



RADLEY

Pupil Access to Residential Accommodation Policy

November 2023

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Introduction

The [National Minimum Standards for Boarding](#) (2022) make clear that pupils are only allowed to have access to residential accommodation in exceptional circumstances.

The standards also state in Part B, Boarding Provision: “Aim: The school provides a homely and welcoming environment...”.

This policy outlines the College approach, stressing the welfare and safety of pupils at all times, and the need for all staff to adhere to clear professional guidelines in order to ensure both standards are met.

Part A: Residential Accommodation which is Contiguous to Boarders' Accommodation

Please read NMS 20 which refers to Accommodation which is Contiguous to Boarders' Accommodation and in particular NMS 20.10

For the purpose of this policy, residential accommodation is defined as being those parts of the boarding house designated as solely for the use of the resident and/or the resident's family. In order to maintain continuity of effective pastoral care in the context of a full boarding school, given the geography and design of the relevant buildings, it does not include areas clearly defined for communal use. A central list of such spaces is kept.

However, clear guidelines are also necessary to ensure appropriate use of the communal areas to ensure the safety and welfare of pupils, and must be adhered to at all times.

Radley prides itself on providing a family atmosphere in its boarding provision and it is a core element of the ethos of the school, the importance of which is emphasised in the National Minimum Standards Guidance, for pupils to benefit from engaging with adult company on a regular basis in an informal context.

It is essential that such activities are appropriately supervised and regulated in line with the safeguarding policy of the school and the Staff code of conduct.

The following rules apply:

1. No pupil is allowed access to residential accommodation in any Social at any time.
2. In certain exceptional circumstances, it may be appropriate for a pupil to be invited by a member of staff into part of the residential accommodation in order to ensure privacy. **Such occasions should be extremely rare** and only used if no other appropriate space is available with every reasonable effort made to ensure that there is more than one adult present. **Any such occasion should be reported as soon as reasonably possible to the Sub-Warden.**

3. Certain rooms adjacent to or part of the buildings are allocated, for the avoidance of doubt, as places in which communal routine activities within the Social can occur. Such activities must satisfy the following criteria:
 - a. They must always involve a group of pupils and never individuals.
 - b. A member of staff must always be present and supervising throughout.
 - c. If it is not the Tutor supervising the occasion, they must have authorised it.
 - d. The event - date, nature, staff supervising - must be logged.
 - e. School rules and guidance must be followed at all times.
4. The Sub-Warden will monitor the logs of such activity on a termly basis and look for patterns of behaviour. The aim of such monitoring will be to ensure:
 - a. There is no pattern of inappropriate levels of engagement by any member of staff
 - b. There is no inappropriate favouritism shown towards individuals or groups
 - c. The reasons for such events are well documented and consistent between socials
5. **Staff and pupils are encouraged to pass on any low-level concerns** they might have over such activities. This will assist the safeguarding team to monitor patterns of behaviour. Please see the [Low-Level Concerns Policy](#) and in particular the section on how to report a low-level concern and self-referral.
6. Medicine is, when appropriate and in line with College policy, dispensed by the PHM. This can be done on an individual basis in the designated space. Each such dispensation is recorded and logged.
7. The Tutor's study is clearly allocated as such in each Social. The Tutor and / or other member of staff on duty can use this space to meet appropriately with pupils for professional reasons. The Social Kitchen / Dining Room / Sitting Room which is located within the Tutors' house is also designated as a suitable space for meeting with larger groups of pupils.
8. There will be times when the Tutor or other staff need to have one-to-one conversations with pupils in order to provide pastoral care and advice. These must take place in the Tutor's study or the communally defined areas and not in other parts of residential accommodation. Pupils wanting to speak to the Tutor or other staff must not access their residential accommodation (ie they should not just walk in); they should knock and wait. Pupils can also contact staff via Teams or mobile phones.

For the protection of the teacher and the pupil, due regard should be given to safeguarding considerations such as the location of the conversation. Any concerns should be logged on the school database and where appropriate the DSL should be notified.

There must never be inappropriate one-to-one contact between staff and boarders. Any suspicion of such contact must be reported immediately to the DSL.

Part B: Residential accommodation which is not contiguous to boarders' accommodation

Please read NMS 19 which refers to accommodation which is not contiguous to boarders' accommodation and in particular NMS 19.2

Part A of this policy applies to residential accommodation in each Social i.e. that residential accommodation which is contiguous to where the boarders live. The requirements of the National Minimum Standards relevant to other staff accommodation (particularly those living on campus) are covered in Standard 19.2 where the Disclosure and Barring Service (DBS) requirements are outlined.

Again, however, for the avoidance of doubt, it is vitally important that strict rules apply to visits by groups of pupils to houses occupied by staff.

1. Visits to such houses can only be made by groups of pupils and by invitation. It must **never** be on an individual or ad hoc basis.
2. The meeting **must** be for educational or pastoral purposes.
3. It must be limited to the communal area designated in staff houses for such purposes. These will include kitchens, lounges, downstairs cloakrooms and gardens.
4. All such meetings must be approved in advance by the Sub-Warden.
5. A member of staff **must** always be present and supervising throughout.
6. School rules and guidance **must** be followed at all times.
7. The meeting must be logged centrally. The Sub-Warden will monitor the logs of such activity on a termly basis and look for patterns of behaviour. The aim of such monitoring will be to ensure:
 - a. There is no pattern of inappropriate levels of engagement by any member of staff
 - b. There is no inappropriate favouritism shown towards individuals or groups
 - c. The reasons for such events are well documented and consistent between socials
8. Staff and pupils are encouraged to pass on any low-level concerns they might have over such activities. This will assist the safeguarding team to monitor patterns of behaviour. Please see the [Low-Level Concerns Policy](#) and in particular the section on how to report a low-level concern and self-referral.
9. There must never be inappropriate one-to-one contact between staff and boarders. Any suspicion of such contact must be reported immediately to the DSL.

Concluding remarks

At all times, welfare and safeguarding considerations must be paramount. Healthy interaction between pupils and staff are essential components of pastoral care at Radley; indeed, it is a core belief of the College that it enhances the safety and welfare of all pupils. The above policy provides a framework in which that can be done effectively and safely with clear monitoring in place, over and above the requirements of the National Minimum Standards, in order to ensure the highest standards of quality in pastoral care.

If the pupil is the teacher's own son/daughter, then the above policy clearly does not apply in the same way. If the son / daughter wishes to invite a friend who is a pupil to their home then the pupil's Tutor should be consulted.