



OXFORD International College

A NORD ANGLIA EDUCATION SCHOOL

Statement of Boarding Principles and Practice

Boarding is a key aspect of the college's provision. Around 90% of our students are boarders.

We have three boarding houses:

- Clayton
- Ditchling
- Ovingdean

Our houses are run in a way that reflects the colleges general approach to students of this age, with a balance of structure, flexibility and a high degree of personal attention. Students are well looked after; at the same time, they are expected to take responsibility for being part of a community. Relationships among boarders and between boarders and the house staff reflect the nature of personal interactions that we aim to foster in all aspects of life at OIC Brighton.

Our aim is for boarding to be a positive experience that enhances college life and helps to develop in students a sense of self-confidence and individual responsibility while at the same time enabling them to live happily and study effectively. We aim to ensure that we provide a homely and welcoming environment in which boarders are comfortable, well looked after and feel safe in their boarding environment and that we fully provide for their welfare and wellbeing and their privacy is respected. We aim to ensure to boarders enjoy their accommodation and meal times and feel that their belongings and personal possessions are protected.

To this end we will provide, in line with the National Minimum Boarding Standards 2022:

- Good quality sleeping accommodation for boarders. This will be well organised and managed with ongoing assessments of risk and findings acted upon to reduce risk for all boarders.
- Accommodation that gives boarders appropriate privacy, taking into account sex, age and any special requirements. Where children share a bedroom, they are able to express a preference about whom they share with

- Good quality living accommodation and equipment, including appropriate internet access, is provided for boarders for the purposes of organised and private study outside school hours and for social purposes.
- Sufficient toilet and washing facilities with good quality fixtures and fittings and access to hot water are provided for boarders, are readily accessible from the sleeping accommodation and take into account sex, age and any special requirements.
- Well lit, heated and ventilated, cleaned and maintained boarding houses with reasonable adjustments are made to provide accessible accommodation for any boarders with disabilities.
- Boarding houses that are well furnished and of sufficient size for the number, needs and ages of boarders accommodated, with appropriate protection and separation between boarder accommodation and staff accommodation.
- Warm, clean and comfortable bedding.
- Good and regular laundry provision for boarders' clothing and bedding. Boarders' clothing is stored safely while in the process of being laundered and returned to the right boarder following laundering.
- Resources such as personal and stationery items can be obtained whilst accommodated at the college.
- Good protection for boarders' personal possessions and for any boarders' money or valuables looked after by the school.

Our boarders are able to personalise an area of their accommodation with suitable posters and personal items if they wish.

The boarding accommodation is reserved for the use of those children designated to use it and is protected from access by unauthorised persons.

Any use of CCTV cameras or patrolling of college buildings or grounds for security purposes does not intrude unreasonably on boarders' privacy.

Health and well-being of boarders

- We have and will implement effectively, appropriate policies for the care of our boarders who have medical conditions and/or are unwell to ensure that the physical and mental health and emotional wellbeing of our boarders are promoted, and prompt action is taken when health concerns are identified. These policies include first aid care of those with chronic conditions and disabilities, dealing with medical emergencies and the use of both prescription and non-prescription medication (including controlled drugs).
- Our boarders are supported and educated to understand their health needs, how to develop and maintain a healthy lifestyle and to make informed decisions about their own health through assemblies, form time and our well-being programme.
- Effective arrangements are made to care for boarding pupils who are sick or injured in the college medical centre or local medical services.
- Boarders are accommodated away from other children where this is necessary to care for the child in question or to protect other boarders (e.g. from contagious conditions). Where boarders need to be cared for away from their usual accommodation, they are provided with good quality accommodation, including toilet and washing facilities. The accommodation is staffed appropriately and provides boarders with appropriate privacy, taking into account sex, age and any special requirements.

- The college ensures boarders have access, as appropriate, to local medical, dental and optometric services and provision. In addition, the college engages effectively with health agencies, including specialist services (such as CAMHS, sexual health services and those providing support for victims of sexual abuse) when appropriate, responding in a timely manner to boarders' needs.

We will facilitate access to all relevant health, counselling and support services as required.

Medical provision

We have a School Nurse and a college medical centre.

All medication is stored safely and securely, and accurate records are kept of its administration. Staff are properly trained to provide the support that pupils need when administering medicines. Prescribed medicines are given only to the boarders to whom they are prescribed. Boarders allowed to self-medicate are assessed as being sufficiently responsible to do so

Boarders' confidentiality rights, privacy and dignity as patients is fundamental and is appropriately protected. This includes the right of a boarder deemed to be 'Gillick Competent'²⁵ to give or withhold consent for their own treatment.

Unless they are already registered with a General Practitioner in Brighton, all our boarding students are asked to register with a local Medical Practice. Boarding students who need to see a dentist at short notice are able to make appointments with a local dental practice with which we have an ongoing arrangement. This is a private practice and treatment is chargeable.

There are a number of opticians within easy reach of college buildings.

Students may walk into the optician's premises and make their own appointments, or they may ask a member of staff in college or in their boarding house to help make an appointment on their behalf.

School Counsellor

We have a qualified and experienced Counsellor who is available to see students in college during term-time. Students are free to make contact directly with the Counsellor and, in some cases, we may suggest to a student that they may benefit from some counselling. In all cases, the discussions between Counsellor and student remain confidential, unless the student, or anyone else associated with them or known to them, is at risk of significant harm.

Safeguarding

Our aim is that all our boarders are safe, including in our boarding accommodation and away from the college's premises. Effective measures are taken to manage safeguarding risks and protect children from harm, and to manage well any incidents that do occur.

Health and safety

Our aim is that all our boarders are safe while at college, including in the college's boarding accommodation and when away from the college's premises, but under the care of the school, on an educational visit for example. Effective measures are taken to manage risk and protect children from harm, and to manage well any incidents that do occur.

Fire precautions and drills

Boarders and staff will know what they would need to do in an emergency and can be evacuated safely.

The college complies with the Regulatory Reform (Fire Safety) Order 2005 and ensures alerting systems are accessible and there are clear evacuation plans for all children subject to their needs.

In addition, fire drills are regularly (at least once per term) carried out in 'boarding time'. At least one drill per year should be carried out overnight, unless the school has assessed that this would be detrimental to boarders' welfare.

Transportation of students

The college makes arrangements, with parents and guardians, which are clear that they are responsible for the collection and transport of boarders.

Seeking boarders' views

Our aim is that boarders are enabled to communicate, and develop positive relationships with staff, make their views known and maintain a good relationship with their family or carers (unless precluded by law). Boarders' views, wishes and feelings about their boarding experience are sought and taken into account by the college. Our boarders are actively encouraged to contribute their views to the operation of boarding provision.

We aim to elicit the views of boarders at regular intervals and to act on the comments, suggestions and requests that emerge as far as is practically possible. In addition to encouraging informal communication at all times, the following initiatives are in place:

- A minimum of one written survey of boarders' views each academic year.
- A student council where students' views on our boarding provision and meals are collected and shared.
- House meetings in each of the boarding houses at least once every half-term.
- Feedback questionnaires sent to all students and parents (day and boarding) at the end of each academic year. These address all aspects of the school's provision

Boarders are able to contact any member of staff with personal, academic or welfare concerns. All staff should know what to do if a boarder approaches them with a concern

Where students share a bedroom, they are able to express a preference about whom they share with.

Contact with parents/carers

Boarders can contact their parents/carers and families in private, at a time that is suitable for both parties, considering relevant time zones for international pupils. We operate proportionate systems to monitor and control the use of electronic communications in order to detect abuse, bullying or unsafe practice by boarders. We are sensitive and comply with individual children's circumstances such as restricted contact with families.

Complaints

The college has, and follows, an effective policy on recording and responding to parental complaints that is compliant with the relevant regulatory standards.

The policy is clear on how to make a complaint, how it will be dealt with and the timescales for a response.

The college has a clear and easily accessible process for boarders to raise their own complaints about boarding provision. The college's procedures should be clear about how it will respond to complaints from boarders. Boarders are not penalised for raising a complaint in good faith.

The college's written record of complaints identifies those complaints relating to boarding provision, and action taken by the school as a result of those complaints (regardless of whether they are upheld). The college should keep a record of complaints made but later withdrawn. The college will keep under review any emerging patterns arising from complaints.

Promoting positive behaviour and relationships

Our aim is that all our boarders behave well and develop healthy and respectful relationships with fellow pupils and staff. Positive behaviour and respectful relationships are encouraged and praised. Any sanctions for misbehaviour are well understood and implemented fairly and consistently.

Preventing bullying

The college ensures that all forms of bullying (including cyberbullying, prejudice-based and discriminatory), at the school, are prevented in so far as reasonably practicable, by the drawing up and implementation of a proactive and effective anti-bullying strategy. Our strategy includes accessible and effective systems for children to report bullying.

Any instances of bullying are dealt with effectively. Staff take steps to help pupils to overcome the impact of bullying. All college staff are trained to recognise bullying and know who to go to, if required, in order to ensure bullying is dealt with.

Boarders are supported to develop good relationships with fellow pupils and staff which are based on mutual trust and respect. Under section 34 of the Children and Social Work Act 2017, we teach relationships and sex education to our students.

In schools with both day pupils and boarders, boarders are encouraged and enabled to make and sustain respectful friendships within and outside the boarding community.

Staff understand and help boarders to understand what makes a healthy, nurturing relationship. Staff are trained to think curiously about and recognise the signs of children at risk of or involved in damaging relationships with others, including teenage relationship abuse, criminal exploitation, sexual exploitation and child-on-child abuse, and take appropriate action when they have a concern.

Our boarding houses all provide a welcoming and comfortable environment for our students. In the social areas they can play board games, watch movies, form study groups and relax. The

accommodation is split into girls' and boys' areas which are securely separated. Each house is overseen by a residential Head of House who is supported by a Boarding Assistant. A member of staff is available to the students 24 hours a day to support students with both their academic and social development.

Students have all meals in the college dining room. The food is provided by Holroyd Howe, a leading catering company for independent schools. The food is of a very high standard, and we are able to cater to a variety of dietary requirements. There is a study period each evening and a set curfew. These vary a little depending on the age of the student. Each student has their own study space in their room. All houses have Wi-fi access.

Activities and free time

We provide a stimulating environment to encourage boarders to develop their emotional, intellectual, social, creative and physical skills in an age-appropriate way taking account any special requirements.

Our boarders are able to access a good range and choice of activities outside teaching time, including sufficient and suitably timed free time each day. Suitable risk assessments are in place and followed for any activities which may put boarders at risk of harm. These should not prevent children having experiences that provide challenge and adventure.

Boarders have access to a range and choice of safe recreational areas, both indoors and outdoors, and there are safe areas at school where boarders can be alone if they wish. A number of trips and activities are organised for students at the weekends.

Our boarders have access to information about events in the world outside the school, and access to local facilities which are appropriate to their age.

Staffing, guardians and prefects

Our boarders are supervised by well-trained, experienced and skilled staff who have been vetted to ensure their suitability. There are sufficient staff to provide care for each child, and good continuity of staff. Any use of prefects is appropriate and well-managed.

Staff recruitment and checks on other adults

Our college operates a safer recruitment and adopt recruitment procedures in line with the regulatory requirements and having regard to relevant guidance.

For all members of staff households who are aged 16 and over (not on the roll of, nor employed by, the school) and who live on the same premises as boarders, an Enhanced certificate with a check of the Children's Barred List is obtained from the Disclosure and Barring Service (DBS).

For all other persons aged 16 and over, not on the roll of, nor employed by the school, who live on the same premises as boarders, an Enhanced certificate with a check of the Children's Barred List is obtained.

We have a written agreement between the college and any person aged 16 and over not employed by the school but living in the same premises as children (for example, members of staff households). This specifies the terms of their accommodation, guidance and expectations on contact with pupils, their responsibilities to supervise their visitors, and notice that accommodation may cease to be provided if there is evidence that they are unsuitable to have regular contact with children. The college must be notified an unrelated designated senior member of staff if they are charged with, or convicted of, any offence.

All persons visiting boarding accommodation or staff accommodation (e.g. visitors, outside delivery and maintenance personnel) are kept under sufficient staff supervision to prevent them gaining unsupervised access to boarders or their accommodation.

Staffing and supervision

Any staff member or volunteer employed or volunteering in a position working with boarders has a job description reflecting their duties, receives induction training in boarding when newly appointed, and receives regular reviews of their boarding practice, with opportunities for training and continual professional development in boarding.

Any role of spouses, partners and/or other adult members of staff households within boarding houses is made clear.

The staff supervising boarders outside teaching time are sufficient in number, training and experience for the age, number and individual needs of boarders, and the locations and activities involved.

Boarders are at all times under the responsibility of an identified member of staff who is suitably qualified and experienced. There is continuity of staff, as far as is reasonably possible, such that boarders' relationships with staff are not overly disrupted.

Staff know the whereabouts of boarders (or know how to find their whereabouts) in their charge at all times.

Staff working within the school know and implement the college's policy, and any local protocols, in relation to boarders going missing and understand their role in implementing that policy.

We ensure that we have a suitable number of staff (and at least one) sleeping or on duty in each building, who is responsible for the boarders and available to meet boarders' needs during the night.

Boarders are able to contact a member of staff easily in each building at night and know how to do this.

No boarders have access to staff residential accommodation, other than in exceptional circumstances. Where this occurs, a one-to-one situation should be avoided with boarders with another adult always present. There is no inappropriate favouritism or inappropriate one-to-one contact between staff and boarders

Educational Guardians

Educational guardians are not appointed by the college, but we take appropriate steps to ensure that the guardianship arrangement is promoting the welfare, physical wellbeing and emotional wellbeing of the boarder.

Personal development

Our aim is for boarding to be a positive experience that enhances school life and helps to develop in students a sense of self-confidence and individual responsibility. We want the boarding experience to aid and enhance boarders' development and help them to develop social skills, living skills and resilience in line with their age and need. The college's policy on the Social, Moral, Spiritual and Cultural development of students is published on the college website and available to parents and students on request. Equal opportunities, tolerance, fairness and mutual respect are at the core of our school ethos. In boarding, as in all other aspects of life at OIC Brighton, we aim to maintain a mutually supportive community marked by tolerance, flexibility and a thoughtful regard for others.

Key to our thinking is the importance of giving students the space to be themselves and to grow and develop in a context in which they feel valued and secure. We take a very strong stance on anything that constitutes bullying in any form, including cyberbullying, and aim to ensure that no student is discriminated against in any way. Please see our various policies – including Anti Bullying policy and Safeguarding Policy – which can be found on the school website.

Inclusion, diversity and diversity

The college is a community of day and boarders and we will take all actions possible to ensure that boarders are not discriminated against, paying particular regard to the legally protected characteristics and requirements set out in the Equality Act 2010. We will take actions to ensure boarders are not discriminated against because of any factors such as their cultural background, linguistic background, special educational needs. These factors are taken into account in the care of boarders, so that care is sensitive to different needs and an inclusive environment is promoted within the college.

Governance

Our governing body is responsible for monitoring the effectiveness of the leadership, management and delivery of the boarding and welfare provision in the school and takes appropriate action where necessary.

Independent Listener

We have a nominated 'Independent Listener', who is not a member of the school staff. Boarders can contact the Independent Listener at any time.

The Independent Listener's name and contact details are prominently posted on noticeboards both in the boarding houses and teaching buildings.

Helplines and other contacts

The contact details for Childline (www.childline.org.uk) and for the Office of the Children's Commissioner ([Children's Commissioner for England \(childrenscommissioner.gov.uk\)](http://Children's Commissioner for England (childrenscommissioner.gov.uk))) are also posted prominently on noticeboards where all boarders can see them.

Policies

The following policies are all available from the college website, and printed copies may be requested from the school office:

- Smoking policy: smoking and vaping in any form are not allowed in any part of the college buildings or grounds
- Substance abuse policy: we have a zero-tolerance approach to drugs
- Behaviour, rules, rewards and sanctions policy
- Safeguarding and promoting the welfare of children
- Complaints procedure for parents of pupils
- Disability inclusion policy

Related documents

- Boarding Handbooks sent to boarding students and parents

Regulations

Our approach to boarding is in line with the

- National Minimum Boarding Standards 2022 [National minimum standards for boarding schools \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/107142/national-minimum-standards-for-boarding-schools.pdf)
- Keeping Children Safe in Education September 2022