Cothill Policy Documents

ISSR 8 Adults Living in Staff Accommodation

Date: September 2026
Next review: September 2027

Radley Schools Group guidelines and policies on staff accommodation can be found here.

Introduction

This policy describes the school's expectations of the behaviour of all adult members of the families or households of members of the boarding staff of Cothill who are accommodated on any part of the site in school accommodation that is either shared with boarding pupils or separate.

The policy is designed to comply with current standards of child protection, fulfilling standards 14.3 and 14.4 of the National Minimum Standard for Boarding Schools (2015). It aims to protect pupils from harm and resident adults from false accusations. This policy should be read together with the school Safeguarding Policy.

This policy should be signed by all adults who are not pupils or employees of Cothill, but who are living in boarding accommodation. For the purpose of this policy the term 'adult' is defined as anyone over the age of 16. Therefore, if a child living with a Houseparent or other resident staff member reaches the age of 16, or if somebody over the age of 16 joins the resident staff member's household, it is the staff member's responsibility to inform the School and to ensure that the person concerned signs this policy.

For all persons over 16 (not on the roll of the school) who **live on the same premises as boarders** but are not employed by the school, an enhanced certificate with a barred list information must be obtained from the Disclosure and Barring Service (DBS).

All adult members of boarding households must declare a written undertaking to comply fully with this policy which relates to the protection of pupils at the school. The school can insist that any individual who is not a member of staff removes him/herself from school accommodation where he or she has committed a breach of this policy which forms part of the school's child protection policy.

This policy should be read carefully and the declaration at the end signed before anyone moves into school accommodation that has been provided.

Guidance

Adult members of the households of House staff should be conscious of the fact that they are not school employees and that they have no status regarding the pupils for whom their spouse/partner/parent is responsible. It is important that these guidelines are followed at all

times by household members of boarding staff. Please remember that they are designed to protect the children who are in the school's care.

Resident staff must take account of the fact that they will inevitably at times have unsupervised access to the pupils and therefore should take all reasonable precautions to minimise the risk of accusations of inappropriate behaviour. Wherever possible, contact with pupils should take place in the public areas, and it is good practice to avoid being alone with a pupil. Household members should not enter or attempt to use any of the areas that are designated for boarders, nor should they attempt to establish friendships with individual pupils.

Physical contact with pupils in boarding houses is generally inappropriate. If a pupil comes into a staff flat or house 'in exceptional circumstances only, a one-to-one situation should be avoided and another adult must be present' (NMS 20.10, update 5.9.22) and talks about personal matters, be aware of the guidelines laid down by the Child Protection Policy, Children and Young Persons Act, the National Minimum Standards, Keeping Children Safe in Education and school policies. Pupil's privacy should be respected as far as possible and should only be breached when it is in the best interests of the pupil to do so.

Boarding house staff and their families may entertain visitors in their houses during term time and may wish to invite guests to stay overnight but it is important that their host ensures that they are aware of the fact that certain restrictions apply because they are visiting a school. If the member of resident staff has visitors during term time, they should not enter the pupil's side of the boarding house, or common room areas, unless escorted by a relevant member of staff. As visitors will usually not have had official checks, it is a requirement that they must be kept under sufficient staff supervision and must not have unsupervised access to children.

Guests should be advised that:

- They should not attempt to enter the areas that are designated for the boarders
- They should be aware of their responsibilities when engaging pupils in conversation;
- They should go straight to their host's house on entering the site and go straight to the site exit on leaving and/or they should be escorted from the door of the boarding house to your accommodation and back again.
- They should be asked to wear a visitor's badge and be escorted if they visit anywhere in the school apart from their host's accommodation
- They should not be left alone in their host's accommodation

The Head or the Domestic Bursar will organise DBS checks on guests, if considered necessary.

The restrictions on movement do not apply at times when the pupils are not on site. Nevertheless, reasonable care should be taken and visitors should be appropriately supervised during school holidays, to ensure safety of any children who may be part of any organisations operating during school holidays.

GHSM: 02/09/2026

Declaration for Adults Living in Staff Accommodation who are not employed by Cothill

I have read the above policy.

I declare that I live in school accommodation that has been offered to:

……..

as an essential part of his/her appointment/employment at Cothill.

I understand that I do not have any rights of occupancy or tenure. I declare that:

• If I live in a boarding house, I am content for the school to obtain an Enhanced DBS check with a Barred List check on me.
• If I live in a boarding house, I will attend child protection training.
• I am fully aware of the restrictions which the school has imposed upon relatives, members of the household and guests of staff who are employed by the school, and I undertake to comply with the provisions of this document, and such other provisions as may from time to time be in operation.
• I will ensure that any visitors of mine comply fully with the school's requirements for supervising visitors.
• I undertake to notify the Headmaster at once if I am ever charged with or convicted of any criminal activity.
• I understand that failure to comply with the school's code for adult members of the households of boarding house staff could result in my being asked to leave school accommodation.
• I understand that the school will ask me to leave school accommodation at once if it becomes aware of evidence that I was considered unsuitable to have contact with children.

Name (block capitals) ……

Signed ……

Date ……