

Adults Staying with Boarding House Staff Policy

Queen's College, Taunton

August 2020 (v 3)

Scope

This policy applies to the whole Boarding community of the College.

Terminology within the Keeping Children Safe in Education DFE September 2020 guidance refers to the Designated Safeguarding Lead (DSL).

All employees of Queen's College, including volunteers and all College staff are required to read Parts 1, 2 and 4 in the Keeping Children Safe in Education DFE September 2019 guidance, signing a declaration confirming that it has been read.

Policy statement

This policy sets out the school's expectations of the behaviour of all the adult members of the families and households of members of the house staff at Queen's College who are accommodated on any part of the site in school accommodation that is shared with boarding pupils. It is designed to comply with modern standards of child protection, and to make sure that everyone clearly understands what is expected of them.

HOW IT WORKS IN PRACTICE

DBS Checks

All persons over 16 (not on the school roll) living on the same premises as boarders but not employed by the school and occupying accommodation which is provided as part of an employee's conditions of employment is required to have a DBS (Disclosure and Barring Service) check. This clearance is required before the accommodation is occupied. Queen's College will assist employees and their families in obtaining this clearance.

Occupancy Rights

Prior to taking up residence, the employee alone will sign a Licence to Occupy with the school covering the conditions of occupancy in school property. The school does not bestow any rights of occupancy or tenure on the spouses/partners/adult children/other members of the households of its boarding house staff who have elected to move into the accommodation provided to a member of staff of Queen's College for the performance of his/her duties. One of the conditions of the Licence to Occupy is that all adult members of the household/family residing with the employee complies with this policy.

Declaration

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 school. The school can insist that any individual who is not a member of staff removes him/herself from school accommodation where he or she has committed a breach of this policy which forms part of the school's child protection policies. This note should be read carefully and the declaration at the end signed before anyone moves into school accommodation that has been provided.

Induction in Child Protection

The school's Designated Safeguarding Lead or Human Resources Manager will arrange an induction session in child protection for adult members of the household's boarding house and accommodated staff within their first week of arrival. The school keeps a record of everyone who has attended its induction sessions on child protection.

Movement by Members of the Households of House Staff

Adult members of the households of house staff should be conscious of the fact that they are not school employees and that they have no status regarding the pupils for whom their spouse/parent/partner is responsible.

ACCESS: 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. There are keypad locks to the boarding houses and CCTV monitors movement near the entrances and exits to the boarding houses. These barriers must be respected at all times.

If household members walk about the campus without their spouse/parent/partner accompanying them, they must wear their photo ID badge at all times. They may use the school's leisure facilities; but only at designated family times. They should only enter the school, including the common room areas, by invitation. Their vehicles should be registered with the Operations Director.

The school staff are instructed to challenge individuals who appear to be moving in restricted areas. No offence should be taken if the adult members of the households' of house staff are challenged.

It is important that these guidelines are followed at all times by household members of boarding staff. They are designed to protect the children who are in the school's care. They are simple to follow and should quickly become a habit.

Occasional Guests

Boarding house staff and their families may entertain guests in their houses during term-time and 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.

Guest 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 campus and go straight to the campus exit on leaving;
- 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.

House staff should keep a visitors' book and ensure that all their personal guests, and guests of other members of their households, sign and date it before departure. The school reserves the right to inspect the visitors' book from time to time.

Regular Visitors

Regular visitors should at all times make sure that they observe the restrictions that apply to occasional visitors, including signing their host's visitors' book each time they visit the property. Regular day and overnight visitors may be subject to DBS checks.

School Holidays

The restrictions on movement do not apply at times when the School or residential/holiday lettings pupils are not on site.

Other Adult Residents

On-site accommodation is also offered to a number of other members of staff who may also be accompanied by their families. Queen's College has carried out a risk assessment that takes into account the fact that these adults are likely to wander round the campus and become a regular and visible presence, since the houses are within the same campus as the boarding accommodation. It has concluded that it is appropriate to require all over 16 members of these households to have a DBS check and to be given an induction in child protection.

Effective date of the policy	31 st August 2020
Responsible Member	Emily Turner, HR Manager

Authorised by	
Signed	Andrew Free, Deputy Head
Date	31 st August 2020

PLEASE NOW SIGN THE DECLARATION ATTACHED

Declaration

I,(insert name), have read the Adults Staying with Boarding Houses Staff 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/parent/partner/other as an essential part of his/her employment as Houseparent/Assistant Houseparent/Resident Tutor at Queen's College. I understand that I do not have any rights of occupancy or tenure.

I declare that:

- I am content for the school to obtain a DBS check on me before I move into the accommodation;
- I have arranged to give/have given my DBS form and documents to the Head's PA/HR Manager on
- I will attend the child protection training which the school has arranged to take place on
- I am fully aware of the restrictions which the school has imposed upon relatives, members of the household and guests of staff who are employed by the school, and I undertake to comply with the provisions of this document, and such other provisions as may from time to time be in operation;
- I will ensure that any visitors of mine comply fully with the school's requirements for supervising visitors;
- I undertake to notify either the Head Teacher, the Headmistress of Junior School, or the Designated Safeguarding Lead at once if I am ever charged with or convicted of any criminal activity;
- I understand that failure to comply with the school's code for adult members of the households of boarding house staff could result in my being asked to leave school accommodation;
- 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 Name

Date

Please return the signed declaration to the HR Manager, Queen's College, Taunton. If you have any questions please contact the HR Manager on 01823 340904.

Appendix 1 Visitors to Boarding houses during Coronavirus (COVID-19) pandemic forms

INSTRUCTIONS FOR STAFF



To support the test and trace process administered by the local Public Health Department of the Local Authority, this form is to be issued to every visitor who has an appointment to come into the premises.

The first section **MUST** be completed by the visitor and checked by the staff **BEFORE** the visitor is allowed beyond the reception area.

- If the answer to **health question 1** is **YES**, and the answer to the follow-up question is **YES**, the individual may lawfully enter our premises because they have followed self-isolation rules.
- If the answer to **health question 1** is **YES**, and the answer to the follow-up question is **NO**, the individual **must** be denied entry to our premises. Failure to follow self-isolation rules is unlawful.
- If the answer to any **one** of the **health questions 2-5** is **YES**, the individual **must** be denied entry to our premises. Failure to follow self-isolation rules is unlawful.

At the end of the visit the escorting staff **MUST** complete the second page indicating where the visitor went and who they met. It must then be signed by the visitor recording the time out. The completed form must then be given to Sally Murray where it will be securely filed for 21 days after which it will be destroyed.

The Electronic sign-in system will still need to be completed by a member of staff for all visitors in order that a digital log can be maintained of who is on site at any one time in case of emergency.

Please display the Privacy Notice in reception areas or wherever visitors will be when they are asked to provide their personal information. It explains what data is being held and for what purpose.

For your information:

When we have a confirmed case of Covid-19 that has potentially affected a worker who is **not** our employee, especially one whose job it is to travel to different places of work, we might tell their employer if we are advised to by Public Health, or if there has been a serious risk incident (i.e. close contact with a confirmed case) that could be an immediate danger to the health and safety of their employee and any other people affected by their business. This is the job of the national and local Test & Trace services, but all employers have a duty to share limited data solely for the good of public health and a duty of care towards all other employers that they cooperate and coordinate with when they become aware of a serious risk.

Forms will be reviewed by Andy Free before destruction to ensure that the control of visitors remains good (i.e. all visits were necessary) and to identify whether the risk profiles of particular individuals

or groups are significantly impacted by their exposure to necessary visitors. This will help to decide whether current risk controls are adequate (in the same way the work some staff do across different bubbles is being monitored).

VISITOR RECORD



QUEEN'S
COLLEGE
TAUNTON

During the current public health emergency (Covid-19), visitors are strictly by prior appointment only. To support the Public Health Test and Trace system to control the spread of the disease, we need your name and a contact, preferably mobile phone number. Please also record who you came into close contact with during your visit (see definitions below). We will keep this information securely in accordance with the Data Protection Act 2018.

Please complete **all** sections marked with a *

If you answer 'YES' to any health question, please alert a member of the office staff or the person you are visiting as soon as possible.

* Name:	_____
* Mobile Tel No.:	_____
Email address:	_____
* Who you are visiting:	_____
* Date of Visit:	_____
* Time IN:	_____

* Before you start your visit - please complete this Section		
1. Have you been diagnosed with Covid-19 in the last 14 days? If NO , go to question 2.	YES	NO
If YES , have you completed the full 10 day isolation period?	YES	NO
2. Do you have a fever (temp. above 37.8°C) or have you experienced fever in the last 14 days?	YES	NO
3. Have you experienced an onset of respiratory problems, like a cough or difficulty breathing, within the last 14 days?	YES	NO
4. Do you currently have (or have you experienced within the last 14 days):		
• Loss of or change in your sense of taste or smell (anosmia);	YES	NO
• Shortness of breath; or	YES	NO
• Fatigue (beyond what you normally experience).	YES	NO
5. Have you, in the last 14 days, regularly come into close contact** with someone who is in self-isolation because they are ill or because they have received a positive Covid-19 test result?	YES	NO
** Close contact means:		
• Direct close contact - face to face contact with an infected individual for any length of time,		

<p>within 1m, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin).</p> <ul style="list-style-type: none"> • Proximity contacts - extended close contact (within 1m to 2m for more than 15 minutes) with an infected individual. • Travelling in a small vehicle, like a car, with an infected person. 	
<p>6. Have you been abroad or come from a country requiring you to quarantine when arriving in the UK in the last 14 days?</p>	<p>YES NO</p>
<p>I understand that there will be risk control measures in place on site that I will be told about and must follow, and if I want to see the full risk assessment, I can ask for a copy.</p>	<p>YES NO</p>

<p>* After the Visit – to be completed by escorting staff</p> <p>Please name the people/groups that you had close contact with during the visit, including yourself <i>and</i> the rooms you have visited.</p>		
Staff or other adults	Groups or Individuals	Rooms visited (incl. toilet facilities)

I understand the information provided on this form will be used to respond to any Covid-19 infection related to our site, or if you yourself report an infection to us. We are expected to work with the local Public Health team when dealing with any Covid-19 infections or outbreaks and will provide the contacts of all employees, users and visitors to our premises where relevant. We will keep a temporary record of our visitors' personal details for 21 days after which they will be securely disposed of.

Time
OUT:

Signed:

