



Adults Living in Boarding Houses or Accommodation within Cheltenham College Site Policy

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This policy includes Cheltenham College and Cheltenham College Preparatory School (including Cheltenham College Pre-Prep and Nursery School). For simplicity, both are referred to in this policy as Cheltenham College. When referring to accommodation within the Cheltenham College site, this includes the College Boathouse which, although situated off-site, is used by pupils and, within the same building, there is staff accommodation.

The contents of this policy should be read and understood by College employees, adults and young people aged 16 or over (not on the school roll) living in accommodation within the Cheltenham College site. For employees, they are required to understand their safeguarding and child protection responsibilities as detailed in this policy and for all others, they too should understand their responsibilities as someone living in the College environment. Please refer to the 'College Accommodation Agreement' section of this policy.

The policy forms part of the Cheltenham College's Child Protection and Safeguarding policy.

It is a legal requirement that Cheltenham College ensures that the appropriate vetting checks are completed on individuals who live in premises that are occupied by pupils i.e. boarding houses, or other accommodation on site. These individuals are College employees, spouses, partners, or other adult members of the household who live on site, this includes young people aged 16 or over who are not on the school roll. These checks must be completed before moving into the accommodation. This may also include those who stay or visit staff on a regular basis or any adult employed by staff on a regular basis.

It is a requirement of Cheltenham College that employees who live in College Accommodation, on or off site, sign a Service Licence Agreement before they are permitted to move into their accommodation.

Housemasters and Housemistresses are referred to as HsMs.

Disclosure & Barring Service Checks

Cheltenham College policy is to conduct an enhanced DBS check with children's barred list information on all employees, adults and young people aged 16 or over (not on the school roll) living in accommodation within the Cheltenham College site. These checks are required before individuals move into the accommodation.

For employees, the enhanced DBS check with children's barred list information is completed as part of the recruitment process.

Safeguarding and Child Protection Training

All Cheltenham College employees undergo Safeguarding and Child Protection training as part of their induction and receive refresher training annually.

College provides annual Safeguarding and Child Protection training to all adults and young people, aged 16 or over (not on the school roll), living in accommodation within the Cheltenham College site. Updates and refresher training is provided when required. A record is maintained of everyone who has completed the training.

Occupancy Rights

Cheltenham College does not bestow any rights of occupancy or tenure on members of the households of its employees who occupy a boarding house or College accommodation, provided to an employee for the performance of their duties. The employee alone signs the Service Licence Agreement before taking up residence, covering the conditions of occupancy in College property. One of those conditions is that all residing with them comply with this policy.

It is the responsibility of the employee living in College accommodation to notify the Bursar's PA if anyone over 16 is regularly visiting or any member of the household turns 16.

It is the responsibility of the employee to notify the Bursar/Head if any member of their household is charged with, or convicted of, an offence.

Agreement

All adults or young people aged 16 or over (not on the school roll) living in boarding households or College accommodation on site must agree in writing that they comply fully with this policy, which relates to the protection of pupils at the College and those using its facilities. The College can insist that any individual who is not an employee removes themselves from its accommodation where they have committed a breach of this policy.

When moving into boarding houses or other College accommodation on site, it is a requirement that any adult or young person aged 16 years and over (not on the school roll) signs the agreement found at the end of this policy. The Bursar's PA will oversee this process.

Visitors' Book

There is a Visitors' Book in each of the Boarding and Day House residences. All visitors should be asked to sign in and out when visiting accommodation on site. Evening visitors in Day Houses should sign in and out when pupils are present or staying overnight.

The 'Guidance for Visitors to Staff Residence' notice which is held in the Visitors' Book should be shared with guests on arrival as it provides safeguarding guidance.

Cheltenham College reserves the right to inspect the Visitors' Book from time to time.

Accommodation

Where the HsM accommodation has its own separate entrance, this should be used at all times by family members and their visitors.

As there is not a separate entrance to some Boarding Houses, a DBS check is required for regular visitors whom it may not be possible to supervise at all times.

Employees resident in College Accommodation must ensure that visitors and personnel they employ such as babysitters and cleaners do not have unsupervised access to pupils/children or areas of the property where pupils/children may be. In all instances, employees resident in College Accommodation must make the safeguarding of pupils and children using the College facilities the highest priority, drawing attention to the safeguarding information contained on the 'Guidance for Visitors to Staff Residence' laminate. In order to mitigate the risks, the employee must complete a risk assessment that includes, as relevant:

- ☐ If employing a cleaner who is not employed within College, the HsM's risk assessment must include that service-provision has been arranged at times when pupils are in lessons, that the cleaner must access the HsM's residence directly through the private entrance and must remain on the private side and must leave the College site directly upon completion of their duties. The door to the boarding house must be kept closed and it should be explained to the individual that entry to the boarding house is not allowed – the only exception being in the unlikely event of the necessity to use that door as an emergency exit. If there is no door/barrier, the HsM must explain that no access is permitted. The HsM must obtain references for anyone they wish to employ. The Visitors' Book must be signed at each visit. For evacuation purposes, the Matron should be made aware of when a cleaner is in private accommodation.
- ☐ In the case of residential staff, a non-family babysitter whom they employ or a family member who babysits must remain on the private side. The door to the boarding house must be kept closed and it should be explained to the individual that entry to the boarding house is not allowed – the only exception being in the unlikely event of the necessity to use that door as an emergency exit. If there is no door/barrier, the resident member of staff must explain that no access is permitted. In either instance, the resident member of staff must notify the resident member of staff on duty that there is a visitor in the private side. The resident member of staff must provide a copy of the Visitor Information leaflet and draw attention to the safeguarding information. The Visitors' book must be signed on each visit.

In both scenarios above, it is the responsibility of the College employee who lives in the property to confirm the action that should be taken when hearing either the fire or lockdown alarm.

HsMs should include the visitors' risk assessment as a section in the House risk assessment.

Resident Tutor accommodation may not have its own entrance, so employees should agree with their HsM which door they and members of their household should use to gain entrance to their accommodation. Resident Boarding House staff must accompany anyone visiting them, to and from their accommodation.

Visitors to Boarding House staff should sign the Visitors' Book when they arrive and leave the accommodation. This also applies during College holidays when the Boarding House is occupied by groups from other schools.

Household members who are not employed by Cheltenham College are not permitted to have unaccompanied use of the areas that are designated for boarders, nor should they attempt to establish friendships with individual pupils.

Household members who are not employed by Cheltenham College should be conscious of the fact that they are not College employees and that they have no status regarding the pupils for whom their spouse/partner/parent is responsible.

There are keypad locks to the boarding houses and CCTVs monitor movement near the entrances and exits. These barriers must be respected at all times. Under no circumstances should resident House staff lend ID cards or wristbands or fobs; visitors must not be permitted to let themselves in.

Contractors should always make themselves known to House staff when arriving at House and whenever possible give prior notice if visiting private side accommodation.

Use of Private Staff Residence in Boarding Houses for Educational/Pastoral Reasons

- ☐ **Educational Benefit and Support of Boarders:** boarding houses offer friendly and nurturing environments for boarders and the use of staff accommodation can play an important part in supporting boarders. Staff may use certain parts of their accommodation for this purpose as long as the following criteria are met:
 - ☐ Houses clearly identify 'shared spaces' (orange) in staff accommodation for events such as this. Such spaces are: living room, dining room or kitchen. Gardens are considered 'shared spaces'. Each house has a different design so HsMs should notify the Deputy Head (Pastoral) which areas will be used and should update their house risk assessment accordingly. No other spaces should be accessed by pupils.
 - ☐ It is important that pupils have access to HsMs study for confidential conversations and therefore this is considered a 'green' space where group or 1:1 meetings can be held as and when necessary. The adjoining door to private accommodation must be secured in these instances.
 - ☐ The use of staff accommodation (orange spaces) is for the genuine educational benefit and support of pupils. Legitimate reasons could include birthdays, year group drinks, tutor group events or Prefect meetings.
 - ☐ These should be pre-planned and noted in House One-Note with a list of attendees.
 - ☐ Pupils should only visit these areas in groups of three or more (unless this is under the 'exceptional circumstances').
 - ☐ Pupils are never left alone with an adult who is not directly employed by Cheltenham College.
 - ☐ Pupils are not allowed to use the lavatories in private staff accommodation. These are private (red) spaces, and this should be made clear to pupils.
- ☐ **Babysitting:** Boarders may not act as babysitters for members of staff during term time. Day Pupils who have signed out of the house and gone home may be used as babysitters by staff, with the agreement of their parents. In this instance, staff must ensure they provide guidance to the pupil regarding babysitters outlined in this policy.
- ☐ **Boarders Visiting Friends in Staff Accommodation (staff children) in Term time:** Boarders may have access to on-site staff accommodation to visit friends who are the children of staff under the following conditions:
 1. Boarders may only visit out of school hours and must, if in term time, follow the signing out protocol from House.

2. The HsM (or whoever is on duty in the boarding house) must give permission for the visit.
3. The resident adult present should ensure that the Visitors' book is signed.
4. During term time, a resident adult must be present in the staff accommodation.

College ID cards

The College provides photo ID cards for its employees and household members. If individuals need to walk around the College site for any reason without a College employee with them, they must wear their photo ID card. They may use the school's leisure facilities but only at designated family times. They may only enter the College, including the Common Room areas, by invitation. Their vehicles should be registered with the appropriate school Reception and a College parking permit should be displayed at all times.

The College employs a security team who are instructed to monitor movements and to challenge individuals who appear to be moving in restricted areas.

It is important that these guidelines are followed at all times by household members of boarding or resident staff; they are designed to protect the children who are in the College's care and also those using College's facilities. They are simple to follow and should quickly become routine.

Occasional Guests

Boarding House employees and their families may entertain guests in their accommodation 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. In the case of any guest staying overnight, the provisions of the Service Licence Agreement must be complied with.

Temporary visitors' car permits will be provided for guests parking on site.

Guests should be advised that:

- ☐ They should not attempt to enter the areas that are designated for the boarders.
- ☐ They should not attempt to engage pupils in conversation.
- ☐ They should go straight to their host's house on entering the College and go straight to the College exit on leaving.
- ☐ In the case of Resident Tutors or Matrons, they should be escorted from the door of the boarding house to their accommodation and back again.
- ☐ They should be escorted if they visit anywhere in the College apart from their host's accommodation.
- ☐ They may not stay overnight in their host's accommodation without the host being present.

Employees living in boarding houses should ensure that all their personal guests, and guests of other members of their households, sign in on arrival and out of the Visitors' Book before departure.

Regular Visitors

Regular visitors (e.g. Family, babysitters, friends, cleaners) 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. In the case of any visitor, the provisions of the Service Licence Agreement must be complied with.

Visitors' Books will be reviewed periodically, and Cheltenham College may decide to undertake DBS checks on regular visitors.

College Holidays

Cheltenham College operates as an all year-round facility and during holiday time is used for lettings such as residential summer schools. It is therefore important under the College's duty of care that consideration is given to who is on site and ensuring that regard is paid to the appropriate guidance within this policy.

Spouses/Partners

Spouses/Partners of College Employees other than HsMs who live in College accommodation should be aware that if they should themselves become College employees, there is an expectation that they would contribute to helping with weekend cover.

Conclusion

The College goes to great effort to ensure that it employs suitably qualified House and resident staff. It invests considerable resources in their induction and training in Safeguarding and Child Protection. It is also necessary to impose certain constraints on the families, households, and private guests of our house staff. The College values the contribution made by the wider family and friends in supporting the House and resident staff but it also has a duty to safeguard the pupils in its care and those using College facilities.

COLLEGE ACCOMMODATION AGREEMENT:

To be completed by any adults and young people, aged 16 or over (not on the school roll either as an employee or a pupil) who will be living in College Accommodation.

Name:

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Name of College employee you wish to live with:

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Name of property:

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Date:

1. I confirm that have read the Adults Living in Boarding Houses or Accommodation within College Site policy.
2. I wish to live at Cheltenham College in the property named above with the College employee named above.
3. I understand that I do not have any rights of occupancy or tenure.

Declaration:

1. I am content for the College to obtain a DBS Disclosure on me before I move into the accommodation.
2. I agree to provide the Bursar's PA with a photograph, and will carry the photo ID badge supplied at all times when on the College site.
3. I will undertake the Child Protection and Safeguarding training as and when required by College.
4. I have read and understand the content of the College's Child Protection and Safeguarding Policy which is available on the Cheltenham College website.
5. I am fully aware of the restrictions that the College has imposed upon relatives, members of the household and guests of staff who are employed by the College and I will comply with the provisions of this document, and such provisions as may from time to time be in operation.
6. I will ensure that any visitors of mine comply fully with the College's requirements for being supervised.
7. I undertake to notify the Bursar/Head at once if I am ever charged with or convicted of any criminal activity.
8. I understand that aspects of College's Staff Code of Conduct may apply to members of households of resident staff, as detailed in the 'Guidance for those living in College Accommodation' booklet and that failure to comply with the 'Code of Conduct' could result in my being asked to leave College accommodation.

9. I understand that the College will ask me to leave College accommodation at once if it becomes aware of evidence that I was/am considered unsuitable to have contact with children and vulnerable people.
10. For a spouse/partner of a College employee other than a HsM: I am willing to contribute to weekend cover if I should become a College employee.
11. I understand that it is my responsibility to ensure that I am fully aware of all updates to this policy as they become available. Members of College staff are responsible for keeping all family members up to date with any changes.
12. I understand that every adult / young person, aged 16 or over (not on school roll either as an employee or a pupil) living in a particular property, signs their own individual form.

SIGNED:

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DATE:

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Please retain the policy section of this document for your information and return your signed Agreement to the Bursar's PA in the envelope provided.