

PROMOTING THE WELFARE OF PUPILS

COVERING BOTH SCHOOLS
INCLUDING EYFS AND BOARDING

| | |
|---|---|
| Governors' Committee normally reviewing: | Governance Committee |
| Date last formally approved by the Governors: | Autumn Term 2022 |
| Date policy became effective: | 2008 (Senior School) 2011 (Prep School) |
| Period of Review: | Annually |
| Next Review Date: | Autumn 2023 |
| Person responsible for implementation and monitoring: | Senior School - Senior Deputy Head Prep School – Deputy Head Designated Safeguarding Leads |
| Other relevant policies: | <ul style="list-style-type: none"> ● Accessibility Plan ● Search Policy ● Boarding Principles and Practice ● Behaviour and Discipline Policy ● Anti-Bullying Policy ● Permanent Exclusions (Expulsions) Policy ● Positive Handling (Restraining) Policy ● Equality Policy ● RSE Policy |
| <ul style="list-style-type: none"> ● Safer Recruitment Policy Safeguarding (Child Protection and Staff Behaviour) Policy ● Fire Safety Policy ● Site Security Policy ● First Aid Policy ● Medical Policy ● Health and Safety Policy ● Online Safety and ICT Usage Policy ● Crisis Management Plan ● Support for Learning (Special Educational Needs and Disability) Policy | |

The following Policy encompasses the Aims and Ethos of the Preparatory School and the Senior School

[Aims and Ethos](#)

SAFEGUARDING STATEMENT

Felsted is committed to maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'.

EQUAL OPPORTUNITIES STATEMENT

The aims of the School and the principles of excellent pastoral care will be applied to all children irrespective of their race, sex, disability, religion or belief, sexual orientation, gender reassignment or pregnancy or maternity; equally these characteristics will be recognised and respected, and the School will aim to provide a positive culture of tolerance, equality and mutual respect.

PROMOTING THE WELFARE OF PUPILS

This Policy should be read in conjunction with the overall Safeguarding (Child Protection and Staff Behaviour) Policy. The legislation referred to in that policy is relevant here, but this policy also relates to the National Minimum Standards for Boarding Schools and the Independent Schools Inspectorate Inspection Framework.

1. BOARDING PRINCIPLES AND PRACTICE

1.1 Prep School

Boarding at Felsted Prep School will:

- Give a sense of independence and self-confidence necessary for adult life.
- Develop pupil's ability to live with others in a community.
- Provide pupils with an environment that helps develop sensible relationships with one another.
- Develop pupils understanding of pupils from other cultures and lifestyles.
- Develop pupil qualities and abilities to work as part of a team.
- Give help and support with prep from teachers in a structured environment.

All residential staff form part of the Boarding House Team, and they, in conjunction with the teaching staff, are expected to take responsibility for the educational, social and moral welfare of pupils in the context of Felsted Prep School's Day and Boarding communities.

1.2 Senior School

Boarding at Felsted aims to provide:

- An all-round education of the highest standard, supporting pupils in their passage to adulthood.
- A close community in which confidence and tolerance of others flourish.
- A supportive family atmosphere.
- A Christian ethos which encourages pupils to develop a lasting sense of moral, social, and spiritual responsibility.
- Through the House system, a caring pastoral environment in which pupils learn to consider the rights and needs of others.

2. PASTORAL SUPPORT

2.1 Resident House Staff:

House staff attend regular INSET, including a selection of BSA courses, meetings at Felsted, and carry out self-review to ensure that they are delivering the best support and care possible.

All pupils have particular members of staff who know them well and to whom they can go with any issue or concern at any time. These include:

2.1.1 Prep School

House Parents, the Assistant House Parent, their Heads of Phase, Assistant Heads of Phase, Form Tutors and Health and Wellbeing Assistants (both day and residential). The Boarding House staff share duties throughout the week.

2.1.2 Senior School

HM, AHM the Resident Tutor and Matron. The House staff share House duties.

All Boarders and Day students have an individual Tutor to oversee their progress and welfare (see Tutoring Policy). The Tutor will also usually complete an evening duty in the House.

2.2 Medical Care and Wellbeing

All boarders have access to the Medical Centre which is staffed with qualified nurses twenty-four hours a day in term-time. Medical Centre staff will attend the House in an emergency. Boarders can also access a doctor by appointment during surgery times.

The School provides a Wellbeing Centre that is a calming and relaxing place for pupils and members of the Felsted community to take time out for short periods during their busy day. The centre is used for a number of activities associated with wellbeing including Mindfulness, Counselling, Yoga, Pilates, Peer Counselling and Safeguarding training. Pupils can either be referred or, if over the age of 13, can self-refer in confidence to the professional counselling service.

In the Prep School, pupils have access to Health and Wellbeing Assistants in the first instance who are located in the centre of the School where the Medical Room is located as well as a locked Surgery for storage of medicines and pupil's treatment records.

All teaching staff are trained in basic life support. HMs/Houseparents and AHMs/Assistant Houseparent receive Mental Health First Aid training, with the vast majority of teaching staff also trained in Mental Health First Aid.

Further details are available in the First Aid Policy and the Medical Policy.

Welfare Care Plans are put in place for vulnerable pupils, based on Welfare Audits completed by HMs and an assessment of where they currently sit on the Mental Health Continuum (as described in Mental Health First Aid training).

2.3 Anti-bullying (including Peer Mentoring)

Anti-bullying presentations given regularly to the whole school and any incidents are investigated promptly and effectively.

House Notice Boards display information about where to seek help both within and outside the School (help lines) in the event that a pupil has a significant concern. These notices are explicitly drawn to the attention of pupils.

2.3.1 Prep School

The Boarding House operates a peer mentoring system as and when necessary and the monitors are trained to help other pupils as necessary with regard to safeguarding. Children are aware who the Monitors are and their photos and names are displayed in all corridors and on the main Boarding House noticeboard.

Online safety is carefully taught and monitored and phones are available for use after evening activities. Full and Weekly Boarders are allowed mobile phones for use after evening activities. All pupils in the School are aware of the Pupil Computer Usage Policy with regards to technology (which can be found in their planners). They are aware of actions that will be taken to keep them safe whilst using technology in the School, as well as sanctions that will be imposed should they misuse technology. Other safeguarding measures are in place and reference should be made to the Safeguarding (Child Protection and Staff Behaviour) Policy for pupils and parents' welfare.

2.3.2 Senior School

The Senior School operates a Peer Counselling system, with photos of the Peer Counsellors displayed prominently around the school.

The Bullying Concerns Log is accessible for members of staff to make and view entries. Pupil concerns are discussed at HMs' meetings as a priority and appropriate information is circulated regularly to all relevant staff.

2.4 Monitoring and Recording

All pupils are seen every day by House Parents/HMs and other House staff at House Assemblies/registration (morning and lunchtime) in House; resident staff on duty will tour the House visiting each pupil in their room, and visiting tutors will register boarders during evening prep and at bedtime. Each House keeps a House log up to date which records events or incidents of note.

Pupils are required to sign in and sign out of the House for sanctioned activities.

House Parents/HMs also monitor academic progress of every pupil in their House and play an active role in offering praise and encouragement. HMs analyse the log and academic achievement data to inform their future actions in House.

2.5 Clear rules and boundaries; the 'loose-tight fit'

All Houses have common rules and regulations which relate to the National Minimum Standards for boarding care, fire procedures, and School Rules. They also celebrate and recognise achievements (birthdays, successes, service) and provide other 'local rules' in different ways, providing a distinctive culture as in any home. A common theme is clarity about rules and boundaries, as outlined below.

Prep School

The Merit system is designed to encourage children to follow routines and settle quickly at night and develop positive behaviour. Merits will be displayed on each dormitory door when a child receives a merit. Merits are given by both Boarding House staff and Domestic Team. Merits are collated by House Parents and presented at the end of each term.

3. INFORMATION FOR PUPILS

3.1 Prep School

Pupils are provided with information on a day to day basis by their Form Tutor with relevant information (timetable changes, events and changes to the Calendar). All pupils attend regular assemblies and Chapel Services. Within the Boarding House the Boarding House Noticeboards, situated in each corridor are used for daily information, including pupils on duty etc. There are Praise, Suggestion, Concerns and Worries box on both the girls and boys' floor. Information on the notice board includes what to do in the event of a fire, Boarding Captains and Monitors, Merit and De-merit system and the evening routine by Year Group. There is a Boarding Handbook for Boarders and this is available in Russian, Spanish, German and English. A paper copy is kept in the Boarding House Office and it is also emailed to Parents.

3.2 Senior School

Pupils meet with their tutor formally on a weekly basis and informally at other times and are provided with good information about current events at regular House Assemblies. They have clear information on House Notice Boards about what to do if they have complaints or concerns; what to do in the event of Fire; and what to do in a First Aid emergency.

4. THE HOUSE COMMUNITY – MAINTAINING A SAFE AND SECURE ENVIRONMENT

Both Schools - ***Each House has***

- Clear Safety procedures and rules
- Security on all doors
- An alarm system activated at night
- Safety restrictors on window opening
- Visits by Security Guard patrols in the evening and at night
- Safe storage of medication
- Locking safes for personal valuables (or single lockable rooms in some cases)
- Shared small bedsits for Year 9, mainly double rooms for Years 10 and 11 and mainly singles for Sixth Form
- Personalised and safe space for each individual
- Cook holes (senior school only)
- Fridge space (senior school only)
- Appropriate shower and toilet facilities

Both Schools - ***HMs/Houseparents will***

- Consider and make room allocations carefully and appropriately
- Monitor sleep, diet and mental health and wellbeing
- collect and store securely all devices at bedtime (Years 10 and below)

Houses provide facilities for entertainment Prep School:

- Common Rooms with television, games and DVD players, Pool table
- sports equipment and outdoor equipment for activities
- House outings
- Snacks each evening at 7.30 pm
- Tuck shop once a week

Boarders are permitted to visit Linsell's on a Wednesday evening with a small amount of pocket money. The Boarding Team have treat nights rotated throughout the term to ensure that all children have an opportunity to join in

Senior School:

- Games rooms
- Television rooms
- House events
- Snacks (including the 9.00 p.m. late feed)

5. REGISTRATION AND THE WHEREABOUTS OF PUPILS

5.1 Registration

Registration is a legal requirement and requires pupils' attendance to be checked twice a day and a record kept.

Full details of morning and afternoon registration can be found in the Schools' Attendance Policy and the Schools' Missing Child Crisis Management Plan/Procedure (Prep School) and Missing Pupil Policy (Senior School).

5.2 Specific Regulations Concerning Presence in House

5.2.1 Prep School

Evening Registration for Boarders

Each evening there is a Boarding House Registration at 5.50 pm in the Boarding House foyer and before bedtime each dormitory is checked and dormitory sheets are ticked to ensure pupils are present.

Flexi boarders

Flexi boarders are allocated a bed on the basis that they will occupy the bed on a regular weekly basis in order to create a stable environment in each dormitory.

Pupils staying on a one off basis or a trial night will be notified to the Boarding House team and registers amended accordingly.

Reference should be made to the Supervision Policy for more detailed procedures relevant to each Phase of the School.

5.2.2 Senior School

With Day Pupils and Contemporary Boarders regularly being at home, it is important that Housemasters and Housemistresses (HMs) know when these pupils are at Felsted and hence the responsibility of the HM (on behalf of the School). Any regulations below which may appear restrictive have been introduced for this reason.

Traditional Boarders, Weekly Boarders and Contemporary Boarders:

- are expected to stay on the Saturday evening when there is a Chapel service the next morning. Social events will be organised on Saturday nights on these weekends.
- are expected to attend Sunday Evening Chapel Services as scheduled in the calendar and to stay on those Sunday evenings.

Contemporary Boarders:

- are expected to sleep at Felsted three fixed nights a week though some flexibility is possible in the first few weeks of the Autumn Term as pupils' routines are established. This information needs, in the first instance, to be sent to the HM. The nights on which contemporary boarders sleep at School may be changed on a termly basis.

Arrangements for Contemporary Boarders new to the Senior School Pupils can opt for one, two or three nights per week boarding up to half term (pupils will be charged the full Contemporary Boarding rate regardless of the number of nights spent at School).

Day Pupils

Staying in the Evenings

- Day Pupils are welcome to stay for supper and remain on site after the normal house closure (6.30pm). They may also complete their Prep at School, in either the Library or Sixth Form Centre (if in the Sixth Form) if they are staying for an event which takes place after Prep.
- At morning registration in the Day Houses, pupils need to tell their HM if they are staying for supper or staying for supper and an event after Prep. In the absence of a pupil saying they are staying for supper then it will be assumed that they will be picked up by 6.30 pm.
- Pupils who are staying to do their Prep at School will need to sign in at either the Library or Sixth Form Centre, unless they have made a prior arrangement with a boarding house for that evening.

Afternoons when there are no lessons

- On all weekday afternoons Day Pupils and Contemporary Boarders are still expected to stay at School until 6.00 pm, either for activities, or to complete academic work.
- Day Pupils, contemporary and weekly boarders may go home after they have completed their games on Saturday afternoons.

Trips away from School

- Trips arriving back at Felsted before 9.30 pm: Items can be collected from the Day House up to this time so long as this has been arranged at morning registration.
- Trips arriving back at Felsted after 9.30 pm: Day Pupils will be dropped off at the

Stephenson's Gate from where they must be collected. The member of staff responsible for the trip will wait with the pupils until they are collected.

Socials

- Day Pupils are welcome to attend these and must confirm their attendance with their HM in advance. Junior Socials usually finish by 10.00 pm and Sixth Form Socials usually finish by 10.30 pm (approximately). Pupils need to be picked up from near the Grignon Hall archway close to Windsor's House.

Boarding

Day pupils can change to boarding status (assuming there is space) at any stage (through the Admissions Office).

6. OPPORTUNITIES FOR ALL PUPILS

All pupils are fully engaged in the life of the School and the House and have many opportunities to play a significant role or take part in school sports events, play and music rehearsals. The needs of pupils are taken into account to ensure that care is sensitive to different needs.

7. LEADERSHIP

7.1 Prep School

Role & Responsibilities for the Boarding House Captains & Monitors

The Boarding House Captains and Monitors are the senior boarders of the house and are expected to set an example to other boarders.

The Boarding House Captains oversee all of this & ensure that monitors do their job.

Captains and Monitors are required to:

- be an example to other boarders
- be leaders within the Boarding House
- liaise between boarders and staff
- behave in a positive manner throughout the day or night

Role:

- Make sure positive table manners are promoted during supper and breakfast
- Help Boarding House Staff with getting younger boarders settled and help with reading and getting silently into bed
- Ensure the boarders on duty do their jobs
- Ensure Year 8 boarders on duty tidy the Common Rooms
- Patrol the corridors until bedtime
- Make sure no boarder leaves tuck shop litter around the house & outside

7.2 Senior School Heads of Houses

Heads of House in the Year 9 to Year 12 Houses will be Lower Sixth Formers. All Heads of Houses are appointed by half term of the Autumn Term. Heads of Houses will not necessarily be made School Prefects the following year. There is also a very wide range of positions of responsibility within the House with many Houses using a team of Year 12 pupils as House Prefects in a variety of specific roles.

Inter House competitions

- U6th students will play for their legacy Houses. House Singing Competition: All Houses will enter individually including Windsor's and Garnetts.

House Feasts and Christmas House Trips

All pupils are expected to attend these events.

Sunday Outings and Activities

A programme of Sunday activities is organised throughout the year including outings to paintballing, go-karting, the cinema, shopping, cultural visits, etc. as well as in-school activities which range from building snowmen to afternoon tea.

8. VISITING

8.1 Prep School

There is one boarding house in the Prep School and no visiting required.

8.2 Senior School

Pupils of the same sex can visit each other's Houses at any time other than during lessons, Prep and after bedtimes. Pupils of different sex may visit Houses at set times and only in certain areas. There are two central social areas: the Cromwell Centre and the Sixth Form Centre, which are accessible at times displayed in houses. Guidelines for visiting are available on house notice boards and in the Pupil Handbook.

Other issues:

Aims of these rules To provide a safe, secure environment, with clear guidelines for pupils, while recognising the need for social interaction within a co-educational boarding environment.

Before School No pupil should visit another house (or go into the village) before the start of the school day. Those travelling into school should come straight to their house for registration. Latecomers must ensure that they are registered at the first opportunity.

During lesson times Pupils should not visit another house and Felsted village is closed to all pupils, including those who have PSPs.

Break times Pupils may access the shops in Felsted village between 1.40pm and 6.50pm on weekdays (except during lesson times), from 1pm onwards on Saturday, and all day on Sunday until evening registration. In addition to this, U6 pupils are allowed access to the shops during morning and lunch break. Pupils are welcome to visit the communal areas of other houses during this time (except during lesson times), by invitation of a pupil within the house being visited. House rules apply to those who are visiting.

Out of bounds Pupils are not permitted to go beyond School bounds, as marked on the School map. Pupils should not access FPS without specific permission.

Takeaways Pupils may buy takeaways on their designated nights only. Takeaway deliveries must only be ordered with staff permission and met by the student accompanied by a member of staff.

Restaurants Pupils may only eat in the restaurants in the village if they have specific permission to do so, and are accompanied by an adult. The exception to this is that school prefects (with permission) can eat in the village on a Thursday night.

Evening Visiting

Pupils are permitted to socialise after prep according to the Evening Social Time Regulations (published termly in houses).

Other activities Pupils who wish to use the gym, Library, 6FC, or go for a run, should have specific permission to do so from the member of staff on duty. No pupil should run on their own after dark, and all pupils must wear visible clothing, and carry a mobile phone. For all other activities (Theatre, plays, Academic societies etc.) permission must be sought from the member of staff on duty, and pupils must sign out and back in again in all cases.

9. WEEKEND PROVISION FOR BOARDERS

9.1 Prep School

Events for all Boarders are published in the Termly Calendar. Weekend activities are arranged in consultation with the Boarders.

At the start of each academic year, the Deputy Head allocates members of staff to Boarding House duties from Monday to Friday. Houseparents are responsible for organising rotas for the residential staff as well as GAP Students to adequately resource trips and events.

9.2 Senior School

With the greater flexibility at weekends there are fewer pupils on site after 4pm on Saturdays apart from the compulsory 'In Weekends'. The School ensures that the remaining boarders are catered for and given every opportunity to socialise and relax. In particular:

9.2.1 In Weekends

Social events will be organised. Apart from the occasional whole school event (such as during the summer term In Weekend) lower school and sixth form are usually catered for separately. **See Appendix 2 Socials.**

9.2.2 Other Weekends

On other weekends there will be trips or onsite activities organised for some Sundays and activities or outings could also be arranged during some Saturday evenings. Pupils will be encouraged to help decide what these activities should be and take part in the organisation, either by talking to the house staff or through the Social Committees. Anything that takes place at school and using only school facilities will be provided free of charge and the cost of transport for other visits will be borne by the school. The Sixth Form Centre will be open to Sixth Form Boarders and refreshments, including two free drinks (alcoholic or soft), will be provided at the sixth form bar.

9.2.3 Sundays

There is a full programme of activities available on an opt in basis, which is publicised and managed by the co-curricular administrator, and run by staff on a rota. Pupil input is encouraged in selection of these activities.

9.2.4 Staffing

For weekends and socials to be successful then all members of the Senior School Common Room are expected to be involved in an evening or Sunday activity at least once in the year.

9.2.5 Informal Outings

HMs and AHMs often find that with small numbers in the house it is pleasant to take pupils out on the spur of the moment.

10. SAFEGUARDING PUPILS' ACCESS TO HIGHER RISK AREAS OF THE SCHOOL

Pupils are supervised and their access limited to higher risk areas of the school buildings and grounds in their free time.

- They are not allowed to use the DT workshops and machinery unsupervised and only by arrangement with regard to times supervised at lunchtimes or after school
- They are not allowed in laboratories unsupervised and extra lessons or classes take place by arrangement with regard to specific times
- They are allowed to use the Felsted Gym facilities for individual fitness (once they have completed the induction) work in their leisure time; these are always supervised (as for members of the public) by a qualified fitness instructor. Students change in the Boarding House and do not therefore at any time change in the same facilities as members of the public.
- They are not allowed to use the gym unsupervised for activities after school.
- They are not allowed to use the Music School for practice after school or in the evenings unless it is supervised.
- At no time are students allowed to use the swimming pool unsupervised and specific times for use before or after school are timetabled to ensure safe use at all times.
- All students are required to obtain permission from their HM to sign out and go to another building or area of the grounds for an organised activity or practice.

11. PROMOTING THE WELFARE OF INTERNATIONAL STUDENTS IN THE PREP AND SENIOR SCHOOL

All members of staff have an obvious responsibility to help safeguard and promote the welfare of our international students, through our regular policies and practices. However, we recognise that being a student in a country other than that of your primary residence may carry significant additional risks that go over and above those that would be experienced by a UK student. We therefore have specific members of staff whose responsibilities include the induction of new international students, as well safeguarding their ongoing welfare.

In this policy the term "International Student" is used for ease of communication. The term is intended to refer to all full boarders who otherwise live outside the UK, whether or not they are British Citizens.

11.1. Organisation: Staff with responsibility for international students

The following staff have specific responsibility for international students:

- Housemasters and Housemistresses
- Senior Deputy Head
- Designated Safeguarding Lead
- Head of Wellbeing and Counselling
- Head of IB
- Head of EAL
- Director of Global Education
- International Admissions Registrar

These colleagues hold responsibility for promoting the welfare of and safeguarding, international students in specific areas. Administratively, they are assisted by the Co-Curricular Administrator and the Common Room Secretaries, who hold responsibility for the coordination of weekend activities and international travel.

11.2 Summary of Responsibilities

The staff named above, supported by all other members of staff, aim to provide or enhance provision in the following areas:

- To take an overview of our safeguarding and welfare provisions for international students, ensuring that their needs are appropriately met at all times.
- To contribute to the ongoing strategic planning of provision for International students;
- To co-ordinate and run the LEAP Induction course for new international students (Learning English for Academic Purposes);
- In liaison with relevant pastoral staff, to support and offer additional pastoral care throughout the year for international students as appropriate;
- In liaison with relevant pastoral staff, to assist international students with their travel plans and safeguard their welfare whilst in transit in any way possible, ensuring that the boundaries between Felsted School's and Parents/Guardians' responsibilities are clearly understood;
- To ensure that students studying at Felsted who require permission to study in the UK do so within the conditions of their visa;
- To chair the student International Committee, with the brief of developing an understanding of internationalism, improving UK/International integration and providing a forum for international student voice;
- To provide individual support for speakers of English as an L2 language and to ensure their smooth progress academically through extensive liaison with HoDs and other teachers as appropriate;
- To coordinate a calendar of cross-cultural events throughout the academic year, including the international dinner, designed to improve the integration between International and Domestic students and develop internationalism at Felsted;
- To act in an advisory capacity for all teachers regarding strategies to promote cross-cultural and international awareness within their daily interactions;
- To provide additional support towards tertiary education for International students, especially for those applying to universities overseas;
- To support an annual calendar of events for Felsted students on set Sundays each term, which encompass a range of indoor, outdoor, physical, recreational and cultural activities, thus providing opportunities for the further integration of International and Domestic students
- To work with the International Admissions Registrar to ensure that appropriate Admissions Policies are in place for international students
- To ensure that any legal or logistical problems are resolved, for example those relating to visas or passports and transport provision
- To assist the Admissions Officer with any issues relating to translation of materials into other languages
- To ensure that all of the above is adhered to for international students on our Summer School

APPENDIX 1: STAFF DUTIES

Prep School

- **Prep School House Parents** have overall responsibility for the Boarding House and in conjunction with the Assistant Houseparent ensure there is adequate supervision of the Boarders at all times. The Deputy Head oversees boarding. The House Parents are responsible for contacting the Head/ Deputy Head should there be reason to do so.
- **House Duties.** At all times, the house will have a member of staff named on duty. There will be details published in the house of who this is, and how to get hold of them if they are not immediately available. At night, pupils have access to staff by ringing the bell on each floor or knocking on a resident member of staff's flat door. The member of staff on duty in the house should carry the house mobile with them. Being on house duty means being available on site, and staff should arrange cover if they have to leave the site for a fixture, or other requirement.

Senior School

- **In charge of the school:** The expectation will be that the Headmaster is in charge of the school unless he is absent, in which case the Senior Deputy Head is in charge. If both are off site (during term time) it will be clearly published (by email to CR and/or on the MIS) to show who is covering for them, and how to get hold of them at any time. Staff are reminded in the front of the Senior School Calendar to contact the Senior Deputy Head on his mobile, as soon as possible, 24 hours a day, in the event of any serious or significant incident.
- **DSL:** The Designated Safeguarding Leads are contactable at all times during term time and one will always be available to attend a safeguarding incident.
- **CR Duty.** A rota of members of CR will show who is on duty each day during term time. This will include covering key times/events during the day (break time, lunchtime, afternoon, tea time etc.). A separate rota is followed by Resident Staff for the supervision of the site after prep.
- **House Duties.** At any one time, each house will have a member of staff named on duty. There will be details published in each house of who this is, and how to get hold of them if they are not immediately available. The member of staff on duty in the house should carry the house mobile with them. Being on house duty means being available on site, and staff will arrange cover if they have to leave the site for a fixture, or other requirement.
- **Day Houses.** It is important to have a tutor available in the house during key times of the day (drop off, pick up, breaks and lunchtimes), and duty staff in the day houses should be available at these times in house. This is in lieu of evening duties in the boarding houses.
- **Prefect duties.** Prefects provide a crucial link between the school and the Common Room. Prefects should report in the first instance to the member of CR on duty, or failing that, to the Senior Deputy Head.
- **Between 6.50pm and 7.30am,** all boarding pupils will be under the care of their boarding house, and signing out systems should operate.
- **ALL STAFF RETAIN A DUTY OF CARE TO ALL PUPILS** and should actively engage in leading positive behaviour by all Felsted pupils at all times. Staff are encouraged to visit houses, classrooms, the LRH dining hall and areas around the site during the working day, and to deal with or report any concerns to the pupil's/pupils' HM(s).

APPENDIX 2: SOCIALS

Prep School

Discos (Years 3-6) and Socials (Years 7 & 8) are usually organised once a term by the Head of Phase and listed in the Termly Calendar. All pupils are welcome to attend. Supervision of pupils is arranged by the Deputy Head and Heads of Phase. Pupils sign out when going home and Boarders are registered in house after the event.

Senior School

1. DEFINITION

The term 'Socials' refers:

- a) On occasions when members of CR and, at times, other adults, meet for a social gathering with pupils, such as entertaining a tutor group.
- b) To those events which are in the school calendar and which take place on a Saturday evening (usually during an In Weekend) for whole year groups.

1. GENERAL RULES

- a) The prior approval of the Senior Deputy Head must be gained for any social of either sort.
- b) Social occasions involving one or more pupils are subject to the following regulations:
 - Junior Pupils (Years 9 – 11) must be back in Houses by 10.30 pm at the latest.
 - Sixth Formers must be back in Houses by 11.00 pm.
 - Only Sixth Formers, such as members of the Sixth Form Committee, should assist in clearing up after socials as Junior Pupils must not return to House later than 10.30 pm.
 - A pupil may only attend one social on any one day.
 - HMs' permission must be obtained by pupils for all Socials; HMs are at liberty to refuse this if a concern arises.
 - Members of CR are responsible for, and in charge of, the social, even if the invitation comes from a pupil or a group of pupils.
 - Pupils who are gated and wish to attend a Social must see the Senior Deputy Head in person in advance of the Social to make his or her case. In some circumstance's permission will be given, after consultation with the HM, on the understanding that the pupil concerned will continue to exhibit exemplary behaviour.
 - Socials should not normally take place during Prep.
 - The majority of social events will be either for the Sixth Form or for Junior Pupils, not for all years. If alcohol is served to Sixth Formers, then junior pupils will not be present unless the Senior Deputy Head has explicitly ruled that this is acceptable, such as for a House Feast.
 - No pupil in Year 11 or below may be given alcoholic drinks. Sixth Formers may only be given alcoholic drinks with the Senior Deputy Head's prior approval.
- c) It is appreciated that variations may occur in return times, such as if a theatre trip is organised; appropriate discretion will need to be exercised by members of CR. It is important that all relevant parties are aware of the proposed timings, particularly HMs, and that the Senior Deputy Head has agreed to the late return.

- d) No pupil under the age of 18 may be taken into a public house, hotel or other licensed premises outside of the School grounds to drink alcohol unless it is to have a beer (lager or bitter), cider or wine with a meal in a restaurant or other room customarily set aside for meals in a public house or hotel. In the latter case the pupils must be over 16 and in the Sixth Form.
- e) The following points should be considered when deciding about a Sixth Form Social:
- Soft drinks should always be available.
 - Socials without alcohol should be promoted.
 - Good manners should be insisted upon at all times. To create the right climate, it will probably be necessary to state the ground rules covering any social or outing before it takes place. With outings, this should include explicit instructions regarding drink.
 - Socials and outings are more successful if the numbers are kept as low as possible.
 - It should not be felt that socials have to be held following any specific occasions, e.g. for a team at the end of every season.

2. RESPONSIBILITY FOR SATURDAY SOCIALS

The procedures for Saturday Socials are set out in the Common Room Manual. The Senior HM plans the staffing for Socials in consultation with the Senior Deputy Head.