



## **RIKKYO SCHOOL IN ENGLAND**

### **ADULTS STAYING WITHIN SCHOOL POLICY**

#### **INTRODUCTION**

This policy describes the school's expectations of the behaviour by all adult members of boarding staff at Rikkyo School, who are accommodated on any part of the site while students are boarding. It is designed to comply with modern standards of child protection, and to make sure that everyone clearly understands what is expected of them.

#### **DECLARATION**

All adult members of the boarding households must declare a written undertaking to comply fully with this policy which relates to the protection of pupils at the school. The school can insist that any individual, who is not a member of staff, removes him/herself from school accommodation when he or she has committed a breach of this policy. This note should be carefully read and the declaration at the end completed and signed before anyone moves into school accommodation that has been provided.

#### **DBS DISCLOSURE**

Every adult member of a household occupying accommodation which is provided as part of an employee's condition of employment is required to have a DBS and reference check. This clearance is required before the accommodation is occupied. Rikkyo School will assist in obtaining these checks.

## **INDUCTION IN SAFEGUARDING**

An induction session in child protection for adult members within the school must be undertaken within their first week of arrival.

## **MOVEMENT BY MEMEBERS OF THE HOUSEHOLD**

Any adult staying in accommodation for staff members should be conscious of the fact that they are not school employee's and that they have no status regarding the pupils for whom their spouse/partner/family member is responsible. If the accommodation has its own entrance, this should be used for entering and leaving the property.

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 students. There are keypad locks on all dormitory buildings and the household member should under no circumstances, be issued with the security codes.

When walking about the school grounds they should at all times wear a visitors ID badge. They should only enter other parts of the school when given permission by the Headmaster. Their vehicles should be registered with the Headmaster's Secretary.

The school staff are instructed to challenge individuals who appear to be moving in restricted areas. No offence should be taken if the adult household member is challenged.

This school has a no smoking policy which must be adhered to.

It is important that these guidelines are followed at all times by the household member of the boarding staff. They are designed to protect the students who are in the school's care.

## **VISITING GUESTS**

School personnel staying on site and their families may entertain guests in their houses during term-time and may wish to invite guests to stay overnight. It is important that the host ensures that their visitors are aware that certain rules and regulations apply because they are visiting a school:

- As visitors, they will usually not have had official checks, therefore they must be kept under sufficient staff supervision and must not have substantial unsupervised access to children
- The names and vehicle numbers of all personal guests should be passed in advance of the visit to the Headmaster's PA.
- They must not enter the students' boarding houses, or common room areas, unless escorted by a relevant member of staff.
- They must park in the main car park and not near any of the school buildings.
- They are to sign in and out at the main reception and wear a visitor badge at all times. The visitor badge must be returned to the office when they are leaving.
- House staff should keep a visitor book and ensure that all their personal guests and guests of other members of their household sign and date it before departure.
- Visitors should be escorted at all times.
- They must not enter any other building apart from the host's house.
- They should not be left alone in their host's accommodation.
- They should not enter into conversations with the students.

Regular day and overnight visitors to boarding house staff accommodation during term time should be DBS checked.

Every member of staff should notify the Headmaster of all such visitors in advance, who may decide to carry out a Risk Assessment and who will organise a DBS check if necessary.

#### SCHOOL HOLIDAYS

The restrictions on movement do not apply when the students are not on site.



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### Declaration

I, ..... (Insert name), have read the **ADULTS STAYING IN BOARDING HOUSE POLICY**. I declare that I wish to live with ..... (insert employee's name) in the boarding house accommodation that has been offered to my spouse/partner as part of her/his contract at Rikkyo School. I understand that I do not have any rights of occupancy.

I declare that:

- I am content for the school to obtain DBS and reference checks on me before I move into the accommodation.
- I have arranged to give/have given my completed application form and DBS documents to the Headmaster's secretary on .....
- I will attend the induction to Child Protection on the date set by the school.
- I am fully aware of the restrictions which the school has imposed on adults staying within the school and such other provisions as may from time to time be in operation.
- I will ensure that any visitor I have will comply fully with the School's requirements for supervising visitors.
- I undertake to notify either the Headmaster or Designated Safeguarding Lead at once, if I am charged with or convicted of any criminal activity.

- I understand that failure to comply with the policy for Adults staying in the Boarding Houses will result in the Headmaster asking me to leave the school immediately.
- I understand that the school will ask me to leave school accommodation at once if it becomes aware of evidence that I should be considered unsuitable to have contact with children.

Signed..... Dated.....

Name.....

*Please return the signed declaration to the Headmaster.*

Updated 29/11/2019