



St Paul's School  
FOUNDED 1509

# Access To Boarding

## Visitors & Adults Staying in Boarding Houses

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This policy is available on the Handbook page of the School Intranet and policies page of the School website and can be made available in large print or other accessible format if required; such requests can be made by email to [policyquery@stpaulsschool.org.uk](mailto:policyquery@stpaulsschool.org.uk)

## **1. General guidance. Visitors to school house and west house: Introduction**

Various categories of visitor may attend School House and West House. The following document outlines the steps that each should take on arrival, and the degree of supervision that should be exercised by House Staff in each case.

## **2. Visitors of boarders**

### **2.1 St Paul's Pupils**

Visitors to School House and West House must introduce themselves to the Housemaster / Matron and sign the Visitors' book outside the Housemaster's Office each time they visit either House, signing on entry and exit and stating who they are visiting. **They are to be accompanied by their host at all times** and should not arrive at the House unaccompanied or uninvited. SPS pupils visiting School House and West House are permitted to enter their host's room but not those of other boarders. **To ensure the House and its facilities remain largely available to boarders, each boarder may only bring in 2 guests at a time.**

### **2.2 Parents/Relatives Of Boarders**

Parents or relatives of boarders are at all times regarded as visitors. Visits to School House and West House during the school day must be arranged directly with Mr Passmore in advance. On arrival they must report to reception and receive a badge, and wait there to be collected before proceeding to School House or West House. If seeking to visit School House and West House outside of school hours, either in the evening or at the weekend, they may proceed directly to the House after passing security.

On arrival, parents or relatives should sign the Visitors Book and introduce themselves to the Duty Master, making them aware of their presence. Family members / guardians should not visit the upper floors of the House other than to make a brief visit to their son's room to drop off / collect belongings. When proceeding beyond the ground floor they must be accompanied by their boarding child, or supervised by a member of House Staff. They must not enter the room of any pupil except their family member and must not enter any of the wash facilities in the House.

If family members wish to spend extended time in the House with their children they should use the quiet areas downstairs after discussion with the Duty Master. Adults who are not family members or guardians of boarders are not permitted in the upstairs areas of the House. When leaving the house, they should sign the Visitor Book to indicate their departure.

## **3. Other Visitors: School Staff/Estates Staff/Contractors**

### **3.1 School Estates Staff**

Have been DBS checked by the School and will only seek to access the House for the purpose of attending to a reported maintenance problem. They need not sign the Visitors Book as their visit will be recorded.

### **3.2 External Contractors**

An external contractor will not have been DBS checked by the School. When such a contractor is required to attend School House, they must first report to Reception to receive a badge. They should be supervised throughout their time in the House by a member of School Staff.

### **3.3 School Staff**

School staff (who are not boarding staff) may visit School House or West House. They should ring the bell and introduce themselves to the House Staff member on duty, signing the Visitors Book on entry and departure. School staff should be supervised by a House Staff member while they are in the boarding house. They should not move beyond the ground floor unless supervised by a House staff member. A school staff member should only proceed to the upper floors of the House in the absence of House staff supervision if there is a significant need to locate a pupil for disciplinary or safeguarding reasons – and in such cases the Deputy Head Pastoral, the DSL or a deputy DSL should be consulted in advance.

If a member of school staff wishes to spend the night in the boarding house duty flat (perhaps because of the very early departure for a trip the following day), they should apply first to the DSL and Housemaster, who will confirm the reasons for the stay sought and, if the request is approved, induct the staff member in how to stay safely and respectfully in the boarding house. The staff member should meet the Duty Master and sign the visitor book on entry and departure. They may move to and from the duty flat without the direct supervision of the Duty Master but should not spend longer on the pupil floors than is necessary for this access/egress.

### **3.4 Other visitors (including visitors to Duty Master)**

All other visitors during School hours should be instructed to first report to the main school reception, to receive a visitor's badge and be collected or directed to proceed to School House. If out of School hours, they may proceed directly to School House. Once at School House, they should introduce themselves to the Duty Master, stating who they seek to visit at School House. If their visit is granted, they should sign the visitors' book and give all necessary details. They must be accompanied by their host or supervised by a member of House staff when in the boarding house and MAY NOT move beyond the ground floor of the house. They may use the ground floor bathroom. Members of families of the Duty Master are classed as such visitors, unless they have undergone full vetting checks and been granted approved House Staff Family status. Fully vetted family members may visit the Duty Master in the Duty Flat. They may move to and from the duty flat without the direct supervision of the Duty Master but should not spend longer on the pupil floors than is necessary for this access/egress and may not enter any pupil bedrooms or washrooms.

### **3.5 Delivery Drivers**

Delivery drivers are not permitted to enter School House and must remain behind the barrier on the service road beside the Wathen Hall.

#### **4. Members of Staff Households**

*This guidance notes details the school's expectations of behaviour by all of the adult members of the families or households of members of the house staff within St Paul's School who are accommodated on any part of our site in school accommodation that is shared with boarding pupils. It is designed to ensure the safeguarding of all boarders and pupils of the School, and to ensure clarity for all parties.*

**In 2023-2024 there are no family members permanently accommodated in any building shared with boarders although there may be occasional visitors.**

*This note should be read carefully and the declaration at the end signed before anyone moves into school accommodation that has been provided.*

##### **4.1 DBS Disclosure**

Every person over the age of 16 not employed by or on the roll of the School but occupying accommodation on the same premises as boarders (including family members of House staff who are likely to be frequent visitors) and which is provided as part of an employee's conditions of employment is required to complete an enhanced certificate with a check of the Children's Barred List must be obtained from the Disclosure and Barring Service (DBS). Family members who have not undergone full DBS vetting should be treated like all other visitors and require Housemaster permission and accompanying at all times by a member of House staff.

##### **4.2 Occupancy Rights**

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 the staff of St Paul's School for the performance of his/her duties as School House staff. The employee alone signs a Licence to Occupy/Service Occupancy Agreement with the school before taking up residence, covering the conditions of occupancy in school property. One of those conditions is that all adult members of their household/family residing with them comply with this policy.

##### **4.3 Declaration**

Every person over the age of 16 not employed by or on the roll of the School but occupying accommodation on the same premises as boarders must also complete a written undertaking to comply fully with this policy which relates to the protection of pupils at the school.

This undertaking also gives guidance and expectations on contact with pupils and explains their responsibilities to supervise their visitors.

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 its Child Protection policy.

This note should be read carefully and the declaration at the end signed *before* anyone moves into school accommodation that has been provided. They are required to notify an unrelated designated senior member of staff (e.g. the High Master) if they are charged with, or convicted of, any offence.

#### **4.4 Induction in Safeguarding and Child Protection**

The Human Resources Department will arrange an induction session in safe working, safeguarding and child protection for adult members of the boarding house and accommodated staff within their first week of arrival, whether or not they have previously been through the appropriate training as members of staff at SPS.

#### **4.5 Movements when on site of 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/partner/parent is responsible. Unless resident in the boarding house, Household members visiting School House will be treated as Staff Guests.

Resident household members should not enter or attempt to use any of the areas that are designated for boarders, save as necessary for access to their own accommodation. In particular, they should never enter the boarders' washrooms or bedrooms. They should not attempt to establish friendships or social contact with individual pupils by any means (including via social media, email, phone or meeting in public or private places).

In an emergency, household members must follow the instructions of the duty master or most senior member of school staff on the scene.

**DECLARATION**

I, ..... have read the above note. I declare that I wish to live with ..... in the boarding house accommodation that has been offered to my spouse/partner/parent/ other as an essential part of his/her appointment/employment as House Master/Mistress/House Tutor at St Paul’s School. I understand that I do not have any rights of occupancy or tenure.

I declare that:

- I am content for the school to obtain an Enhanced certificate with a check of the Children’s Barred List must be obtained from the Disclosure and Barring Service (DBS) on me before I move into the school accommodation.
- I have arranged to give/ have given my DBS form and document to the HR Department.
- I will attend any requested Child Protection training.
- 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 understand I should not enter the boarders’ washrooms or bedrooms nor should I attempt to establish friendships or social contact with individual pupils by any means (including via social media, email, phone or meeting in public or private places).
- I will ensure that any visitors of mine comply fully with the school’s requirements for supervising visitors.
- I undertake to notify the High Master 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 as laid out in this document 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 became aware of evidence that I was considered unsuitable to have contact with children and vulnerable people.

SIGNED: .....

PRINT NAME: .....

DATE: ...../...../.....

***This declaration will be held by the HR department at St Paul’s School.***