



# PRINCESS BEATRICE HOUSE

## BOARDING HANDBOOK



**This Boarding Handbook outlines expectations and practices in the Boarding House at Kensington Park School.**

This Boarding Handbook is governed by a range of documentation including the following:

- *Keeping Children Safe in Education* (September 2024)
- Section 550ZA of the Education Act (2011)
- Searching, Screening and Confiscation – Advice for head teachers, school staff and governing bodies (January 2018)
- National Minimum Standards for Boarding Schools (September 2022)

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## A. Statement of Boarding Principles and Practice

Kensington Park School believes that the community atmosphere of the school is greatly enhanced by the presence of boarders. Boarding is offered to those students (from the UK or overseas) who wish to board.

### Leadership and Management in Boarding

- The strategic leadership and all matters relating to boarding are the responsibility of the Head of Boarding who reports directly to the Headmaster. The team of house parents manage the day-to-day operations of the Boarding House. The boarding team's pastoral work is essential to maintain the smooth running of the boarding community, and enhances the quality of life of the students. Also central to our provision is the role of the nurse, who oversees boarding medical provision, and the role of the School's Wellbeing Team. A member of the KPS Advisory Board is assigned the role of being responsible for liaising about boarding provision at the school
- Admissions into Boarding:
  - The students are assessed for admission along the same lines as all other students in the school; by interview, in person in the UK or in their home country, or alternatively by online. Some scholarships are also available for boarders. The admissions staff, under the direction of the Director of Admissions, handles all registrations and admissions for Kensington Park School.
- Facilities:
  - PBH opened in 2014 and has its own catering and dining room, providing breakfast and evening meal. PBH has a communal recreation space used for both socialising and studying. There is filtered Wi-Fi throughout PBH. Each student is allocated to a gendered floor in en-suite single, double, or triple rooms.
- Boarding Ethos:
  - The ethos of the boarding house is one of inclusion and support for boarders, with high-quality pastoral care being provided by specialist boarding staff who themselves are an integral part of the community. KPS seeks to develop the whole student, by addressing what we consider to be the important facets of a rounded education, which prepares students for life after school. In line with the whole-school aims and ethos, we offer activities for students which stretch

and challenge their academic life, and which enhance and add to their holistic wellbeing and development. We provide an environment for students in which they can achieve at the highest level academically and otherwise.

## **B. Rights, Responsibilities, & Expectations**

### **Rights**

- To be educated in a safe and secure environment;
- To be treated fairly, consistently, and with respect;
- To have equal access to opportunities to develop to their full potential and achieve academic success;
- To have effort and learning valued;
- To be listened to.

### **Responsibilities**

- To follow boarding rules and accept ownership for their learning and behaviour;
- To respect the views, rights and property of others and behave safely at all times in and out of KPS buildings;
- To listen to others;
- To cooperate with staff.

### **Expectations**

- Consider the needs and feelings of others and behave accordingly;
- Show kindness and consideration for their fellow students, staff & visitors at all times;
- Be polite and hold doors for others;
- Use respectful and appropriate language;
- Celebrate diversity with and beyond KPS.

## **C. Routines**

A consistent routine is the cornerstone of holistic development and personal discipline. Routines shape successful habits. The sections below outline our habits which are followed throughout term time:

### **Catering**

Our catering team work very hard to provide our students with a healthy, balanced diet which takes account of any special dietary, medical or religious needs. Breakfast and dinner are served Monday to Friday with brunch and dinner served at the weekends.

- **Meals**

- Monday – Friday: Breakfast (07:20–07:50), Dinner (17:30–18:30)
- Saturday – Sunday Brunch (11:00–12:00), Dinner (17:30–18:30)
  
- Takeaways
  - We actively encourage all students to make full use of the catering facilities available to minimise waste and promote healthy eating. The ordering of takeaways is permitted but the frequency of purchases will be monitored and should be no more than twice per week
  - Takeaways must be ordered in enough time for delivery to be made before the boarding house closes for the night.
  - Students may only order takeaways from 17:00 Friday until 18:00 Sunday.
  
- Prep
  - A school word for homework/school preparation time. Academic work is carried out in silence in the common room study area or personal room for Year 13 and Year 12 students (subject to EPP results) Prep takes place 18.30 to 20.30 Monday–Thursday
  - If no work has been set, our expectation of the student is to actively seek out additional work to develop their understanding and knowledge in preparation for upcoming study.
  
- Registration
  - In line with government guidelines and school safeguarding regulations, PBH has a duty of care to record the whereabouts of the students living in PBH.
  - Registrations take place three times a day – morning, prep, and curfew.
    - Weekdays (17:30 Sunday–17:30 Friday):
      - Morning Registration: 07:30–10:00
      - Prep Registration: 18:30
      - Curfew Registration: 21:30–22:00 (Senior School), 22:00– 2230 (Sixth Form)
    - Weekends (17:30 Friday–17:30 Sunday):
      - Morning Registration: 08:00–1100

- Evening Registration: 17:30–18:30
  - Curfew Registration: 22:00 – 22:30 (Senior School), 22:30–23:00 (Sixth Form)
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- Laundry
    - Each student is allocated three days a week in order to carry out their own personal laundry, including towels. Bedding & bathmats provided by the school are washed and replaced weekly. Girls can do their laundry on Tuesday, Thursday and Sunday. Boys do laundry on Monday, Wednesday and Saturday.
  
  - Cleaning
    - Each room is cleaned once a week by cleaners. Cleaners will clean bathrooms, kitchenettes and floors. It is the expectation of the students to keep their room tidy. If a student has left their room in an inappropriate state, then their room may not be cleaned until the room is tidied.

## **D. Sanctions, Expectations and Rewards**

This section should be read in conjunction with the whole school Achievement, Behaviour, Rewards and Sanctions Policy, and the Illegal Substances, Smoking & Alcohol Policy

### **Rewards**

There are a number of ways in which the positive behaviour of all students is recognised and rewarded – including informal verbal or written praise in the form of merits, as well as communication to parents/guardians to share positive behaviour.

### **Sanctions and Expectations**

Where there has been a breach of boarding or school rules the use of effective sanctions will be considered and used appropriately. The use of these sanctions is as a tool to effect a change of habits and instil good practice for the benefit of the individual and all concerned.

All sanctions imposed will be fair and consistent and proportionate to the rule broken.

In addition to sanctions outlined in the whole school Achievement, Behaviour, Rewards and Sanctions Policy it may at times be appropriate to impose specific sanctions within the boarding house. This can include a removal of privileges including, but not limited to, restricting movement and free time via gating (restricting student to the boarding house for a set period of time), or early registrations/curfews.

Where more serious sanctions are required, they will be applied in line with the school policy and in conjunction with the Headmaster, or other relevant members of the Senior Leadership Team.

#### ▪ **Anti-Social Behaviour**

- All staff and students have a responsibility to be upstanding members of the local community. All individuals associated with PBH should;
  - Treat the general public with respect.
  - Ensure that their actions or behaviours are not disruptive or disturbing to others.
- Actions and/or behaviours that are deemed anti-social will have an appropriate sanction applied
- Vandalism and graffiti on KPS premises or elsewhere are not tolerated and sanctions will be applied as necessary to any student engaged in such activity
- For Health and Safety reasons, students must immediately report to a member of staff any damage caused to property either on purpose or accidentally.

#### ▪ **Restricted Items**

- Certain items are deemed as prohibited or restricted. An item may be prohibited if it poses a threat to others or to good order, poses a health and safety risk, is counter to the ethos of PBH, or is illegal. Any prohibited items found by boarding staff may be confiscated as a reasonable course of action. Any prohibited items which are confiscated will not be returned to the student.
- Any search for restricted items will be conducted as set out in the Search, Privacy and Confiscation section of this, and in line with the DfE's latest guidance on Searching, Screening and Confiscation (2018).
- Possession of restricted items is considered to be a serious breach of trust and appropriate sanction will be applied.
  - Items which are restricted include:
    - Knives, including flip/pen knives

- Other weapons, including BB guns
  - Fireworks
  - Pornographic material
  - All items referred to in the Alcohol, Smoking and Drugs Policy, including associated paraphernalia
  - All items referred to in the Search, Privacy and Confiscation section of this document
  - All items listed as prohibited in the Fire Safety section of this document
  - This list is not exhaustive and PBH retains the right to confiscate any other item that staff reasonably believe poses additional risk.
- **Gambling and Betting**
    - Gambling in schools is illegal and presents a number of adverse consequences, including impacting upon students' relationships and wellbeing.
    - Students must not gamble or be involved in any activity which could be construed as gambling. This includes, but is not limited to: online gambling; poker or other games played for money; placing bets in betting shops; bets placed between students, on sporting or other events.
    - Where gambling negatively impacts a student's wellbeing appropriate support will also be provided.
  - **Personal Relationships**
    - Students must ensure they are conducting themselves appropriately for the school setting at all times. Students are not to engage in intimate personal relationships anywhere on boarding or school premises.
    - Students must respect the feelings of others at all times.
    - Public behaviour should not cause embarrassment to other students, staff or visitors. Members of staff will put an immediate stop to such behaviour.
    - At all times, students must behave in a way which would be appropriate if a member of staff were in the room and in a way which would not cause embarrassment to others.
    - Any students found engaging in sexual behaviour will have appropriate sanctions applied.



- Students must be aware of the provisions of the Sexual Offences Act (2003), which may criminalise some behaviour, particularly where there is a difference in age between the students.
  - There is a common room in PBH. When students wish to see each other, they may do so in the common room. The same applies to any visitors.
  - Any individuals who are found behind a locked or blocked door in a room that is not their own will also have sanctions applied.
  - Male students are not permitted in female students' rooms and vice versa. Any breach of this ruling will be dealt with in accordance with our sanction procedures.
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- **Out of Bounds**
    - At Princess Beatrice House, the following areas are out of bounds for all students:
      - Rooms belonging to students of the opposite sex
      - Kitchen and catering store room
      - Staff accommodation
      - Staff / visitor toilets
      - Non-accessible mezzanines
      - Rooftops, balconies, or window ledges
      - Areas of the house not designated for the use of KPS
      - House office / medical room (without a member of staff present)
      - Car Park / emergency stairwell (except in the event of an emergency)
    - The following external places are out of bounds for all students whilst in the care of boarding staff. Exceptions can be made only with prior permission.
      - Public houses, wine bars, night clubs, and off licences;
      - Betting shops and casinos;
      - Shisha cafes/parlours;
      - Outside of London – beyond TfL Zone 6.
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- **Theft**
    - Theft is defined by the law as 'the appropriation of property belonging to another with the intention of permanently depriving the other of it'. It is a criminal offence. The legal definition of theft applies at PBH. Confusion

arises over the difference between theft and borrowing. Borrowing is the appropriation of property belonging to another with the intention of returning it. If this is done without the permission of the owner, then PBH considers this to be theft. Sanction procedures will be applied in any cases of theft.

- PBH instils a proactive approach towards the prevention of theft by asking students to ensure:
  - Rooms should be locked when vacated;
  - No student should carry large sums of money on their person;
  - PIN numbers of cash cards should never be divulged;
  - All valuables (e.g., electronic equipment), when not in use, should be secured in rooms.
- If a theft occurs:
  - If an item goes missing, first ensure that it has not been mislaid.
  - Report the matter to duty staff, as soon as possible.
  - The duty staff will ask for a written description of the item and should note the circumstances surrounding the disappearance. Duty staff will notify appropriate peers asking for information and safe return.
  - If there is sufficient evidence of potential theft then the Head of Boarding will be informed and CCTV will be reviewed / room searches will be undertaken in line with the Search and Confiscation Policy
  - Students should consider it their duty to give staff information that will help the investigation.
  - Students are expected to be honest with regard to property that they find and which does not belong to them. They should hand in anything that they find at the soonest possible opportunity.
- **Search, Privacy and Confiscation**
  - Any search of boarders' belongings will be carried out in accordance with section 550ZA of the Education Act 2011 and with regard to any guidance issued by the Secretary of State, and following guidance from Searching, Screening and Confiscation – Advice for head teachers, school staff and governing bodies' (Jan 2018)
  - It is an expectation that all members of the community will respect the property and privacy of others. However, certain limitations have to be

imposed for the protection of the whole community.

- Members of the school, including staff, must knock before entering any room, particularly student bedrooms.
  - Students must be able to telephone home without being overheard or listened to.
  - Personal possessions should be named and boarders' more valuable items kept in their room safe.
  - There must be an emphasis on the importance respecting other people's property and privacy.
- On occasions and as a last resort, it may be necessary for a search to occur (including a search of computers and mobile phones/storage devices).
- Conducting a Search with Consent
  - When needing to conduct a search, consent will be sought from the student in the first instance where possible and practical. The student's age and understanding will be considered when deciding whether they are able to give valid consent.
  - School staff can search students, when there are reasonable grounds to do so, with their consent for any item – including those which are banned under the school rules.
  - PBH is not required to have formal written consent from the student for this type of search – a verbal agreement to search a bag or specified area in a room, or for the student to turn out their pockets, is sufficient.
  - If a member of staff suspects a student has a banned item in their possession they may instruct them to turn out their pockets or allow a search of their bag and/or bedroom. If the student refuses, a search may still occur without consent.
- Conducting a Search without Consent
  - Searches of students and their belongings may be conducted without consent in the following circumstances:
    - There is reason to believe that a member of the community may be in danger or at risk
    - There is reason to believe that a theft or other crime has occurred
    - There is reason to believe that a student or other member of the community is storing prohibited items.
    - Items which are prohibited, and therefore may be searched for if there is a reasonable belief that they are being stored are:

- Knives or weapons; alcohol; illegal drugs; stolen items; tobacco and cigarette papers, vapes and e-cigarettes; fireworks pornographic images; and
    - Any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury, or damage to property.
  - Where a search is conducted without the student’s consent it will be performed with the authorisation of the Headmaster, or any staff member designated by him to authorise searches.
- Procedures for conducting a search
  - In a search of the person:
    - Any search of the person will be conducted by a staff member of the same sex as the student being searched, with limited exception of circumstances where staff reasonably believe that there is a risk that serious harm will be caused to a person if the search is not conducted immediately;
    - The search will be conducted in the presence of a witness, generally another staff member;
    - If necessary, the search will require the emptying of pockets on the person;
    - Throughout the search there will be no physical contact;
    - The person conducting the search may not require the student to remove any clothing other than outer clothing;
    - Care will be taken to preserve the dignity of the situation and to avoid any damage to property.
  - In a search of student rooms, or personal possessions:
    - If appropriate, the person at the centre of the search should be present or know that the search is occurring;
    - At least two people must be present and notes taken of what has been moved, opened, found or removed;
    - Care will be taken to preserve the dignity of the situation and to avoid any damage to property and the area searched will be left clean and tidy;
    - Personal possessions means any items over which the student has, or appears to have, control. This can include desks, safes, bags, drawers, wardrobes, and items contained therein.
  - In a search of electronic devices;

- Where an electronic device is reasonably suspected to have been used to commit an offence or cause personal injury staff may examine data or files;
- In cases where youth produced sexual imagery/sexting is concerned staff will not as a matter of course view images concerned. The decision to view imagery must be based on the professional judgement of the DSL. Guidelines in the non-statutory guidance, "Sexting in Schools and Colleges and Safeguarding Young People" will be followed;
- Data or files may only be deleted with good reason, and in the event items are not required to be handed over to police;
- If evidence of an offence, or a breach of school rules, is discovered on an electronic device, it may be retained by staff until any investigation is completed.
- After a search has been conducted:
  - Any search conducted will be recorded, giving details of the time, date, reason and result of the search as well as the names of those present. A full report will be given to the relevant member of SMT authorising the search;
  - Pursuant to the Schools' general power to discipline, staff may confiscate, retain, or dispose of any items found which are prohibited and/or are evidence in relation to an offence;
  - Where items found are prohibited in accordance with legal age requirements (i.e. alcohol, tobacco products, fireworks) they may be retained or disposed of by staff;
  - Staff reserve the right not to return any item to students which they should not legally possess;
  - Where a member of staff finds an item which is banned under the school rules they must take into account all relevant circumstances and use their professional judgement to decide whether to return it to its owner, retain it or dispose of it;
  - Where items found are prohibited by law (i.e. drugs or other illegal substances, or weapons or items which are evidence of an offence) they must be delivered to the police as soon as possible, except in circumstances where stolen items can be returned to their owner.

## **E. Attendance and Monitoring**

- There are a number of procedures in place to ensure that boarders have

regular interaction with staff, that staff are confident of students' wellbeing, and that staff know the whereabouts, or how to find the whereabouts, of all students.

- Students are expected to attend all boarding registrations as outlined in Routines, unless prior permission has been obtained. Student attendance is monitored and where students are frequently absent from or late to registrations without adequate reason, sanctions may be applied.
- Where students are absent from registration with permission, they should call the boarding house to check in as soon as is possible.
  
- **Signing In/Out**
  - Whenever a student leaves or returns to the boarding house they must sign in/out using the Reach app or the tablet in reception.
  - Students must sign out to the correct location, and should update the app if they change location.
  
- **Senior School Students**
  - Additional procedures are in place for Senior School students, and students of compulsory school age (aged 15 or under on 1<sup>st</sup> September 2023). Sixth Form students who are of compulsory school age are also expected to follow these procedures.
  - Senior School boarders should travel to/from school in pairs or groups. They should return from school before going elsewhere.
  - Senior School students should sign out with another boarder whenever they leave the house unless prior permission to travel alone has been granted.
  - Senior School students should call the boarding house every two hours and should return to boarding after four hours unless they have prior permission.
  
- **Exeats**
  - If a student would like to stay away from PBH overnight during term time then an Exeat Leave Request must be submitted at least 48 hours in advance of the proposed overnight stay.
  - Request should be submitted via Reach; students will not be permitted to leave for exeat until leave requests are endorsed by their parent/guardian, and by the host if this a different person.
  - Any student under the age of 18 staying away overnight must be under the care and supervision of an appropriate adult. This adult must be aged

25 or older and not living in student accommodation; their contact information must also be provided.

- Where a student is under the age of 16 they should be collected and returned by an appropriate adult unless prior arrangements have been agreed by the Head of Boarding.
  - Students over the age of 16 may travel to their exeat destination unaccompanied. Adult supervision is still expected.
  - With parental confirmation, students over the age of 18 may take an exeat without a supervising adult present.
  - Late exeat requests will be approved only at the discretion of the duty staff member.
  - If an exeat is taken, then students are not permitted to return to boarding until at least 08:00 on the following day. Students should return from weekend exeat no later than 18:30 on Sundays in order to attend prep.
- **Holidays**
    - PBH will close for October and February half terms, as well as the Christmas and Summer holidays. All students are expected to depart the boarding house for these periods.
    - PBH will remain open during the Easter holidays to support the Easter revision programme; if students wish to stay at PBH during the Easter period there will be an additional cost.
    - Students not remaining for the Easter holidays are expected to pack up their rooms.
    - PBH will remain open for all students during the May half term.
    - Travel and accommodation plans must be submitted via Reach.
- **Absences**
    - There are times when a student may be absent for registration; absent students are considered:
      - Authorised – Student is absent and accounted for; prior permission has been sought.
      - Unauthorised – Student is absent and accounted for, but prior permission has not been sought, or has not been granted.
      - Absent – Student is absent and not accounted for. Where a student is not present or accounted for the Missing Child Procedure should be followed.
- **Missing Child Procedure**

- Any student absent for registration is considered “Missing” until their whereabouts are determined. The duty staff member should follow the below procedure to locate the missing student;
  - Attempt to make contact with student via phone and/or Teams;'
  - Check student’s room;
  - Check student’s location on Reach;
  - Check Reach activity log for any nurse/medical reports;
  - Contact student’s friends/roommates.
- If no contact has been made with a student at this point, then the duty staff should inform appropriate senior staff. If the student is not located within the hour the senior staff member will follow the below steps
  - Contact student’s parent/guardian;
  - Inform the Headmaster/SLT;
  - Inform the police.
  - Once the police are involved, PBH will follow their directions.
- Once the student is located the senior staff member should inform the student’s parent/guardian and the Headmaster/SLT.

## **F. Medical and Wellbeing**

This section should be read in conjunction with the whole school Medical and First Aid Policy.

- **School Nurse**
  - The school nurse is based at Princess Beatrice House and visits the school sites as required.
  - The school nurse will see any students who present as ill or injured whilst she is on duty. An assessment will be carried out and any appropriate medical care will be arranged.
  - In accordance with the nurse’s professional obligations, medical information about our students will remain confidential unless there is a safeguarding concern; refer to the Safeguarding Policy. Should ongoing medical care be required the nurse may share information with members of boarding staff, ideally with the consent of the student.
  - In providing medical care the nurse will assess an individual student’s Gillick Competency in order to balance the student’s rights with our responsibility to keep them safe. The nurse will use the Gillick



Competency assessment to determine an individual student's capacity to consent to treatment or to self-administer medication.

- Where a student has an ongoing medical issue, the nurse will create a medical care plan and this will be shared with relevant staff. The nurse may liaise with parents / guardians in the creation of this.
  
- **First Aid**
  - Any accidents or injuries should be reported to a member of staff at the earliest opportunity. There will always be a minimum of one trained first aider on duty. A first aider will assess any injuries and give treatment where applicable. In an emergency duty staff will call for an ambulance.
  - Where further urgent medical care is required the student will be accompanied by a member of staff to the Accident and Emergency Department of Chelsea and Westminster Hospital.
  
- **Monitoring & Reporting**
  - If a student becomes unwell this should be reported to a member of boarding staff as soon as possible. Students must report sickness directly to a member of staff and not via parents or guardians as this can lead to delays in treatment.
  - Any absence from school due to illness must be authorised by the nurse. If students choose to miss school without authorisation this may be considered an unauthorised absence.
  - The nurse will keep records of any medical treatment received by students and monitor ongoing cases in conjunction with the boarding staff. Medical records are maintained via Reach.
  
- **Medication**
  - **Prescription Medication**
    - Students who have medication prescribed to them by a medical professional should bring that medication with them to the boarding house, and it must be declared prior to or on arrival. If the prescription is not in English it must be accompanied by an accredited translation.
    - If the medication is not licenced in the UK the nurse or boarding staff will arrange a doctor's appointment get an equivalent medication .
    - The school nurse will assess whether medication can be self-administered or whether it should be kept by boarding

staff. Students who are under the age of 16 are generally not permitted to self-medicate.

- Where boarding staff retain medication, it will be dispensed in accordance with the nurse's guidance.

- **Non-Prescription Medication**

- Students must not bring any non-prescribed medications or supplements with them to the boarding house, nor should any non-prescribed medications or supplements be purchased in the UK and brought into the boarding house.
- If a student requires any over-the-counter medications, these will be provided by either the school nurse or the boarding staff, and records will be kept to ensure accurate and safe use.
- The school nurse will assess any medication brought into the boarding house without a prescription and will determine whether they can be self-administered. If medical need dictates, the nurse will advise boarding staff on when and how medications can be administered.

- **Medical History**

- Parents or guardians must provide an accurate medical history on the Medical Information Form prior to arrival. Information included on the form is not discriminatory and will be kept confidential.
- Parents or guardians must complete the Food Allergy and Intolerance Form prior to arrival.

- **External Medical Provision**

- All boarding students are registered with a doctor at Earls Court Health and Wellbeing Centre. New students must complete the registration form prior to arrival. The school nurse is responsible for confirming registrations.
- The nearest hospital to the boarding house is Chelsea and Westminster Hospital
- The school nurse is responsible for arranging medical appointments. Students should not arrange or attend a medical appointment without discussing it with the nurse.
- The boarding staff can also assist students in arranging dental and optometric appointments as required.
- Where a student requires support with their mental health and wellbeing, the school nurse or, a member of the Wellbeing or

Safeguarding Team can arrange a referral to Children and Adolescent Mental Health Services (as appropriate), or a GP appointment to seek an alternative referral.

- If a student wishes to see a private medical practitioner rather than their NHS GP, they are welcome to. Arrangements should be made by liaising with the school nurse and the Head of Boarding. Appointments with private medical personnel should take place at the relevant practice or hospital; we are not able to accommodate visits from private practitioners within the boarding house.

## Wellbeing Team

Students have access to the KPS Wellbeing Team who are trained counsellors and mental health professionals employed by the school to offer support.

Naomi (or another member of the Team) visits the Boarding House on Monday evenings after school from 5.00pm – 8.00pm and is able to provide both ad-hoc/ drop in sessions for pupils who would like to talk with her.

She is based in communal areas or the medical room and can be approached directly, through making a request to a house parent or directly through Teams at [n.moore@kps.co.uk](mailto:n.moore@kps.co.uk). She is also available in the Senior School and the Sixth Form.

## G. Fire Safety

This section should be read in conjunction with the whole-school Health & Safety Policy, and Fire Prevention Policy and Evacuation Plans.

- **There are a number of procedures, measures and devices in place to limit both the likelihood of a fire and the risk a fire would pose:**
  - All students must respond to a fire alarm by immediately evacuating the building via their nearest fire exit;
  - All students must report any instances of fire alarms being activated where there is no smoke or fire;
  - Upon discovering a fire all students must immediately activate the nearest fire alarm;
  - No student should press, break or otherwise tamper with any fire alarms except in the event of a fire;
  - No student should activate, break or tamper with any other fire safety features, including but not limited to, fire extinguishers, auto-quench units, smoke vents, or evacuation chairs, except in the event of a fire;
  - No student should cover or otherwise tamper with any heat or smoke detectors;
  - No student should use, or have in their room, any item or device which may present a fire hazard; this is including, but not limited

to, matches, lighters, candles, incense, cigarettes, vapes, e-cigarettes, lighter fluid, slow cookers, rice cookers, hot plates, grills, and faulty/untested electrical items. Any student in possession of items thought to be a fire hazard will accept the right of the house staff to confiscate them until the end of term;

- All students must respond to fire alarms by evacuating the building, regardless of whether they believe it to be a drill or false alarm.

## H. Health and Safety

This section should be read in conjunction with the whole school Health & Safety Policy.

- **Window restrictors**
  - The windows in all bedrooms are fitted with window restrictors. These restrictors are in place to ensure student safety. They are not to be unscrewed, broken, or tampered with in any way.
  - Students are not to open, or attempt to force open, any windows beyond this restriction. Any student found to have opened or otherwise tampered with window restrictors will be subject to disciplinary procedures.
  - Students are to report any signs that a window restrictor is not securely in place or working properly, regardless of cause. Students are to report any damage done to window restrictors, whether deliberate or accidental, as a matter of urgency.
  - In the event that a student deliberately damages any window restrictor the cost of the replacement may be billed to that student's parent/guardian.
- **Electrical**
  - All electrical items, including adaptors, must conform to UK safety regulations.
  - No electrical items should be put into sockets without the necessary adaptors.
  - PAT (Portable Appliance Testing) testing must be carried out on all electrical items; any electrical items which fail PAT testing, or are deemed unsafe for use due to damage or wear, will be removed from students' rooms
  - Electrical items must not be left on whilst students are out of their rooms.

- Students may choose to purchase electrical heaters to use in alongside to the central heating system in the house.
  - Fan heaters are not permitted for use in the house.
  - Heaters and radiators must not be covered with clothing or any other material.
  - Electrical heaters must be turned off when students' leave their rooms.
  - Failure to follow safety procedures regarding heaters will result in their removal from students' rooms.
- **Cooking**
    - Students under the age of 16 are not permitted to use the electrical hobs in their kitchenettes and these will be disabled prior to students' arrival.
    - Hobs will be activated at the discretion of boarding staff. Students who request for their hobs to be activated will be expected to take necessary personal and fire safety precautions. Misuse of cooking equipment will result in hobs being disabled.
    - Students are not permitted to purchase or use cooking appliances. This includes, but is not limited to, rice cookers, slow cookers, sandwich toasters, grills, hot plates.
    - Students must take care while using the microwave to ensure personal and fire safety.
- **Cleanliness**
    - Students are expected to keep their rooms tidy and organised at all times. Boarding staff will conduct regular room checks to ensure that students are living in a safe environment.
    - Stairs and floors must be kept clear of any items that could present trip or slipping hazards.
    - Any rubbish must be put into the bins provided in rooms and bathrooms. Rubbish bins must be emptied if they become full between cleaning days.
    - Kitchens must be kept in a clean and hygienic state, this includes ensuring crockery and cutlery are washed after use.

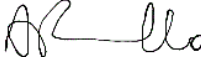
## **I. Access to Premises**

- Access to and security of boarding accommodation
  - Boarding accommodation is reserved for the use of boarders and is protected from access by members of the public.

- PBH has electronic fob access throughout the building; no one can gain access to the wider boarding house without an electronic fob. Student fobs deactivate between 23:00–07:00 Monday–Friday and 23:00–08:00 on weekends.
  - Staff and students must not give access to unknown parties or unidentified visitors.
  - There is CCTV in operation throughout the house, in corridors and communal areas, as well as on building exits and entrances.
- **Visitors**
    - All visitors to the boarding house must report to reception and be prepared to present photograph ID.
    - All visitors including contractors or staff visiting from other sites will be asked to sign in on the visitors' log.
    - All visitors must wear a visitor's lanyard at all times while in the house; any visiting staff must wear their school badge and lanyard and all times.
    - No visitor is to be left unsupervised around the house.
    - No visitor is allowed access to students' bedrooms unless accompanied by a member of staff – contractors must be accompanied by a DBS checked member of JMS staff if not accompanied by boarding staff.
    - All visitors to the building are to be briefed on safeguarding procedures and are to report any safeguarding concerns, including disclosures, to the DSL or a DDSL as soon as possible.
- **Boarders' Visitors**
    - Boarders' family members and friends are only permitted access to students' rooms on arrival and departure days, and at these times only in the presence of a member of boarding staff.
    - Any family members or friends visiting students must be signed in following the above procedures.
    - Visitors are only permitted in communal areas with boarding staff present.
    - All visitors must leave the building by 19:00 on weeknights and 20:30 on weekends unless prior permission has been granted by boarding staff.
    - Students are not permitted to have overnight guests under any circumstances.
- **Staff Visitors**

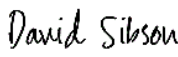
- Staff members are responsible for any visitors they bring into the building.
- Visitors must be accompanied at all times and signed in using the above procedures.
- No staff visitors may have access to any boarder's accommodation.
- All staff must notify the Head of Boarding in advance of any private guests or overnight visitors to staff accommodation.

Headmaster

DocuSigned by:  
  
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20 February 2025

KPS Advisory  
Board Member

Signed by:  
  
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18 February 2025

