes. Restricting access to or by friends as a disciplinary measure may at times be appropriate. Disciplinary guidance by the responsible Boarding Hosts is to be exercised with the cooperation of the boarder's parents and, if appropriate, with their class teacher or guardian.

## Out of School activities (meets Minimum Standards 18)

Such activities are to be encouraged in as much as they are in tune with the general ethos of the school and do not create a conflict with required homework (see bedtimes & coming-in times). Should the Boarding Hosts have difficulties or questions in this area, they should see a member of the Boarding Committee. If Boarding Students wish to stay at a friend’s house overnight, it is the

responsibility of the Boarding Host to ensure that one of the responsible adults at that home will be present the whole time and that all adults and young people aged 16 and above have a DBS check in place. This stay is to be recorded on the Boarding Diary. If the necessary DBS checks are not in place, the boarder may not stay overnight. Please allow enough time for this to be checked by the school.

Permission must be sought by the Boarding Committee.

## Musical instruments and music lessons

Should the boarder bring their own instrument, his parents are responsible for its insurance. Practice times can be arranged either in school or at the discretion of the Boarding Hosts. There are possibilities for certain instruments to be hired through the school.

## Travel arrangements

Travel arrangements are the responsibility of the boarder's own parents. However, the School reserves the right to check the suitability of these arrangements. Transport to and from stations and airports can be arranged where appropriate at an extra cost to the boarder's parents.

## Financial responsibilities

The School has a standard scale of boarding fees based on three equal terms in a school year. Fees must be paid in full to the School before the pupil arrives. We regret that refunds cannot be made where a student does not complete the term.

The Boarding Hosts are responsible for declarations of income to HMRC, and for adequate insurance cover against third party risks involving their boarders.

Boarding Hosts are financially responsible for heating, meals, lighting, and laundry. The boarder's parents are responsible for expenses such as bus fares, pocket money, haircuts, medication, medical and dental expenses, dry cleaning, personal toiletries, and telephone calls. These will be deducted from the deposit charged with the initial invoice. The balance will then be returned by the Boarding Host to the pupil at the time of departure. They are also responsible for the costs and arrangements for travel to and from the Boarding home and return travel at the end of terms and half terms and for phone calls. Extra costs for special diets requested as agreed between parents and Boarding Hosts may also be the parents' responsibility.

## Complaints Procedure

Difficulties arising in the boarding situation should, if appropriate, first be addressed by the boarder, the Boarding Parents and the boarder’s parents. If further assistance is needed, boarders, Boarding Parents or parents should contact the class teacher/guardian or any member of the Safeguarding Team or the Chair of the Boarding Committee.

Any member of staff of Elmfield School receiving a complaint or concern about boarding arrangements or boarding facilities from the boarder, his parents, the Boarding hosts etc. must report this to the Boarding Administrator.

Any formal complaint reaching the Boarding Administrator will be investigated according to our Complaints Policy. Please see the school website for further details.

If the person making the complaint or the person who was the object of the complaint is not satisfied with the action taken, they may either approach the Council of Management via the school office, or, for pupils under 16, Angela Marsh, Private Fostering Children’s Services, Coryn Road, Dudley, DY1 2JZ Tel: 01384 816008.

## Child Protection & Emergency Procedures (meets Minimum Standard 8)

The Boarding Committee / DSL will deal with any reported emergencies (Emergency Supervisor). The following are defined as emergencies:

Serious accident, illness or death of a boarder.

Serious accident, illness or death in the boarder's family.

Any situation involving the attendance of the Emergency Services at a Boarding Hosts’ Home.

Any absence of a child without authority from school or the Boarding Hosts’ Home.

Any suspicion or case of child abuse within the Boarding Hosts’ Home.

In case of an emergency hospitalisation the Emergency Supervisor will coordinate the necessary actions and be available to liaise with the relevant persons and authorities.

Dudley Local Authority Children’s Services are to be notified without delay by the school in any of the

following cases:

Any referral of suspected child abuse made to in respect of a boarding pupil. Any accident which results in a boarding pupil requiring hospital treatment. Any serious complaint made by a boarding pupil of ill treatment of any kind.

All members of a Boarding Host Family over the age of 16 must have a statutory check for relevant convictions.

The Boarding Administrator will receive the results of these DBS checks. If there is cause for serious concern arising from such checks the Boarding Administrator will arrange the immediate withdrawal of the boarding pupil from the Boarding Family concerned.

The school arranges training on child protection for all teachers and Boarding Hosts. This is to ensure that the latter are aware of the indicators of child abuse and the procedures for responding appropriately to it. The Education Lead / Designated Safeguarding Lead has responsibility for child protection and welfare issues and for liaison in these matters with the Social Services Department.

1. **RECORDS**

## Inspection Reports

A member of the Boarding Committee will inspect each boarding home at least once a year. The Boarding Administrator, on behalf of the Council of Management, will receive reports from

Ofsted. These reports will be discussed first within Boarding Committee and then privately with any individual(s) deemed appropriate. These reports will also be reviewed as appropriate at Council of Management meetings.

## Personal Records on Boarder

In general boarders and their parents have the right of access to any records that are kept relating to them. The School keeps the following records:

* Details on boarder's home family (family constellation, siblings, parents' work, religious persuasion etc.)
* Medical and dietary records provided by parents or their school doctor.
* Current photograph of the pupil provided by the parents
* Records on boarders' interests and hobbies.
* Copies of previous and current school reports.
* Notes on reviews with the boarder.
* Records of events concerning the boarder at the Boarding Family home (arrival and departure dates; fire drills, tests, and instructions; reviews; inspections of the Boarding home; medical and dental treatments; accidents and illnesses; depositing of moneys and valuables for safe-keeping and their withdrawal; date and circumstances of disciplinary measures imposed, etc.). These events are recorded by the Boarding Parents at the Boarding home and are regularly transferred to the boarder's personal file kept by the Boarding Administrator.

## Records on Boarding Host family

The Boarding Administrator keeps a file for each Boarding Host Family with information relating to the recruiting procedure, and containing details of the Boarding Family, of inspections and reviews. The Boarding Parents have the right of access to any such information held.

## Records on Pupil Welfare meetings

Committee meetings are minuted and the School's Council of Management is kept informed at regular intervals.

## Committee Meetings

The Council Member with oversight of boarding has regular face to face meetings with the Boarding Committee at least once per term and more often if required.

**Remaining Minimum standard responses**

Minimum Standards 1-23 have all been considered within this Policy apart from Standard 21, as Elmfield does not have a prefect system.

## Policy for Self-Administering Medication for Boarders February 2020

**Aims and objectives.**

To foster independence for boarding students in managing their own health and medical conditions.

To increase the students’ knowledge and understanding of individual medication and its effects.

To ensure the correct and safe administration of both prescribed and over the counter medications.

The policy will include prescribed medication (oral medicines, inhalants, topical applications and injections) and over-the-counter medicines.

## Process of self-medication

1. Boarding students will receive full explanation of their medication (from their parents, from their Boarding Family, and/or from medical practitioners. This will include:
   1. The name of the medicine
   2. The purpose of medicine
   3. The prescribed dosage and frequency (to include maximum dose in prn medication)
   4. Possible side effects
   5. Correct storage:
   6. Medicine must stay in its original container.
   7. The original dispensing label must not be altered.
   8. Students’ medication is kept in a locked cupboard in their own room.
   9. Students in conjunction with the Boarding Family will complete the attached self-medication form.
   10. A copy of the form will be kept in the student’s file.

**Self-Medication – Boarders**

**NAME:**

**DATE OF BIRTH:**

**NAME OF MEDICATION:**

**DOSAGE: FREQUENCY:**

**START DATE:**

|  |  |  |
| --- | --- | --- |
|  | **YES/NO** | **COMMENTS** |
| **Explanation of self-administration process** |  |  |
| **Has supply been explained? Advise when to reorder** |  |  |
| **Student is aware of medication name** |  |  |
| **Student understands purpose of medication** |  |  |
| **Student can state dosage and frequency** |  |  |
| **Student is aware of potential side effects** |  |  |

|  |  |  |
| --- | --- | --- |
|  | **YES/NO** | **COMMENTS** |
| **Student understands the requirement for safe storage of their medication and what to do if medication goes missing** |  |  |
| **Student has access to a watch or clock** |  |  |
| **Student is able to read and understand written English** |  |  |

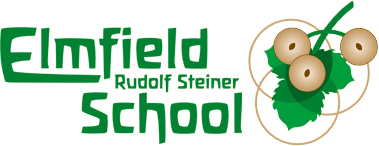
**………………………………………… SIGNED**

**………………………………………… DATE**

**Student ……………………………………………**

**Student’s Parents (if applicable) …………………………………………**

**Boarding Family ……………………………**



# Job Description: Boarding Parent

Love Lane Stourbridge

West Midlands DY8 2EA

England

Telephone: 01384 394633 [info@elmfield.com](mailto:info@elmfield.com) [www.elmfield.com](http://www.elmfield.com/)

# Introduction

The boarding parent can be responsible for up to three students aged 13 or over who are visiting Stourbridge to attend the School, for one or more terms. It is possible for a student to attend the School for the remainder of their formal education.

## Main Duties of Boarding Parent

As a boarding parent you are in *loco parentis*, and will be expected to provide a healthy family life for the boarding student. This includes:

* Supervising the student’s health and welfare during their stay, both in and out of school
* Representing the student.
* Ensuring the student maintains a healthy social life, offering guidance, facilitating and encouraging activities that will support this e.g. hobbies, spare time activities etc.
* Providing a family life with a healthy rhythm of mealtimes and conversation.
* Ensuring the privacy and protection of the student while encouraging a balance between social activity, quiet times and school work.
* Maintaining an awareness of the boarder’s bedtimes in line with the recommendations in their Handbook.
* Managing home time and all other agreements.
* Attending monthly boarding parent meetings (if applicable).
* Following School guidelines and policies.
* Managing the parental /guardian deposit.
* Checking with student’s home parents before allowing trips or risky, expensive or unusual activities / hobbies.
* Having an awareness of homework set and encouraging homework to be done.
* Making a risk assessment of any exceptional outside activities undertaken by the student, whether with the boarding family or with friends, taking into account the particular needs and abilities of the student and the wishes of their family
* Safeguarding / child protection.
* Supporting the School’s policy on IT, TV and internet.

This work is during term time, including half term, and normally two days before and after the beginning and end of term. Extra days may be arranged directly with the parents for which you may charge pro rata. Students often make an excursion at half term, and in this case, a recommended proportion of the boarding payment should be returned to them to help them with their accommodation and food. When the student is not away, the boarding parent will encourage and support the student to undertake appropriate activities during this time.

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## Indicative Tasks

* Encourage and support occasional social evenings hosted by the boarder such as bring and share meals and games or film nights.
* Include and if necessary, arrange appropriate outings in which the visiting student is able to accompany their friends and/or boarding family e.g. trips to theatre, cinema, outings, hikes.
* Liaise with other parents/boarding parents in the student’s social circle to ensure their safety.

including occasional lift sharing

* Liaise with class guardians, tutors and subject teachers as necessary.
* Report concerns over study/social or welfare situations to the boarding committee or class guardians.
* Attend boarding parents’ meetings (if applicable)
* Facilitate good social, cultural and sporting activities in line with the student’s needs and interests.
* Support overnight stays and visits while protecting the student’s safety appropriately whenever

possible.

* Attend regular child protection courses or undertake other child protection training.

# Qualification Requirements

Enhanced DBS disclosure and approved as suitable by School

# Required Attributes/Skills.

* Able and willing to welcome the boarder as a member of the family.
* An existing family life with good rhythm of healthy mealtimes, family social interaction
* A comfortable home with good standards of warmth, hygiene, privacy, and safety in line with the Boarding Family Guidelines
* Supportive of the ethos of the School and Waldorf education
* Experience of good understanding and rapport with teenagers
* Flexible and positive attitude to young people.
* Able to respect confidentiality unless safeguarding or other issues override.

# Desirable Attributes/Skills

* Current First Aid Certificate, or willingness to train
* Child Protection training

Applications by application form, including at least three referees, one of whom should know you in your professional capacity. A reference from a teacher at Elmfield would be helpful. The selection process for short-listed candidates will include a boarding inspection and references.

In addition to the candidate’s ability to perform the duties, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

* Motivation to work with children and young people.
* Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
* Emotional resilience in working with challenging behaviours.
* Appropriate attitudes to use of authority and maintaining discipline.

If the applicant is short listed any relevant issues arising from his or her references will be taken up at interview. All appointments are subject to references and regulatory checks.