

Home Boarding Policy

Approved by:	School Business Manager School Education Manager College Education Manager Chair of Trustees	Date: February 2019
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1. Policy objectives

The policy applies to all boarding families, and is in respect of pupils under the age of 18 who are admitted to Wynstones School as a visiting pupil.

2. Links to legislation

- Ofsted Boarding schools: national minimum standards
- Replacement Children Act 1989 Guidance on Private Fostering
- The Children Regulations 2005

3. Purpose of Boarding Facilities

The school offers boarding placements, to enable pupils who live too far away from the school to attend and thereby receive the benefits of Steiner Waldorf Education.

Pupils generally come to board for three reasons:

- They have reached the top class of their (Steiner) school in the UK, and wish to continue with Steiner education.
- They are young people who attend Steiner schools abroad who wish to study for a term or longer at Wynstones to improve their English.
- They have not previously attended a Steiner school and live too far away to attend as day pupils.

Boarding pupils vary in age between 14 and 18 years.

4. Responsibilities

The Task of the Home Boarding Administrator

- Recruit new boarding families.
- Follow the induction check-list for family including organising all relevant training.
- Inspect or arrange inspection of current boarding family homes.
- Initiate the statutory checks on members of boarding families.
- Advise and assist boarding families as to their responsibilities and ensure they receive all relevant information.
- Place boarders with boarding families.
- Liaise with boarders, parents and boarding families.
- Liaise with Social Services.
- Receive inspection reports from Gloucestershire Social Care, review them with relevant boarding families and prepare reports for the College of Teachers.
- Liaise with the Home Boarding "Ombudsman".
- Keep up to date with current legislation relevant to boarding.

The Task of the EFL Teacher

The EFL Teacher is responsible for all day to day boarding student matters within the school. The EFL teacher will report to the School Education Manager as required.

5. Recruitment of new boarding parents

New boarding parents approach the Home Boarding Administrator or are approached by the administrator on the basis of a perceived potential for this task. They are interviewed to discuss

biographical and professional aspects, family structure, space in the home etc.

If both parties decide to pursue the issue, the prospective boarding parents are supplied with a copy of the home boarding guidelines, home boarding and missing child policy and consent forms for the relevant statutory checks. The family home is inspected.

The prospective boarding parents receive all relevant training including Safeguarding Children in Education, Child Protection, Use of Reasonable Force in Schools and First Aid. This training is updated annually.

Records of boarders and boarding families are kept by the Home Boarding Administrator at school.

6. Accommodation and care

All boarding families are expected to follow the guidelines and recommendations issued by the school.

These cover the following aspects:

- Domestic and Social
- Physical, Mental, Emotional Health
- Medical
- First Aid including medical emergencies and use of household remedies
- Chronic conditions and disabilities
- Discipline: sanctions and complaints
- Missing Children in Education
- Insurance
- 1989 Children Act

For many aspects of a boarder's living situation in the boarding family only minimum requirements can be laid down. Parents and boarding parents will often need to negotiate together specific practices appropriate for the particular boarder and the boarding family.

It is expected that a boarder be welcomed into the boarding family's home as a member of the family. It is hoped that the boarder reciprocates this by showing respect for the boarding family's way of life. The relationships which thus develop can prove to be mutually enriching.

There should be no social or religious discrimination against ethnic minority children. If a problem arises, the Home Boarding Administrator should be informed immediately, so that possible misunderstandings can be quickly corrected. All boarders have the phone numbers of the home boarding administrator and others, including the Children's Commissioner, whom they can contact if there are difficulties.

7. Records

Inspection Reports

The Home Boarding Administrator will inspect each boarding home at least once a year. The date and results of the visit will be recorded.

The Home Boarding Administrator will receive any reports from the Gloucestershire Social Care Inspection Unit, who may also inspect a sample of families annually. Any reports will be shared with individual boarding families as appropriate and with the College of Teachers.

Personal Records on Boarders

The school keeps the following records on boarding pupils:

- details of boarder's family
- medical forms provided by family or medical records provided by doctor if deemed appropriate
- any previous school reports
- records of illnesses and other particular events concerning the boarder while at the boarding family home

Please note that any such information held by the school comes under the usual medical confidentiality rules.

8. Home Boarding "Ombudsman"

The Ombudsman will keep a watching brief over home boarding arrangements, by liaising with the Home Boarding Administrator and boarding families. The ombudsman will also deal with any problems that cannot be resolved directly by the Home Boarding Administrator.

9. Monitoring and review: putting policy into practice

- The school will ensure that they regularly monitor and evaluate mechanisms to ensure that the policy is being consistently applied.
- Any issues identified will be incorporated into the school's action planning.
- The school managers will be informed of bullying concerns, as appropriate.
- A named trustee for boarding will report on a regular basis to the trustee body.

10. Links with other school policies and practices

This policy links with several school policies, practices and action plans including:

EFL
Behaviour
Missing Child
Child Protection and Safeguarding

APPENDIX 1: GUIDELINES FOR HOME BOARDING FAMILIES

1. Domestic and social
2. Study and learning
3. Medical
4. Discipline: sanctions and complaints
5. Insurance & Fire Risk
6. 1989 Children Act; CRB checks

1 Domestic and Social

Full details of the requirements for living accommodation are given in the document *Home Boarding Premises Checklist*. Many of these are a matter of common sense, but overall they aim to ensure that boarding-students:

- are provided with a satisfactory standard of accommodation
- have their own personal space, secure from intrusion
- have satisfactory arrangements for sleeping
- have adequate private toilet and washing facilities
- have satisfactory provision to study
- have access to safe recreational areas and activities
- have access to nourishing meals, clean laundry & linen etc.

Some key points:

- 1.1 A student should have their own single bedroom. Only in exceptional circumstances, with written permission from the boarding-student's parents and with the agreement of the Home Boarding Administrator, may a bedroom be shared.
- 1.2 The home boarding family must provide breakfast, packed lunch on school days and an evening meal. At weekends a mid-day meal must also be provided. The boarding student must be able to get suitable food between meals if hungry. Please make sure that the student feels comfortable either helping themselves to food or asking for something to eat.
- 1.3 There should be adequate "sitting room" for each student and somewhere suitable to study, whether in the pupil's bedroom or in another room which is not subject to distractions, computers or music playing.
- 1.4 There should be adequate provision for student's laundry to be done at the boarding home (often this is done by the host family, but in families where older children help with such 'chores' the boarding student can be asked to assist).
- 1.5 Boarding students may be asked to undertake any of the domestic tasks that are usually asked of other children of similar age in that household.
- 1.6 Boarding students should be able to enter and leave the boarding home at times the school considers reasonable and should never find themselves "locked out" at any time they would normally have access to the house.
- 1.7 The home should not have any obvious health and safety hazards. **It is a condition that a kitchen fire blanket and smoke detector alarms be fitted.**
- 1.8 The general level of hygiene, decoration and cleanliness of the house should be adequate.
- 1.9 A responsible adult (checked through a DBS as suitable to have access to children) should always be present in the boarding home at night and be able to provide a reasonable level of supervision outside school hours.
- 1.10 A student should easily be able to keep in contact with their family back home.

Telephone: Most likely the student will have a mobile phone; it would be helpful to take them to a suitable shop where they can obtain a UK pay-as-you-go SIM card with which to make calls to their Wynstones friends, as this will reduce the cost of such calls significantly. It would be wise for the boarding parents and the student to have each other's mobile numbers. It may be helpful to let them use the house land-line to call or receive calls from home from time to time. If it seems they will often make outgoing calls from your home phone, we suggest you tell them you will need to charge for calls. To avoid problems we strongly suggest that telephone bills are clearly itemised.

Computer: Most students will wish to keep in contact with family and friends using various social media. If you have a computer with Internet connection, please allow them times when they can use this. Some will come with a laptop. If you have a wireless network, please allow the student to access this. You may wish to set limits to their use, for example how many hours a day they can access the Internet. Please discuss this with them early in their stay.

- 1.11 The National Childline number 0800 1111 should be on display by the phone
- 1.12 'Sleepovers': If the boarding student wishes to stay overnight with a school friend they must ask their boarding parents in advance. If the stay is agreed, the boarding parents should confirm all arrangements with the friend's parents first. In particular they must ascertain that there will be an adult present in the home overnight whilst the boarding student is staying there. If boarding parents are unsure whether or not to grant permission for such a stay, or indeed any particular outside activity, they should consult the Home Boarding Administrator and get agreement by email from boarders' family.
- 1.13 If the boarding student wishes to have a friend to stay, this can be arranged in a similar fashion. Note that visitors of the same sex are allowed at the discretion of the boarding family at weekends only (Friday and Saturday night). Mid-week sleepovers are not allowed in term time as they invariably interfere with the student's ability to work at school the following day. Visitors of the opposite sex must be received in a public area of the home, not in the boarder's own room, and are not allowed to stay overnight.
- 1.14 If there are two boarders of the opposite sex living in one boarding house: they should use the public space of the house as much as possible; meeting in their own rooms should only be done with the door open and only up and not after 10pm.

2 Study and learning

Students come to Wynstones in large part to join in with the life of the school, and to benefit from lessons and other activities the school has to offer. In most cases students come from another Waldorf-Steiner school, and are familiar with distinctive features such as Main Lesson, Eurythmy, Festivals and so on. Please be alert to a student who comes from a non-Waldorf school, and be prepared to explain any aspects of the school they may at first find unusual.

2.1 Boarding students are expected to join in as much as they can with all lessons and activities. Students who do not have English as their mother tongue are offered some supplementary English as a Foreign Language (EFL) lessons, but other than this they are expected to attend lessons as normal and give their best efforts to do any work set.

2.2 Boarding students are expected to do homework.

2.3 Boarding students are expected to participate with the rest of their class in additional activities such as festivals, class plays, concerts and trips. They are encouraged to join in with optional activities such as sports and craft clubs.

2.4 The host parents are expected to attend any parents' evenings or meetings relating to the boarding student. Wherever possible they should support the boarding student by coming to any play, concert or festival the student is part of.

3 Medical

- 3.1. All boarding students can visit the family's GP if and when needed. Boarding families should inform the boarding student of the address and contact information of the local GP. Please keep all medical, consent and First Aid forms available.
- 3.2. Students should be able to attend a GP of either sex, either accompanied or individually. Permission to see a GP should not be withheld.
- 3.3. Students should only be given medication in line with any relevant parental consent. Information about the student's medical history and any current treatment will be supplied by the home boarding administrator. All illnesses other than minor coughs or colds should be reported to the school reception who will record them on the student's file and inform the home boarding administrator.
- 3.4. Parents of boarders are required to sign a medical form authorizing the school or the boarding parent to give consent for emergency operations and anaesthetics. Every effort should be made to contact a student's parents before any decision is taken but should this not be possible, this authorization allows emergency treatment to be carried out.
- 3.5. Students should visit the dentist for their regular check-ups during the holidays. Only emergency treatment should be dealt with during term time. Any costs incurred are the responsibility of the boarder's parents.
- 3.6. Any accident, apart from obviously minor ones, should be recorded and reported to the Home Boarding Administrator via email or written letter, who will record them on the student's file.

4 Discipline: Misbehaviour, Sanctions and Complaints

For the most part we find that relations between host families and their boarding student remain warm and positive. With good will on both parts, and a thoughtful understanding of the feelings of a young person far from home, possibly for the first time, most placements unfold without incident or upset. However it is important that all concerned do have an understanding of the working practices relating to any behavioural problems or unacceptable behaviour.

- 4.1. Each home boarding family will have its own way of life, its "house rules" about general standards of behaviour and important daily routines (e.g. bed times, times of meals etc.). The boarding student is expected to live within these, even where they are different from those of their own home and family. It is important that these are explained to the boarding student early in their stay.
- 4.2. Boarding parents are encouraged to make contact with the school if they have any early concerns that they feel may indicate some trouble ahead; often a suitable intervention by the school can pre-empt bigger problems later. The boarding family are expected to show themselves willing to work with the school to resolve any problems which may arise with the boarding student.
- 4.3. Any significant or repeated misbehaviour by the boarding student should be reported to the school by the boarding parents; a written record will be kept at school.
- 4.4. As regards sanctions for misbehaviour, boarding parents may, for example, withhold privileges like going into town/to the cinema/swimming etc., or visits from friends, but must remain at all times aware that the visiting student is not their own child. It is not acceptable to shout at a visiting student, or to make angry, sarcastic or abusive comments. Withdrawal of 'home comforts', such as meals or room heating is completely unacceptable. Physical contact cannot be employed under any circumstances, other than in line with our Restraint Policy.
- 4.5. A list of people a boarding student can talk to confidentially appears on the Notice for Home Boarding Pupils. This notice should be placed by the telephone or in some other easily visible place.
- 4.6. In the event of a complaint or conflict which cannot be resolved in the home or by the home boarding administrator, the appointed Boarding Ombudsman will talk to all parties independently - the boarding

student, the boarding parents and the students' parents. A meeting of all parties together will be arranged. If necessary. The Ombudsman will keep the College of Teachers informed in such cases.

4.7. Details about the following areas of school life appear in the Parents' Handbook

- Absence
- Attendance
- Disciplinary Procedures
- Dress code
- Drugs, Alcohol and Smoking
- Festivals and Festival Dress
- Gym and Games Kit
- School Rules

4.8. The following particular guidelines apply to home boarding students:

4.8.1. Boarders may not use recreational/illegal drugs/substances at any time. Such use is likely to lead to their being sent home.

4.8.2. Boarders under 18 may not purchase alcohol. No drinking may be excessive or lead to drunkenness. The wishes of the host family in regard to the consumption of alcoholic drinks in and out of the boarding home must be adhered to.

5 Financial

5.1. Boarding families receive a fee for having a student to stay. This fee is payable each half term, and is based on a daily rate (details can be obtained from the Finance Manager). The payments will include one day either side of school term dates, as students are not usually expected to come more than a day or so before the term begins, or remain long after the end of a term. The fee is paid by Wynstones to the boarding family; payment is not made directly between the home parents and the boarding parents.

5.2. The arrangement for half-term holidays is as follows: **unless otherwise arranged with the parents of the boarding student, and agreed with the Home Boarding Administrator, it is assumed that the student will remain in the UK with the boarding family during any half term break.** Boarding payments reflect this. Please be aware of this half-term arrangement before you accept to have a boarding student in your home. Students do not remain during full term holidays (Christmas and Easter).

5.3. The student's parents are responsible for arrangements and the cost of travel between their home and that of the boarding family. Normally students coming to the UK by plane will make their own way from the relevant UK airport to the location of their boarding home by public transport (all of which can be booked on-line from their home). Families of boarding students should be made aware of airline policies for under 16 travellers. It would be helpful if boarding parents would collect the student from the bus or train station by car when they first arrive, rather than expecting them to get a taxi or local bus.

5.4. Parents of boarding students are told that their son/daughter will need some spending money. Some provide them with cash, others a top-up cash-card; many older students come with a debit card with which they can either pay for items or obtain cash. Students and their parents should be aware that personal costs such as bus and rail fares, haircutting, dry cleaning, visits to the cinema, swimming pool etc. are to be met from their own spending money. Sometimes the parents will ask the boarding parents to act as a 'bank', keeping cash for the students and allocating it in suitable sums as the weeks go by. If this is the case, we strongly urge you to keep written records of all transactions. Clarify with your student and his/her parents how they will approach the matter of spending money.

Students and parents often ask how much money will be needed. Typically we find that they spend very little in their first few weeks in the UK, and rather more later on when they have made friends and begin to socialise more. A realistic sum, averaged over a stay, is in the region of £20 – 25 per week.

5.5. Large costs such as payment for a major school trip are expected to be paid by the parents direct to the school. The boarding parent should not normally have to pay out and claim back.

6 Insurance & Fire Risk

- 6.1. The school carries a comprehensive Schools Insurance Policy, which includes Public Liability Cover, and affords protection for liability against injuries to its pupils whilst on the school site or on an authorised school activity elsewhere.
- 6.2. Boarding parents must ensure that their own home insurance covers for any loss, accident, or damage to property which results directly or indirectly from the presence of a boarder in the family. Please also ensure, in particular, that you are covered for damage to or loss of any valuable items of your boarder's property, e.g. camera, musical instrument, laptop etc.
- 6.3. Please note that it is a legal requirement for smoke detector alarms to be fitted and in fully working order. Please ensure the student knows what the alarm sounds like and what he/she should do should the alarm go off.
- 6.4. **INSURANCE COVER:** The School Public Liability Insurance will cover claims up to £5 million in the case of proven negligence. Accidental injury or death is not covered by the School's insurance policy.

Parents requiring additional cover should make their own arrangements. Such cover can also be arranged by the School through its insurer on request.

7 1989 Children Act; DBS checks

- 7.1. Under the 1989 Act and related legislation we are obliged to obtain clearance from the Police and the Department of Education for all staff and boarding parents who have unsupervised access to children. Therefore all members of the household that will receive a boarder who are 16 years and older and who are 'normally resident' there will require a DBS check. A child who is away at University in term time, but may come home for the occasional weekend, is not deemed to be 'normally resident' for this purpose.
- 7.2. The relevant authorities do carry out periodic inspections of the school and boarding homes. If such an inspection occurs when you have student in residence, you may be asked to accept a visit from an inspector who will also ask you and the students a few questions about the placement.

USEFUL PHONE NUMBERS: NOTICE FOR HOME BOARDING PUPILS

To be displayed where the boarding pupil can easily find this information

Don't keep your worries to yourself - please telephone:

Here are some helplines should you ever need to talk to anyone in confidence:

Jane Chase Tel: 07794 910749 janechase29@gmail.com
(Independent Listener)

National Child Line 08001111

Frank (confidential drugs advice) **0800 776600**

Samaritans 116 123

Mind (mental health) **0300 1233393**

Children's Commissioner (for anyone living away from home) **0800 528 0731**

At Wynstones you can contact:

Daniela Ubsdell-Code Tel: 01453 766931 (Boarding Administrator)

Daniela takes care of all our visiting pupils, and is in contact with your boarding family and your parents.

Mariana Law-Lindberg Tel: 07768 870671 (Ombudsman and Chair of College)

Your **class guardian** at school

Any other teacher you trust at school

Foreign Language Teachers if you wish to have a conversation in your own language:

Mrs Law-Lindberg (German)

Mrs Nickels (German, French)

Mr North (French)

Please don't keep your worries to yourself - please get in touch