

Boarding Policy

Brooke House College

2025/26 version

1. Introduction:- Statement of boarding principles and practice

Statement of Boarding Principles and Practice Brooke House College aims to provide a friendly, happy, and enterprising environment where pupils can learn to live together in order to achieve success in all aspects of their college careers. Within the boarding houses, we look to engender among pupils team spirit, tolerance, independence, respect for themselves and others as well as gaining confidence to succeed at university and in the workplace.

The boarding houses form the backbone of our community and are the key drivers in delivering pastoral care to the pupils. Leading each house is a resident tutor, who is the first port-of-call for all pupils seeking help and advice. The resident tutors report to the Head of Boarding who leads the team and chairs the residential staff meetings. Each meeting considers safeguarding, admissions, medical matters, academic matters, incident reports and other 'routine' items. The Head of Boarding ensures consistency of care, rules/guidelines, and adherence to the National Minimum Standards for boarding. Along with residential tutors, the pupils are supported by the college's medical staff, the independent listener, and the rest of the staff team both domestic and academic.

The houses are the home-from-home for each pupil and as such they are caring and compassionate places. Life skills such as accepting community values, shared living and treating each other with respect and listening to all points of view are developed within the houses. The houses are also ably supported by a full and comprehensive RSHE programme.

Each boarding house occupies its own building and generates a unique character driven by each resident tutor and the pupils within it. Houses organise evening and weekend events and compete strongly in inter-house events. The 'student voice' is listened to keenly with each house having a 'house council'. The council meets to discuss the many matters raised by the pupils. Minutes of each house council meeting are sent to the Principal so that matters raised can be discussed in senior leadership team meetings and with the Directors.

The whole pastoral system is formally supervised and monitored by the Designated Safeguard Lead DSL and the Director with the safeguarding brief. The residential staff are also all trained first aiders and trained to deliver certain medicines. Regular audits are carried out on the facilities as a part of a routine maintenance process and so that each house is compliant with the Education (Independent College Standards) Regulations and the National Minimum Standards for Boarding college under which the college is inspected.

We no longer have dormitories; rather the college has single or double studies. Many of the studies have ensuite toilet and bath/shower facilities. Those that do not

have ensuite bathrooms have good communal facilities. All houses have common room areas, TV facilities, laundry facilities, and kitchenettes and every house is fully wi-fi enabled.

This policy needs to be read in conjunction with:-

- Child safeguarding and child protection policy;
- Boarding handbook;
- Care of pupils who are unwell;
- First aid policy;
- Guardianship policy;
- Pupils' concerns & complaints;
- Accessibility plan;
- Anti-Bullying policy;
- Behaviour & discipline policy – including expulsion, removal and review policy;
- Children's code policy;
- Disability policy,
- Equal opportunity policy;
- Smoking, alcohol and substance abuse policy; and
- Standing rules and regulations for pupils.

2 –Management and development of boarding: ^[1]_{SEP}

2.1. The College's proprietors monitor the effectiveness of the leadership, management and delivery of the boarding and welfare provision in the college. The principal has overall responsibility for this key area within our community and delegates the day-to-day running of boarding to the Head of Boarding.

2.2. The college's senior leadership and management team (SLT) demonstrate good skills and knowledge appropriate to their role. Evidence of training with regard to safeguarding, wellbeing and safer recruitment as well as compliance with the Independent School Standards Regulations (ISSRs) parts 2, 3, 4, 5 & 8 and the National Minimum Standards (NMS) for boarding schools. A detailed safeguarding and wellbeing training record held by the Head of Boarding. ^[1]_{SEP}

2.3 There is clear leadership and management of the practice and development of boarding in the college, effective links are made between academic and boarding staff. Boarding staff attend a weekly staff meeting. The boarding staff shares information with colleagues, when appropriate, regarding the needs of individual boarders. Appropriate data is held on the college's management information system (iSAMS) and where appropriate on CPOMS

2.4. The college nurse attends boarding staff meetings and is responsible for the

health and welfare of the whole college community; in particular the boarders. There is a medical centre (Health & Wellbeing centre) which meets all standards relevant to the NMS and ISSRs. ^[L]_[SEP]

2.5 In addition to the pupil information held on iSAMS and CPOMS, the Head of Boarding gives a boarding report at each SLT meeting. ^[L]_[SEP]

2.6. The college nurse is an experienced NHS nurse who has received relevant training, as have the Head of Boarding/Pastoral Care. All residential staff are first-aid trained and trained in the administration of medicines. All boarding staff are made aware of opportunities for CPD and are actively encouraged to attend relevant courses. ^[L]_[SEP]

3. Inclusion, equality & Diversity:

In all of the opportunities that the College offers to boarders and in all aspects of their care, the College embraces diversity and exhibits tolerance. It does not discriminate against boarders by reason of any of the protected characteristics set out in Equality Act 2010 or by reason of boarders' ability in any area of the curriculum.

Quite to the contrary, each boarder's personal characteristics are considered so that individual care is sensitive to each boarder's needs. However, and in accordance with the exclusions laid down in Part 6 of the 2010 Act, the College may make alternative arrangements for boarders according to their age. Examples of such alternative arrangements might be to allow certain privileges to older pupils for which younger pupils are not eligible, or to organise an excursion for one age group but not for another. These practices are not illegal discrimination but are consistent with common sense and good practice educational provision.

4. Boarding accommodation:

The boarding houses are distributed throughout the town, with several on the main campus. The houses are:-

Brooke House
Burnmill
Cottages
DJW
Georges
London
Northampton
Union
Wrights

Additionally, and subject to college and parental consent, pupils over the age of 18 may be allowed to live in suitable college O18 accommodation.

4.1. Good quality sleeping accommodation is provided for boarders, all of which is suitably furnished and of sufficient size for the number, needs and ages of the boarders. Toilet, shower and basin facilities are widespread with many rooms being ensuite. Bed laundry is dealt with centrally, whilst each boarding house contains multiple washing machines, driers, irons etc. for personal items.

4.2. Good living accommodation is provided for boarders for the purposes of organised and private study outside College hours and for social purposes. For pupils in years 7 – 11, evening homework is supervised within boarding accommodation.

4.3. The accommodation provided for boarders is appropriately lit, heated and ventilated, cleaned and maintained, and reasonable adjustments would be made to provide adequate accessible accommodation for any boarders with restricted mobility. The heating is adjusted when appropriate to provide the boarders with a comfortable temperature. There is a termly audit undertaken by the Advisory Board member with responsibility for welfare, health & safety.^[L]^[SEP] Additionally, pupils have lockable lockers within their rooms for safe storage of key personal items. Alternatively, should a pupil wish to lodge 'pocket money', passport or any other important/valuable item, this can be arranged with the Head of boarding.

4.4. Boarders can personalise their accommodation with suitable posters and personal items if they wish.^[L]^[SEP]

4.5. Boarders have their own accommodation secure from public intrusion. Entry doors are coded and each study bedroom has its own key for entry.

4.6. Surveillance equipment (CCTV cameras) covers several college buildings. There is no CCTV within the boarding accommodation.^[L]^[SEP]

4.7. Within each boarding house, a kitchenette is available for pupils to make snacks or hot drinks. Refrigerators, microwave ovens and kettles are supplied by the college and are subject to regular health & safety checks.

5. Health & Wellbeing

As indicated in 2.4 above, the college nurse is responsible for the health of pupils. All international boarders, as part of their visa application, are required to have paid for the NHS surcharge. Additionally, and upon completion of the health medical

questionnaire (which must be supplied as a condition of issuing a CAS), the college nurse will register you with the local GP surgery.

5.1 All resident house tutors are trained in first aid and administration of medicines. Depending on the severity of a boarder's illness, and the time of day, the pupil can attend regular surgeries within the medical centre, can be an inpatient in the medical centre, can rest in their own room or in the most serious of cases, may be taken to see a doctor or require ambulance travel to a hospital.

5.2 All college staff are recruited and appointed following safer recruitment best practice. All staff with the responsibility for recruitment have undertaken appropriate local authority training. All staff upon appointment undergo a full and thorough induction, which covers health & safety and pupil wellbeing.

5.3 All staff undertake an annual INSET for safeguarding alongside their health & safety responsibilities. The training and reminders for updates/reviews and additional CPD are stored on Smartlog. In addition to the training, staff have to have read the appropriate annex of the most current KCSIE and sign a confirmation note stating so as well as undertaking an annual questionnaire on safeguarding. The pass mark of which is >80%.

5.4 Overall safety of boarders is everyone's responsibility, including the pupils themselves. There is an access to risky areas policy, which highlights areas that pupils cannot enter. All such areas are securely locked in addition to each college building having a coded entry pad fitted on all doors of entry.

5.5 All health & safety checks are carried out by the Health & Safety Officer and are audited by the Advisory Board. These checks would involve, fire drills, fire testing of equipment as laid out in NMS, along side other important areas such as water temperature, legionella, portable appliance testing, electrical supply, gas supply, asbestos etc. All boarders have a termly night-time fire drill in addition to the whole college undertaking a termly day-time fire drill.

5.6 Each boarder undergoes a full and comprehensive induction programme led by the Head of boarding. An associated pupil handbook and boarding house handbook is issued. Within it the details of childline, the child commissioner, barnardos, NSPCC, the independent listener and other useful contact details are made available. These can also be found on posters within boarding houses.

5.7 Each boarding house has at least one first aid kit, which is checked regularly and items replaced where necessary.

5.8 Each house has a 'boarding council', which meets to allow pupils to have their views listened to. Key members of each house council attend the 'college council'

5.9 Pupils cannot only raise concerns, but can make a complaint. The standard 3 stage complaints process is outlined to pupils at induction and is available in the pupil concerns and complaints policy.

5.10 With clear guidelines from staff and a strong sense of community within the boarding houses, positive values are encouraged strongly. There is a scaffolding of policies and rules, which pupils adhere to. This is supported by a thorough and robust PSHE and RSHE programme. The anti-bullying policy is followed and is thankfully not a serious issue within the boarding community. Positive relationships are encouraged across the houses, year groups and include a 'buddy' system for new pupils to the college.

5.11 Each house has access to computing facilities, TV and indoor games such as pool, table tennis and some board games.

5.12 Each house has a morning registration and an evening one. (one more over a weekend) The afternoon registration is taken in the first lesson after lunch. All absences are recorded on iSAMS and reported to the Head of boarding. The Director of Studies and Head of Pastoral care monitor attendance. This is for pupil safeguarding, UKVI visa requirements and for academic progress to be robust. Staff will follow the appropriate procedures within the college's missing pupils policy and children missing from education policy.

6. Guardians:

The college does not appoint Guardians. However, where applicable we hold a statement of guardianship from an agency appointed directly by the parents of a pupil. ^[L]_[SEP]

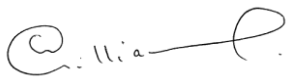
6.1 Whilst we do not appoint Guardians, we do however monitor arrangements made between the guardian and parents concerning the pupil in our care. Under UKVI duties and responsibilities, we follow a strict code of practice, which is clearly laid out in the college's guardianship policy. ^[L]_[SEP]

6.2 Whilst we do not appoint Guardians, when we receive a statement of guardianship, we check the agencies website for their safeguarding policy. The college strongly advises parents to only consider guardians accredited by AEGIS or on the BSA list of approved guardians. If a close friend or family member is the nominated guardian, the parents must follow all UKVI regulations. Letters of consent, undertaking and address details, DBS checks etc. will need to be undertaken. The college will not issue a CAS until we are satisfied all is correct for the safety of our boarders. ^[L]_[SEP]

6.3 Under no circumstances are staff appointed as Guardians for boarders.

6.4 For the fullest detail of our guardianship arrangements, parents should consult our guardianship policy.

6.5 The college does not operate any homestay provision. All boarders will be accommodated within college property.

Authorised by	resolution of the Board of Directors
 Signed  On behalf of the Board of Directors Date August 2025	

Schedule of Updates

Date document updated	Document updated by	Summary update/comments	Location of saved file
July 2025	MCO	Amended in accordance with May 2025 UKVI new guidance	

Schedule of Review

Date of document review	Reviewed by	Scheduled date of next review
July 2025	NOS/IMS	August 2026