



UT VOCE ITA VITA

**EXETER CATHEDRAL SCHOOL**

Nursery | Pre-Prep | Prep

# **Handbook for Boarding Duty Staff**

**2018-19**

## Introduction

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ECS has a long and proud history of boarding. Founded as the Chorister School, Exeter in (we think) 1179, we are proud to be the only independent school in the city which offers boarding provision. Boarding is mostly – though by no means exclusively – used by the Choristers. The School has been co-educational since 1994, and boys and girls, choristers and non-choristers, now make use of the boarding facility which we offer.

All members of teaching staff at ECS will undertake, at some point, a boarding duty. This Handbook is designed to offer guidance, expectations and advice for staff carrying out duties – either frequently as part of their specific role or occasionally as part of their general teaching responsibilities.

This Handbook for Boarding Duty Staff should be read in conjunction with other key documents and policies, including:

- The Staff Handbook
- The Staff Code of Conduct
- The Pupil Code of Conduct (School Rules)
- Safeguarding and Child Protection Policy
- Supervision Policy
- Access to Buildings Policy
- Anti-Bullying Policy
- Behaviour Policy (including Rewards and Sanctions)
- Health and Safety Policy
- First Aid Policy
- Fire Policy and Procedures
- Risk Assessment Policy
- Arrangements for Searching Pupils and their Possessions

Any questions should be directed to Cédric Baurance who is the School's Housemaster/Head of Boarding. The Deputy Head (pupils) oversees the work of the Housemaster/Head of Boarding.

## Association

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**In 2017 the School was accepted into the BSA (Boarding Schools' Association). The BSA is the United Kingdom Association serving and representing members of boarding schools, training staff and promoting boarding education in both independent and state boarding schools.**

**As a BSA member school, we promote and subscribe to the BSA Commitment to Care Charter. You will find copies of this charter displayed in the Boarding House. In summary:**

The 'BSA Commitment to Care Charter' demonstrates the importance of the care, wellbeing and safeguarding of boarding school pupils. These are at the heart of the charter and of being a BSA member.

Charter Commitments:

- BSA schools are committed to the highest duty of care and safeguarding
- Everyone in a BSA school will raise any abuse concerns immediately
- BSA schools will follow all statutory safeguarding guidance and laws and report abuse to the relevant authority
- BSA schools will support and present pupils affected by abuse and those who report it
- BSA will support member schools who responsibly follow the Charter.

The Commitment to Care Charter is displayed in the Boarding House.

[www.boarding.org.uk](http://www.boarding.org.uk)

## Your responsibility

As the duty member of staff, you are in loco parentis. Yours is an exceptionally important role, and at its heart is the safeguarding and care of our boarders. You are 'on duty' and are therefore number 1 on the duty rota. This means that you are responsible for the boarders and for the boarding house; you are the first responder; you are the first port of call for boarders and their parents/guardians; you are the decision-maker; you are responsible for the implementation of the relevant policies and procedures; you are responsible for the safety, safeguarding, welfare and well-being of the boarders in your care; you are responsible for the transfer of information to the next member of duty staff/the Housemaster.

Training and CPD in boarding matters is available to all staff. For guidance, training opportunities or advice, please contact the Head of Boarding.

## Statement of Aims

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The boarding house at ECS is an integral part of the School. As such, it embraces and promotes the School's Aims and Habits in all that it does. The School has a policy *Statement of Boarding Principles and Practice*. This is included to this Handbook.

### The School's Aims

Exeter Cathedral School is an Ancient foundation with Traditional values and a Modern approach.

The School seeks to:

- Be a happy and purposeful community where people matter.
- Promote the central importance of the development of character.
- Be a place where children can be children, where learning – in all its forms – is taken seriously, and where each and every child is known and valued as an individual.
- Offer a first-rate all-round educational experience where the focus is on developing the whole child. Our job is to work with families to help our pupils acquire the right habits for life.
- Foster a supportive, purposeful, stimulating and gently-Christian environment, in which the following provision to pupils is recognised as being paramount and held in high regard:

Academic rigour

Exceptional pastoral care and pupil wellbeing

Bright and modern facilities

A broad and exciting range of extra-curricular activities

A high-calibre sporting and wellbeing education

A world-class musical education

An unparalleled musical heritage and history

A sense of spirituality, timelessness, and wonder, borne out of our ancient foundations as a 12th century choir school

### Our Values, Habits and Skills

The endorsing and upholding of core values; the modelling and promoting of the right habits; and the acquiring and practising of key skills: this is at the heart of our curriculum (both hidden and explicit), our interactions, our decision-making

The following Habits are explicitly promoted and modelled to, and expected of, our pupils and staff:

The habit of hard work

The habit of honouring your commitments

The habit of having a go and keeping going

The habit of taking part

The habit of listening

The habit of being honest, modest and kind

The habit of looking after other people

The habit of looking after your surroundings

The habit of looking after yourself

## Statement of Boarding Principle and Practice

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Exeter Cathedral School is proud to be the only independent school in Exeter to offer boarding. The School believes that its community atmosphere is enhanced by the presence of boarders, and that it is able to stay loyal to its founding *raison d'être* – that of a choir school to serve the Cathedral – through, among other things, providing comfortable and homely boarding accommodation for the choristers. The School is pleased that non-choristers choose to make use of the boarding house, too: this further enhances the community atmosphere of the School and the integration of choristers and non-choristers across the age range.

Boarding at Exeter Cathedral School is not compulsory for any pupils (including choristers). It is offered as:

- Full boarding (7 nights a week)
- Flexi boarding (1-6 nights a week)
- Occasional boarding (occasional nights)

### BOARDING ETHOS

Exeter Cathedral School recognises the central importance of educating the whole child and of the development of character alongside, and as part of, a rigorous and exciting curriculum. We are committed to knowing each of our pupils as an individual, and are proud of our very fine reputation as a school which really nurtures, cares for, and values each individual child, and for our reputation as a school which is welcoming, inclusive, tolerant and loving. The ethos of the boarding house mirrors this approach, and boarders are nurtured and valued as individuals, as well as as an important community.

Our statement of aims states that we are:

- An ancient foundation with traditional values and a modern approach

And that we seek to:

Be a happy and purposeful community where *people* matter.

- Promote the central importance of the development of character.
- Be a place where children can be children, where learning – in all its forms – is taken seriously, and where each and every child is known and valued as an individual.
- Offer a first-rate all-round educational experience where the focus is on developing the whole child. Our job is to work with families to help our pupils acquire the right habits for life.
- Foster a supportive, purposeful, stimulating and gently-Christian environment, in which the following provision to pupils is recognised as being paramount and held in high regard:
  - Academic rigour
  - Exceptional pastoral care and pupil wellbeing
  - Bright and modern facilities
  - A broad and exciting range of extra-curricular activities

- A high-calibre sporting and wellbeing education
- A world-class musical education
- An unparalleled musical heritage and history
- A sense of spirituality, timelessness, and wonder, borne out of our ancient foundations as a 12th century choir school

Accordingly, our boarding house is a warm, friendly, inclusive and welcoming environment where great importance is attached to pastoral care, pupil wellbeing and to being a supportive and tolerant community.

Boarding at ECS should develop a strong moral sense where pupils pride themselves on being truthful and honest. They should have a high regard for the happiness of others and for their possessions and privacy. We aim to develop leaders and team-players: appropriately confident pupils who can work with others. Senior Boarders have a clear job description and meet routinely with the Housemaster.

The School also greatly values learning and development opportunities outside of the classroom. A range of activities is available to boarders. During the week these tend to be in-house activities (craft, board games, the occasional movie, story time, games in the playground) as the choristers' commitments continue until supper time. At the weekends, chorister schedules and boarding numbers permitting, off-site trips and activities are arranged (museum trips, swimming, beach activities, shopping, cinema, forest walks etc).

A range of facilities is also available for boarders in the evenings, including the School's gym, playground, music facilities (there are several pianos in the boarding house), dining hall and classroom space.

As the Cathedral School, the Christian values of tolerance, kindness, love, compassion and acceptance play a large part in the feel of the School – including the boarding house. In particular, boarders will usually say Grace at mealtimes and there are opportunities (by arrangement) for non-chorister boarders to attend worship in the Cathedral if they wish. On a Sunday morning, all boarders not involved in the Eucharist will attend as members of the congregation. Consideration will be given to requests from parents/guardians for alternative arrangements to be made due to religious beliefs. The School is mindful of its Equal Opportunities obligations, and no boarders will be treated differently as a result of any protected characteristic.

## **BOARDING PRACTICE**

### **Accommodation**

Exeter Cathedral School has one boarding house ("Eyre House"), accommodating up to approximately 38 boys and girls between the ages of 8 and 13. Accommodation is by dormitories (some small, some large): the boys' dormitories are on the first floor; the girls' dormitories are on the second floor. There is a common room, a games room, laundry facilities (staff only), a bistro (usable by pupils by arrangement), the Housemaster's office, and a treatment (medical) room (which includes overnight accommodation if required).

### **Staffing**

The Housemaster and Head of Boarding is Mr Cédric Baurance: he has overall responsibility for the care of the boarders.

He is supported by the Boarding House Matron (BHM), Miss Hazel Rhodes: she oversees the medical, pastoral and domestic needs of the boarders and undertakes duties.

There are also three resident Gap Tutors: they support the Housemaster and the BHM in the carrying out of duties and in being a point of contact for the boarders.

Other resident staff (Mr and Mrs Fitzpatrick, Mr Featherstone) assist with a duty each week and provide Saturday overnight cover according to the published rota.

At weekends, members of the school teaching staff carry out a day duty on a rota basis.

The Housemaster has regular meetings with other members of boarding staff and the School's Senior Leadership Team to discuss any areas of concern, to work on boarding development, and to ensure that continuity of care is achieved.

The School recognises the importance of Boarding House/home communication and contact is made with parents/guardians quickly if a problem arises. A close relationship between the boarding house and the home is vital in order to provide the best care for all concerned.

### **Admissions**

The School's policy regarding admissions to the School is available in the prospectus.

### **Medicines**

Boarders have (controlled) access to non-prescription medication and to their own prescribed medicines. Medicines are securely stored and appropriately administered and logged. Full details are in our Administering of Medicines policy.

### **Pastoral Care**

Boarding at ECS should, as far as is possible, reflect family life. We aim, therefore, to be an open and trusting community where a sense of individualism and collective responsibility is fostered. Boarders should feel safe and secure, free from the threat of all forms of bullying, and in an environment where they can be happy, healthy and fulfilled.

The number of boarders will vary considerably on a nightly basis, according to uptake and the routines of families: many of our boarders are flexi-boarders or occasional boarders. When they are 'in boarding', they are nonetheless treated as a member of the boarding family. The boarding house must be seen as one community – boarding staff, their families and pupils. The relationship between pupils and staff must be one which engenders mutual respect and encourages easy dialogue and the sharing of feelings. It is expected that boarders should develop an increasing awareness of, and tolerance of, people of different views, beliefs or cultures.

The Deputy Head (pupils) is the School's Designated Safeguarding Lead and all members of school staff are issued with a copy of the School's Safeguarding Policy. This is also available to parents. All pupils and their parents can access the School's Concerns and Complaints Procedure which contains useful information, contacts and telephone numbers.

### **Privacy**

It is expected that staff and boarders respect the privacy and dignity of other as far as possible. Everyone should knock on doors before entering bedrooms, and all boarders are afforded appropriate privacy.

### **Meals**

Meals take place in the School dining room, and are prepared by the catering team. Fruit is always available in the boarding house, and boarders are given a break time snack (at breakfast). Little Tea (comprising a sandwich and piece of cake) is also available for boarders immediately after school each day. In addition, boarders have access to drinking water and may (by arrangement) prepare snacks in the boarders' Bistro. Our catering staff are happy to provide special diets for vegetarians or medical requirements.

The Housemaster may occasionally invite boarders into his home to share (eg) a home-cooked meal together.

### **Contact with home**

Apart from the restrictions laid down by bedtimes, lessons and other school or choral commitments, there are no (reasonable) limits on the times or frequencies that pupils may telephone parents or vice versa. Parents are encouraged to visit whenever possible – for example to take their child out for tea etc - and as the majority of our boarders are from within a fairly short distance of Exeter this is easily achieved. Pupils have use of a private (and free) 'pay-phone' in the boarding house (some pupils also have own mobile phones/devices which they are allowed to use at certain times). Boarders also have computer access and are able to email or write letters home

### **Inspection**

The Boarding House is subject to regular inspection by the ISI. Opinions of school staff, boarders and their parents are sought as part of the inspection process.

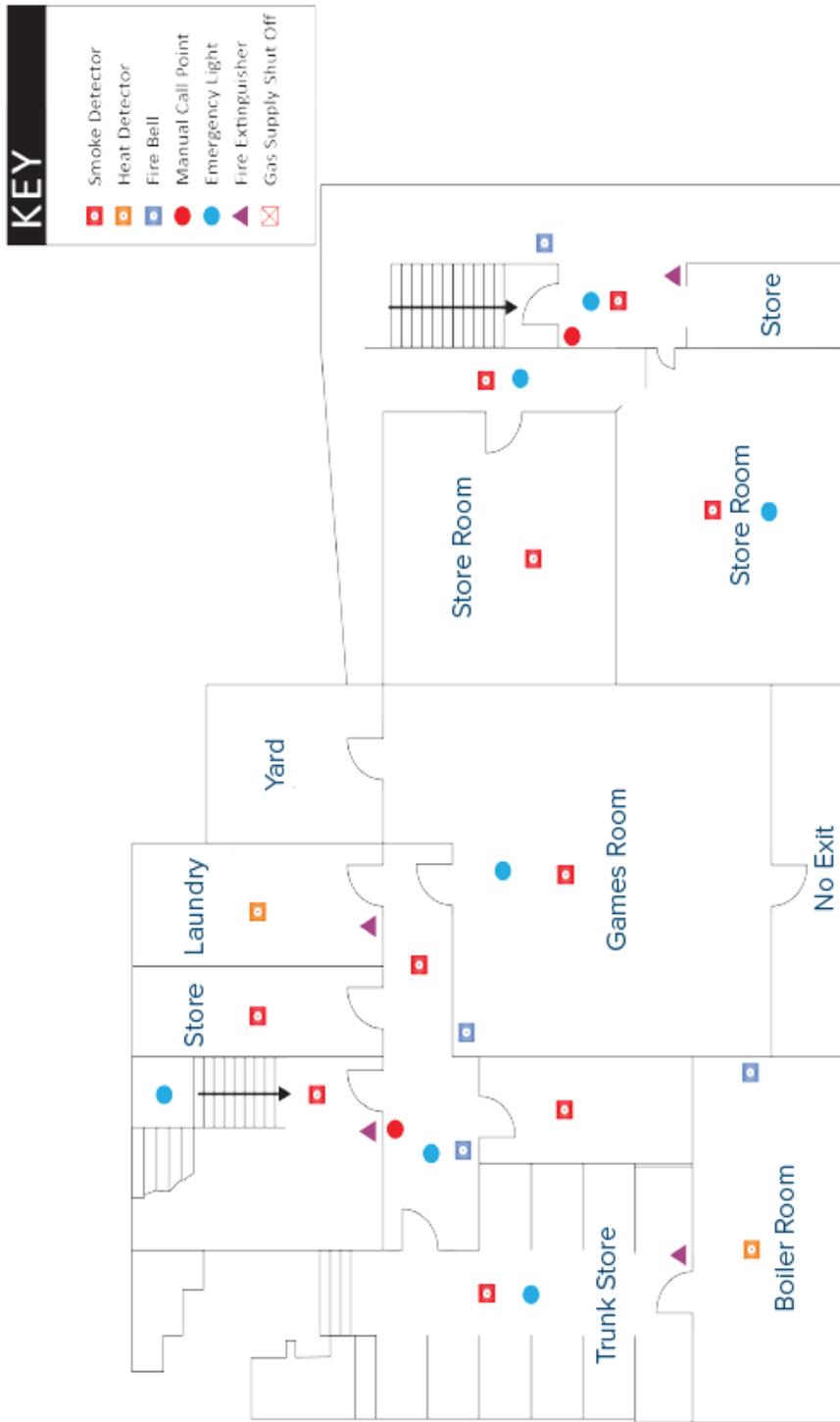
### **Boarders visiting other families**

The parents of both children involved should call or email the Boarding House Parents to confirm that the visit is allowed.

Should a boarder who has a guardian wish to visit another family, the Boarding House Parents must contact the guardian or parent and request, in writing or via email, permission to allow such a visit.

## **Boarding House (Eyre House) Floor Plans**

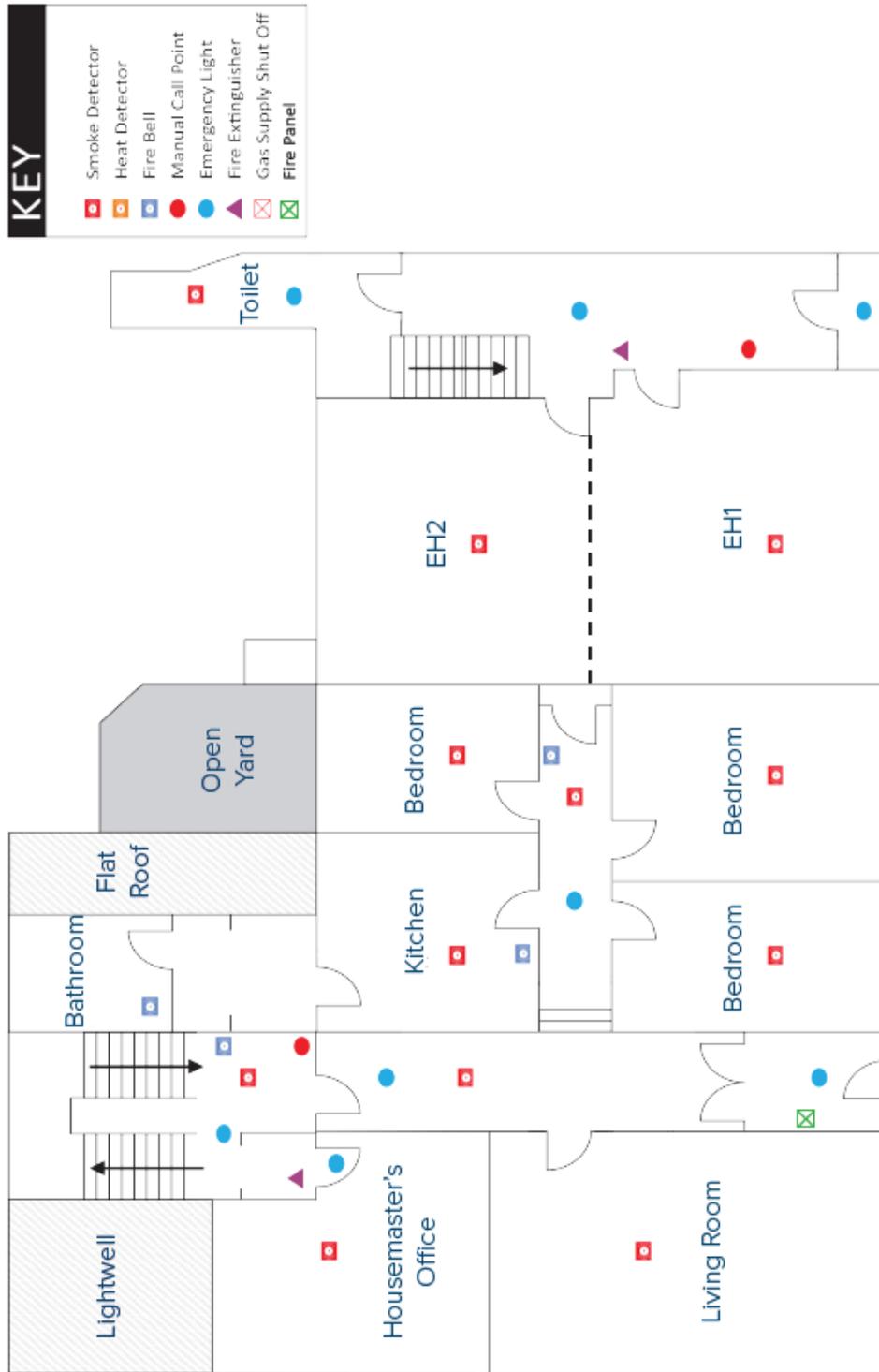
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OF GOD IN THE  
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# Basement Eyre House (Boarding House)

Exeter Cathedral School Maps - Created September 2018



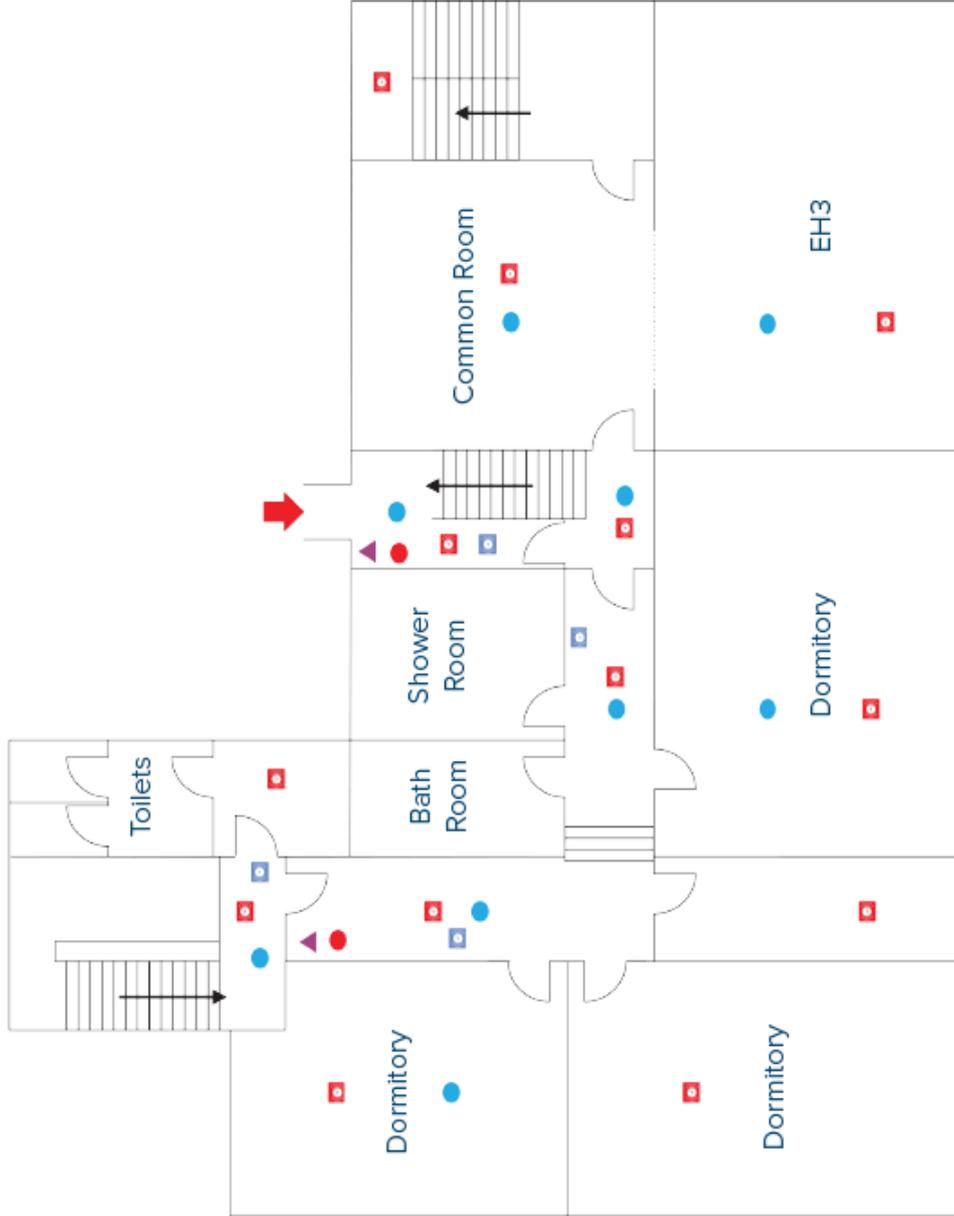
# Ground Floor Eyre House (Boarding House)

Exeter Cathedral School Maps - Created September 2018



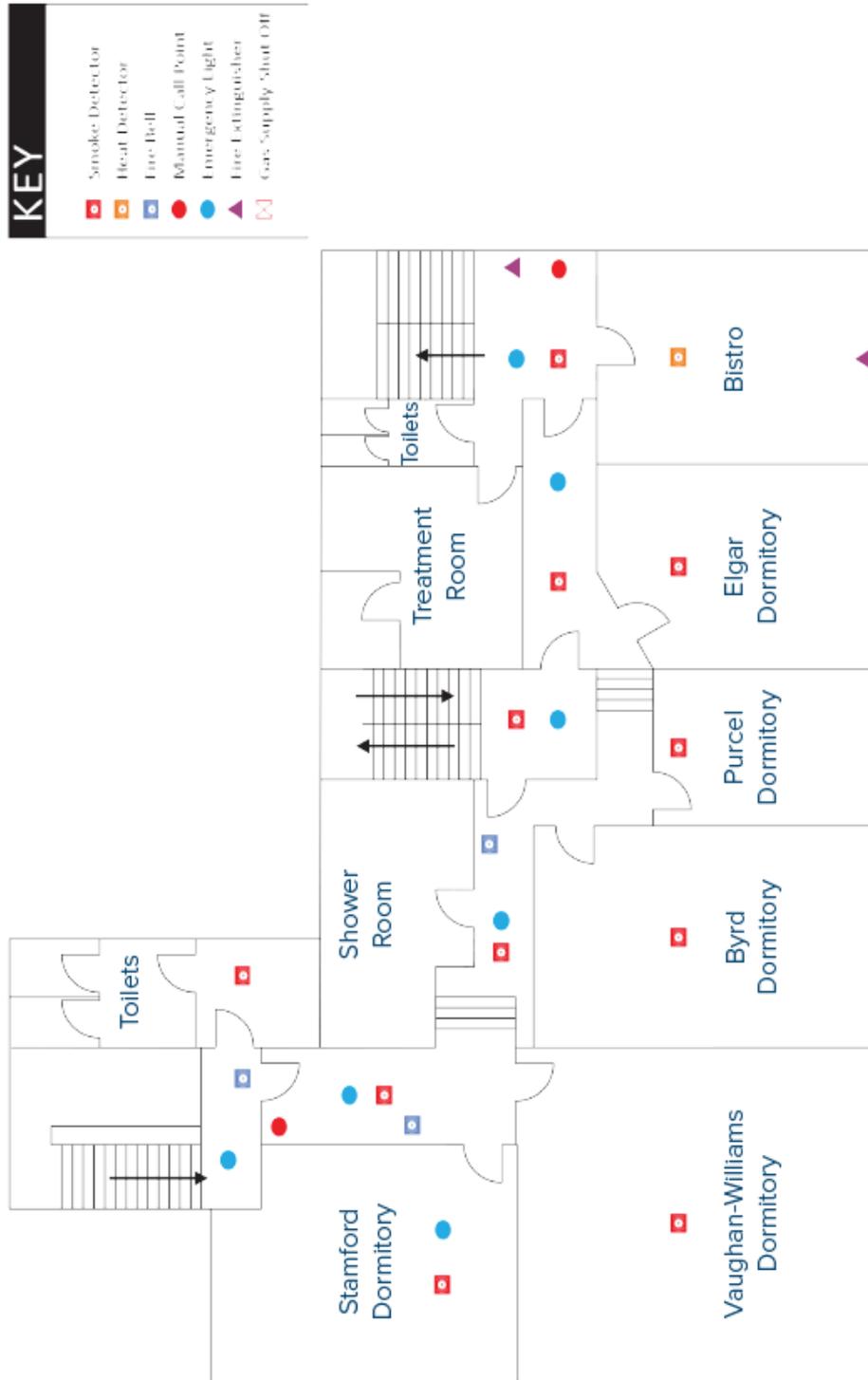
OF WOLLETONS  
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KEY	
	Smoke Detector
	Heat Detector
	Fire Bell
	Manual Call Point
	Emergency Light
	Fire Extinguisher
	Gas Supply Shut Off



# First Floor Eyre House (Boarding House)

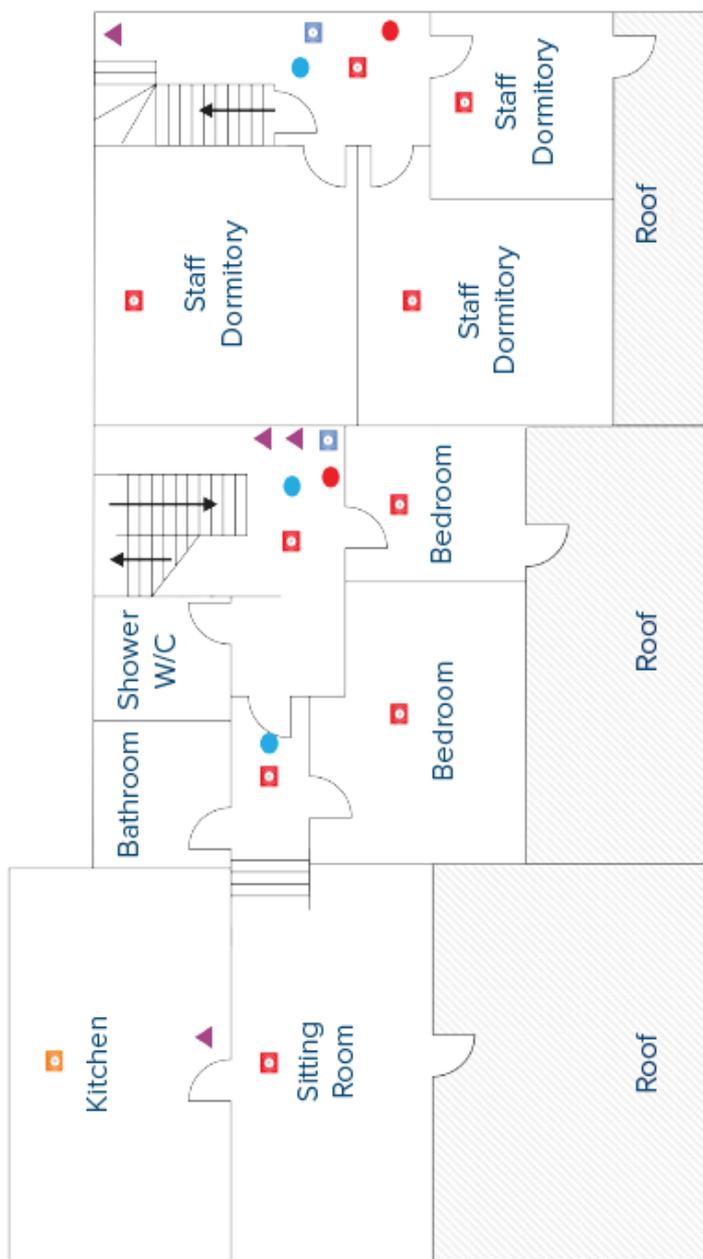
Exeter Cathedral School Maps - Created September 2018



## Second Floor Eyre House (Boarding House)

Exeter Cathedral School Maps - Created September 2018

KEY	
	Smoke Detector
	Heat Detector
	Fire Bell
	Manual Call Point
	Emergency Light
	Fire Extinguisher
	Gas Supply Shut Off



## Third Floor Eyre House (Boarding House)

Exeter Cathedral School Maps - Created September 2018



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The School takes the welfare, physical and mental health, and emotional wellbeing of its pupils seriously: this includes its boarders. The School recognises its obligations to its boarders and seeks to care for boarders who are unwell to the highest possible standard. In particular, the School recognises its obligations in respect of NMS standards: 3.1, 3.2, 3.3, 3.4.

#### **1. RESPONSIBILITY FOR BOARDERS' HEALTH AND WELFARE**

Boarders' health and welfare are the responsibility of, and overseen by, the Housemaster, in conjunction with the Boarding House Matron (and boarding duty staff) and the School's matron. The School Matron is present throughout the school day. The Housemaster and Boarding House Matron are first-aid trained and trained in administering medicines.

#### **2. BOARDERS WHO FEEL UNWELL**

Where a boarder is unwell during the school day, the School Matron will have responsibility and will oversee care: procedures apply for boarders and day pupils. See also the First Aid, Health and Safety and Medicines policies.

Where a boarder is unwell whilst in the care of the boarding house, the Housemaster/Boarding House Matron will have responsibility and will oversee care.

#### **3. SUITABLE ACCOMMODATION**

If a pupil needs rest, their own bed/dorm may be used if it can be guaranteed to be a quiet and appropriately restful space. Boys dorms and girls dorms are on separate corridors.

The dedicated treatment room is available: this room, separate from the dormitories, has a bed, a shower, loo, non-carpeted floor, and a supply of towels and paper towels. The duty staff member will monitor the unwell boarder, being sure to check on her/him at regular intervals.

##### **3b. ILLNESS OVERNIGHT**

Boarders who are ill overnight or over the weekend are generally sent home, if appropriate. In the meantime, they are cared for in the treatment room. If the boarder requires assistance there is a pull cord in the treatment room which alerts the duty member of staff via a bleeper. The treatment room also has a school landline phone to call reception/the School Matron during the school day. Overnight (and during boarding hours) pupils can phone the boarding duty phone to summon assistance.

##### **3c. CONTAGIOUS ILLNESSES**

Where staff suspect that a boarder's illness may be contagious (but non-emergency), the boarder will sleep in the treatment room and further medical advice sought in the morning called the next morning.

#### **4. LOCAL PROVISION**

In addition to our provision for boarders on site, our boarders have access to local medical, dental, optometric and other specialist services or provision as necessary. The majority of these services are within walking distance of the School, and a member of staff will accompany boarders to local facilities if they are required.

## **5. GOING HOME**

If a boarder is considered too unwell to remain at school (eg in the case of a prolonged illness), parents/guardians may be called and arrangements made for the boarder to go home. School admin staff and the pupil's form teacher will be informed.

If a boarder is too unwell to go to school, they will be taken to the School Matron (or the School Matron will be summoned) who will assess them and either contact parents/guardians to arrange collection (where practicable) or care for them in the first aid room (located in the chantry).

If a boarder is too unwell to go to school but cannot be collected to go home, and needs bed rest, they may use the treatment room (boarding house) and will be regularly checked-on by the School Matron or other appropriate staff. An emergency pull cord is available in the treatment room: this calls the School Matron via a portable 'beeper'.

## **6. FIRST AID**

During the school day, first aid is administered by the School Matron, and all incidents/responses are documented and recorded as below.

When a boarder is in the care of the boarding house, first aid is administered by the duty staff, and all incidents recorded on the School's MIS. The duty staff will be vigilant for the boarder's health and welfare, particularly after first aid has been administered, and will pass on information and action taken to the next duty staff, both verbally and on the School's MIS.

For bumps to the head and serious injuries, parents will be informed, within 24 hours where reasonably practicable.

## **7. MEDICAL EMERGENCIES**

During the school day, the School Matron will oversee medical emergencies, and emergency services will be called as necessary. School transport can be used to take a pupil to hospital if required; if none is available, an ambulance can be called.

When a boarder is in the care of the boarding house, this responsibility passes to the duty staff member. Again, the emergency services will be called if a pupil needs to go to hospital. The boarding duty rota allows for the boarder to be accompanied to hospital by an adult (member of staff) (there is usually more than 1 adult in the boarding house overnight). Where there is just 1 adult overnight, the crisis call staff (Headmaster) will be called to become the present adult so that the duty staff member can accompany the boarder to hospital. Alternatively, these roles may be reversed.

With all medical emergencies, the parents will be notified immediately by phone, and a brief overview of the problem and details of the hospital will be given. The nearest hospital is the Royal Devon and Exeter Hospital Barrack Rd, Exeter, Devon EX2 5DW

## **8. USE OF HOUSEHOLD REMEDIES**

The boarding house stocks non-prescription medicines (calpol, nurofen for children etc). These are kept in the treatment room in a locked cupboard. These can be administered by the duty staff, and details recorded on the boarder's medical file and in the medicine administered file. Both of these are kept confidentially and securely in the boarding house. Homeopathic remedies may not be used, and pupils may not hold their own medication. See also the School's First Aid and Medicines policies.

## **9. PRESCRIBED MEDICINES**

Prescribed medicines are given only to the boarders to whom they are prescribed. Parents/guardians can bring in prescribed medicines, and will confirm dosage and requirements with the School Matron and the Housemaster/Boarding House Matron. These can be administered by the duty staff, and details recorded on the boarder's medical file and in the medicine administered file.

## **10. SELF MEDICATING**

Boarders allowed to self-medicate are assessed by the School Matron/Housemaster as sufficiently responsible to do so, and by agreement of the parents/guardians.

## **11. APPROPRIATE STORAGE**

All medicines held in the boarding house are safely and securely stored in a locked cupboard in the treatment room (which holds a fridge).

## **12. REPORTING, RECORDING AND MONITORING**

Proper records are kept of the administration of medicines:

All incidents of illness and treatment are recorded on the School's MIS, and all medicines administered are recorded in the boarding house 'medicines administered' folder. Parents/guardians and school staff will be informed as necessary. These files are maintained by the Boarding House staff and monitored by the Deputy Head (pupils) and the School Matron. They are available for inspection by ISI/other authorised bodies.

## **13. CHRONIC CONDITIONS AND DISABILITIES**

Where a pupil (including a boarder) has a chronic condition and/or a disability, the School Matron will communicate an appropriate care plan to staff. Regular meetings will take place between School Matron, boarding Housemaster and Deputy Head (pupils) and the Bursar (Health and Safety Officer) to ensure that these plans are effectively carried-out and to ensure the pupil is being properly cared for and has access to the curriculum, pastoral care and all necessary facilities.

The School understands its responsibility to make reasonable adjustments, and parents/guardians and appropriate outside agencies will be consulted with in this regard as appropriate.

## **14. CONFIDENTIALITY AND CONSENT**

The confidentiality and rights of our boarders as patients are appropriately respected. This includes the right of a boarder deemed to be Gillick Competent to give or withhold consent for

his/her own treatment. Boarding House staff will seek the advice of the School Matron and the Deputy Head (pupils), who is the School's DSL, in these circumstances.

## **Providing for All Boarders**

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Exeter Cathedral School is an inclusive and welcoming school, where children and their families are welcomed and nurtured. The School recognises its obligations in respect of equal opportunities for all of its pupils.

Exeter Cathedral School will make all reasonable provision for pupils with particular religious, dietary, language or cultural needs. The need for such provision will, in the main, be identified at the joining stage and through discussions with parents and pupils.

As a Cathedral School, the school is a Christian School (Church of England) and the spiritual life of the School is central to the School's ethos and aims of fostering 'a supportive, purposeful, stimulating and gently-Christian environment' and of offering 'a first-rate all-round educational experience to pupils aged 2.5 – 13, where the focus is on developing the whole child' (Statement of Aims)

Children of all faiths and none are welcomed by the School. All pupils are expected to engage with the spiritual life of the School and with its routines. Consideration will be given to requests from parents/guardians for special arrangements (eg during Morning Worship Assemblies, School services) due to religious beliefs.

### **Religious needs**

Whilst the School is by foundation a Christian School, reasonable adjustments will be made for pupils who have particular religious needs. This may include, for example, the facilitating of prayer time and space. The Deputy Head (pupils) and the School Chaplain are responsible for communicating needs and coordinating provision.

### **Dietary needs**

Particular dietary needs can be discussed with the School's catering company (Palmer and Howells). The Catering Manager and Deputy Head (pupils) (or the Bursar, who oversees the School's contractors, including caterers) are happy to speak to parents/guardians of pupils with such needs, and reasonable adjustments can be made to accommodate (for example) provision of specialist (non-dairy, gluten-free, vegetarian, halal) food. A pupil Food Committee, chaired by the Bursar and attended by the Catering Manager, also operates. The Deputy Head (pupils) and the Catering Manager are responsible for communicating needs and coordinating provision.

### **Language needs**

The Senior Deputy Head oversees the work of our visiting Learning Support teachers and is therefore the School's SENCO. He will be happy to talk to parents/guardians about a child's particular language needs. Again, reasonable adjustments can be made: this may involve support work with/by a member of support staff or teaching assistant. Where a child has an EHC plan (there are currently no pupils in the School with an EHC plan), the Headmaster, Senior Deputy Head and the Bursar would meet with parents in the first instance to ascertain how best to reasonably support the pupil. Classes are taught in English: whilst there are currently no EAL children at the School, a number have a second language. The

Senior Deputy Head (and, where applicable, the Head of Pre-Prep) is (are) responsible for communicating needs and coordinating provision.

### **Cultural needs**

The School recognises that, whilst many pupils come from broadly similar cultural backgrounds, there will be times when it needs to make reasonable adjustments to support a pupil with particular cultural needs. This may include giving permission for absence for (for example) festivals or travel. The Headmaster (with his PA) is responsible for communicating needs and coordinating provision.

Through the RS curriculum, the PSHE curriculum and the School's Wellbeing Sessions, form time, the Morning Worship Assembly programme, and the modelling of behaviours: the social, moral, spiritual and cultural awareness of the pupils is developed and enriched.

The School has an SMSC policy which gives further details of how the School assists the social, moral, spiritual and cultural development of its pupils and how it meets the regulatory standards in respect of this.

## **Staff Receiving Visitors**

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Resident Staff in the Boarding House with independent access to their accommodation (ie where it is not necessary to enter any part of the Boarding House in order to access the accommodation) may receive visitors at any time. These visitors do not need to sign in or wear a lanyard: they must not enter any part of the Boarding House. This is the responsibility of the resident member of staff. For fire protection, overnight visits are to be notified to the Bursar.

For staff whose accommodation is accessed via other areas of the Boarding House, it is acceptable to receive visitors to their accommodation between 5pm and 10pm during term time. These visitors should sign in and wear a lanyard and are to be accompanied at all times by the member of staff they are visiting. Staff should make the duty member of staff and the Head of Boarding aware that they are hosting a visitor. Staff should not take their visitor into the pupil areas of the Boarding House without permission from the Head of Boarding. Visitors should be escorted into the Boarding House and escorted off the School site by the member of staff they are visiting. It is never acceptable to share codes/keys/swipe cards with a visitor. Staff wishing to receive an overnight guest should seek written permission from the Headmaster.

Any resident member of staff receiving visitors is responsible, at all times, for the visitors' behaviour and conduct, and for ensuring that the visitors familiarize themselves with the fire procedures and safeguarding procedures.

The School acknowledges that resident staff accommodation is their private accommodation, but asks resident staff to be mindful, particularly when receiving visitors, of the need for professional, appropriate and respectful behaviour during term time, and reminds staff that their accommodation is adjacent to (though separate from) pupils' accommodation.

All areas of the School, including resident staff accommodation, are no-smoking areas. The Staff Code of Conduct states: to promote a healthy and pleasant working environment and because of the fire risk, smoking (in any form, including the use of e-cigarettes) is not allowed anywhere on site. You must not smoke on school premises or outside school gates. Any member of Staff wishing to smoke must leave the school grounds and the area of the Cathedral Green. It is not acceptable to smell of smoke at work.

The Staff Code of Conduct states: consumption of alcohol or illegal drugs is not permitted on site, save where at a School function or otherwise agreed when modest amounts of alcohol may be consumed. Staff who reside on site may consume modest quantities of alcohol in private accommodation outside of School hours when they are not on duty. Your conduct and performance must not be adversely impacted by alcohol or drugs when undertaking your duties or when (in your capacity as a School employee) in the company of pupils/parents.

## Pupil routines

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# wake up

Get dressed, make your bed and pack your bags



Music practice



**7.25**

Meet in Common Room



# breakfast



Back to house, brush your teeth and tidy your rooms



# School time!

5 :00pm Welcome back to house !

Get changed in your own clothes + prep/reading time

(15 min for Y4/5/6 - 30 min for Y7/8)

6.25pm Meet in Common Room

6.30pm Dinner time (choristers join us)

6.45pm Free time / activities \*

7.30pm music practice + hand in devices

7.45pm Hot chocolate in CR

8.00pm Bed time routine

### \* Activities

Monday : games night/games room

Tuesday : dodgeball/playground

Wednesday : games room/playground

Thursday : sugar crafting/games room

Friday : film night

### \*\*Bed time

#### Year 4/5/6

8.00pm Shower & teeth

8.15pm Bed & read

8.30pm Lights out

#### Year 7/8

8.30pm Shower & teeth

8.45pm Bed & read

9.00pm Lights out

## Duty Routines

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### Weekdays (evenings)

<b>5pm</b>	Duty begins. Open Boarding House Collect the duty folder and house mobile phone Sign boarders in on the Daily Sheet Distribute phones/devices as requested
<b>5pm – 6.25pm</b>	Free time for boarders. They may, with your permission, do prep in the prep room, play outside, play in the Games Room, relax in the Common Room, relax in their dorms
<b>6.25pm</b>	All boarders meet in the Common Room Grace before supper
<b>6.30pm</b>	Go to supper (dining room) Eat with the boarders and supervise behaviour, ensuring they have a decent meal and say thank you to the catering team. Choristers on duty will join at c6.30pm
<b>c6.50pm</b>	House notices. Explain the options for the evening. Remind them about tidy dorms.
<b>6.50pm – 7.30pm</b>	Evening activities. Lead an engaging activity for the boarders.
<b>7.30pm</b>	Music practice for all
<b>7.45pm</b>	Hot chocolate in the Common Room (prepared by the Gap Tutor). Collect in, and lock away, phones and devices.
<b>8pm</b>	Junior (y3-6) bedtime routine begins Seniors (y7-8) may relax, watch TV etc
<b>8.15pm</b>	Ensure juniors (y3-6) are in bed reading Check if any juniors need medicine before bed.
<b>8.30pm</b>	Turn out juniors' lights. Make clear who is on duty overnight and remind pupils about the call buttons. Seniors' bed time routine begins.
<b>8.45pm</b>	Ensure seniors (y7-8) are in bed reading Check if any seniors need medicine before bed.
<b>9pm</b>	Turn out seniors' lights. Make clear who is on duty overnight and remind pupils about the call buttons.
<b>From 9pm</b>	Monitor corridors to ensure pupils are well behaved and asleep.
<b>Lock up</b>	Ensure the Gap Tutor on duty is aware you are leaving to do lock up. They should monitor the corridors and base themselves in the Common Room/Bistro.
<b>10pm</b>	External door alarms set automatically.
<b>End of duty</b>	Ensure all required doors are locked, check phone to ensure alarms

	are set, make notes on incidents in the House Book, turn off lights, take duty phone and folders and keys with you to bed
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### Weekdays (morning)

<b>6.45am</b>	De-alarm external doors Begin wake-up
<b>7am</b>	Music practice: patrol
<b>7.25am</b>	All boarders meet in the Common Room. Grace before breakfast
<b>7.30am</b>	Take boarders to breakfast (in dining room). Duties as for supper (above)
<b>7.50am</b>	House messages. Back to House to brush teeth, administer medicines, collect belongings for the day
<b>8am</b>	Boarders to the playground. School day begins. Boarding House closed.

### Saturday (day)

8.00	Wake up, make beds, tidy, music practice
8.45	Breakfast
9.30	Day duty staff arrives – meet in the Common Room in the Boarding House
Day	Saturday activity with day duty staff
Lunch	Packed lunch provided by School to be taken on activity
16.15	Take choristers to Cathedral West Wing for rehearsal
17.00	Meet in the Common Room Handover to evening duty staff Day duty ends
17.30 – 18.15	Evensong
18.15	Saturday evening routine starts

### Saturday (evening)

<b>18.15</b>	Sign out boarding choristers from West Wing
<b>18.30</b>	Supper in the Dining Room
<b>19.00</b>	Activity / movie night
<b>20.30</b>	Bed time routines (as per weekdays, but a little later as appropriate)
<b>From 21.30</b>	Monitor corridors to ensure pupils are well behaved and asleep.
<b>Lock up</b>	Ensure the Gap Tutor on duty is aware you are leaving to do lock up. They should monitor the corridors and base themselves in the Common Room/Bistro.

<b>22.00</b>	External door alarms set automatically.
<b>End of duty</b>	Ensure all required doors are locked, check phone to ensure alarms are set, make notes on incidents in the House Book, turn off lights, take duty phone and folders and keys with you to bed

**Sunday (day)**

<b>7.00</b>	Wake up, make beds, tidy, music practice
<b>8.00</b>	Breakfast
<b>8.45</b>	Take choristers to Cathedral West Wing for rehearsal
<b>9.00</b>	Day Duty staff arrives Day Duty begins
<b>10.00</b>	Eucharist. Feel free to go with non-chorister boarders. Sit front right and let the Chaperone know you are in the service.
<b>11.05</b>	Collect boarders and day boarders from West Wing
<b>12 noon</b>	Roast lunch in School. Numbers are booked: please tell catering staff if there is a sudden change, and make a note on the Sunday duty sheet.
<b>12.30 – 14.00</b>	House time, prep, playtime, relaxing in the Common Room, Games Room
<b>14.15</b>	Take choristers to Cathedral West Wing for rehearsal
<b>16.00</b>	Evensong. Feel free to attend with non-chorister boarders
<b>16.45</b>	Meet Saturday evening duty staff in the Common Room for handover Sunday day duty ends

**Sunday (evening)**

16.45	Handover in the Common Room from Day Duty staff
16.50	Collect choristers from the West Wing
17.00 - 1830	Free time for boarders: activities in the House/playground. Weekly boarders return.
18.25	Meet in Common Room Grace before supper
18.30	Supper in the Dining Room. As per week days.
18.50	House notices. Outline options for the evening
19.00	Evening activities
19.45	Hot chocolate (prepared by Gap Tutor)
20.00	Bedtime routines begin (as or weeknights)
<b>From 21.00</b>	Monitor corridors to ensure pupils are well behaved and asleep.
<b>Lock up</b>	Ensure the Gap Tutor on duty is aware you are leaving to do lock up. They should monitor the corridors and base themselves in the Common Room/Bistro.
<b>22.00</b>	External door alarms set automatically.
<b>End of duty</b>	Ensure all required doors are locked, check phone to ensure alarms

	are set, make notes on incidents in the House Book, turn off lights, take duty phone and folders and keys with you to bed
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## **Guideline and notes for duties**

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### **Duty keys**

There are two bunches of keys: the duty keys (access all areas apart from the Treatment Room) and the Treatment Room keys.

These two bunches are kept in the black coded box on the wall by the entrance to the Boarding House. The Head of Boarding will give you the code. Please keep the keys either with you or locked away in this box.

### **Duty folder**

This large see-through plastic zip-folder contains the Boarding House book, the meals book, and the daily sheets. It is stored in the locked cupboard outside the Head of Boarding's office (lower ground floor).

### **Blue Book (or Boarding Book) (A4)**

This is for logging the events and incidents of your duty – a means of communication between you and the next duty person. Please make clear the time of your handover to the next duty member of staff (if applicable) – you should both sign it to indicate handover. Do not write details of medicines administered in this book (see process above, from the Care of Boarders who are Unwell policy).

The Boarding Book is routinely monitored by the Head of Boarding, and is reviewed during meetings between the Head of Boarding and the Deputy Head (pupils).

### **Meal book (A5)**

Please write down the supper served during your duty.

### **Daily Sheets**

These are the registers for each evening. They give details of who is in which dorm and who is on duty. Use these sheets to register the boarders at 5pm (or when they arrive to boarding after chorister commitments) and to confirm that they are in bed after lights-out. Please also indicate that you have taken in their devices (as applicable).

### **House Mobile**

This needs to be carried around and switched on at all times. All boarding parents and boarders have this number, as do all members of staff.

There is a PIN to access the phone. This will be given to you by the Head of Boarding.

Sundays: during rehearsals and services, please be on call for Choristers who get poorly: they will return to the Boarding House with a Chaperone. The Chaperone will call the duty mobile.

At night, the House Mobile operates as an alert system:

- If a boarder presses the call button on the landing, the phone will sound to alert you. You should then attend the areas highlighted on the phone.
- If a boarder leaves the landing, the phone will sound to alert you. You should then attend the areas highlighted on the phone.
- If the exterior door alarm sounds, the phone will indicate where the alarm has been triggered.

The House Mobile can also be used to activate, pause and deactivate the alarm. The Head of Boarding will give you training on this as required.

### **Day activity (Saturdays only)**

All sorts of activities are available (see appendix). Activities should be age and number appropriate, and planned and agreed with the Head of Boarding, and the relevant risk assessment prepared. Please note we have a school National Trust membership which you can use for activities with Boarders.

### **Day Boarding (Sundays only)**

Choristers can sign-up for Day Boarding. Day Boarders can go in the Common Room unaccompanied. They can also go into the Games Room as long as they are supervised by a member of staff or one of the two Senior Boarders. Children going to the Games Room must sign in and out using the form on the door. No Day Boarders in the Dorms, unless the Boarders invite them in AND at the Teacher's discretion.

### **House Debit Card**

You will be given this (and the PIN) when your duty starts. This is for paying for Saturday activities (please keep expenses to a minimum). An expenses form is in the Duty Folder.

### **The West Wing**

This is the large blue door through the Cathedral car park. Boarding Choristers are to be delivered to and collected from here. You will need to sign them in with the Chaperone (Cathedral volunteer overseeing welfare during rehearsals and services) on arrival and sign them out again when you collect them.

### **The Chorister Phone**

This is the phone to call if you have questions or urgent messages pertaining to boarding choristers and/or their commitments or wellbeing. The phone is held by the School's Chorister Tutor.

### **Alarm System**

The external doors all have an alarm (with the exception of the Year 4 entrance – this is the access door for Gap Tutors if they return after 10pm).

The alarm is automatically set at 10pm. The alarm can be altered or turned on/off via the Boarding Mobile. The Head of Boarding (only) has authority to change the alarm settings.

### **Security and Visitors**

Of course, we take the security of the Boarding House extremely seriously. In 2018 a hi-tech security system was installed. The internal access doors require swipe cards to access them at certain times of the day, meaning that no-one who isn't a member of boarding staff can access the House during the School day. There is a swipe card in the duty folder. After 5pm, the House is open and boarders can come and go as they please. The doors to the boys' and girls' landings have sensors, meaning that an alert is sent to the Boarding mobile if the doors are opened at night. All external doors are locked and alarmed at night. We also have a communication system installed: there are call buttons on each landing, meaning that boarders can summon a member of staff if they are feeling unwell at night.

Boarders are signed-in when the House opens at 5pm (at 6.30pm at tea if an on-duty chorister) and another register is taken at bed-time.

Any visitor to the Boarding House should be by arrangement. All visitors should sign in in the entrance hall, and must be accompanied at all times by their child or a member of the duty staff. Visitors (including parents/guardians) should not go onto landings or into dorms, save at the start and end of each half term when they may wish to help with luggage/packing. The Common Room is to be used for visits. If a parent/visitor needs to talk confidentially to the Head of Boarding, s/he may be accompanied to the Head of Boarding's Office (lower ground floor).

Fire drills are carried out each term in the Boarding House.

### **Mobile Phones/devices**

Boarders may have their devices between 5pm and 7.45pm and may use them to call home/send messages. They can do this in their dorms if they seek your permission first.

All devices must be handed in at 7.45pm and locked away in the padlocked white cupboard in the Common Room. Once all devices are in, please tick the "devices" against each child's name on the register. If they don't have a device, just put a straight line.

The House Mobile phone has a PIN. You need to draw a big capital "C" with your finger.

### **Pocket Money**

Boarders have pocket money they can use at the weekend if/when you take them out. It is kept in a tin which is located in the Head of Boarding's office. If needed, pocket money will be handed out on the morning before your duty starts.

If you do need to give pocket money, please make sure you fill in individual pocket money sheets from the black file (kept with the tin). It is important to keep a tally of how much money children are taking out and how much money they have left on their account.

### **Watching films and TV**

Please make sure the films you watch are appropriate for all age groups involved. Please keep a note in the blue book provided of any films or TV watched during your duty (as much as possible).

### **Phone calls**

Children can use House Mobile to make phone calls (unlimited calls) but they must ask permission. You will need to unlock the phone and dial the number for them. Please keep a note of any phone calls (given or received) in the blue book, even if they call from their own phone (as much as possible).

### **Medicines**

Medicines are kept in the Treatment Room only. Non-prescription medicines (eg calpol, nurofen) may be given to boarders if required: please use your professional judgement and follow the guideline in the bottle/packet. Prescription medicines may also be given according to the details contained in the boarder's medical file (in Treatment Room). Please check the pupil's allergies via Engage/their medical file in the Treatment Room if you are in any doubt. You may decide to phone home before administering a medicine. If a medicine is administered a note must be made in the administering of medicines file: please fill in a form stating what you gave, the amount, the date and time as well as the reason it was given. Please alert the Head of Boarding or House Matron so that they can add to the centrally-held records in conjunction with the School Matron.

Please read the section 'medical matters' elsewhere in this Handbook, which is lifted from the School's Policy *Care of Boarders who are Unwell*.

### **Remote supervision**

Whilst on duty you are *in loco parentis*. This means that you should act as a reasonable and responsible parent would.

It is acceptable for boarders to be in different places around the boarding house (including the playground), in much the same way as (for example) a parent might be in the kitchen whilst their child plays upstairs/outside. However, it is important that you know where the boarders are, so they must seek your permission first. You may want to make a note on the chalk board.

### **Children Going off Site**

On a Wednesday evening (daylight hours) and at the weekend (daylight hours, Year 7 & Year 8 pupils may be given permission to go to town in groups of 3 (minimum) for 45/60 minutes.

- Pupils must receive permission from the duty member of staff and agree a return time to report back
- pupils must sign out/in using the book provided in the boarding house hall (on top of the pigeon holes)
- at least one of the children must have a mobile phone with the house mobile number saved in it and some credit to make calls

- children must remain as a group of 3 (minimum) at all times
- it is expected from children that they behave themselves when out of school as they still represent ECS and its values. There are clear expectations and any issue will be dealt with by the Head of Boarding
- there is a clear parameter - pupils are allowed to go to: the High Street, the Cathedral Green, PrincessHay, the Guildhall Shopping Centre. They may not go to Fore St, Queen's St or Sidwell Street.
- If an incident occurs or if the pupils become concerned, they are to call the house mobile phone straight away and let the duty teacher know
- the duty teacher can decide to keep children in depending on circumstances (bad weather, something happening in town...)

### **Food and Drink**

Breakfast, lunch and supper are all taken in the Dining Room and provided by the School's catering contractor. House staff eat with the children, and boarders enjoy the family environment of eating together around a table. Menus are displayed in the boarding house, outside the dining room, and are available to parents/guardians via the School's website, and on request.

A fruit bowl and a water cooler is available to all boarders in the Boarding House, and treats and snacks are occasionally provided.

We ask that boarders do not keep food and drink in their dorms. Items made at (eg) cookery club or in Sports Nutrition classes can be kept, with permission, in the fridge in the Boarders' Bistro.

The Boarders' Bistro (first floor) is a space where toast/hot chocolate etc can be made, and is available to boarders at specified times and with permission from the member of staff on duty.

The GAP tutor on duty will usually make hot chocolate for everyone shortly before 8pm; this is enjoyed communally in the Common Room.

We respect the dietary requirements of our boarders and are always happy to liaise with the kitchen team and home about this. The School's Policy *Provision for Boarders with Special Religious, Dietary, Language or Cultural Needs* is available from the School Office on request.

### **Privacy**

It is important that boarders are afforded appropriate privacy. Living together as a community is enjoyable and rewarding, but we respect the rights and wishes of individual boarders to have privacy.

When entering a dorm, duty staff should knock and allow sufficient time before entering. When knocking on a girls' dorm., male members of staff should ask for permission to enter: the same applies for female members of staff entering a boys' dorm. Staff should knock and announce their arrival on the landings before walking through. Staff should be particularly mindful of the need for privacy during morning and evening routines (eg when boarders may be walking to/from showers in a towel). Accordingly, staff should explain clearly to the pupils that they will be on the corridor at (say) 8.15pm to check that pupils are in bed. Senior pupils should not begin their bed time routine until staff are off the corridors.

It is usually possible for the duty rota to be arranged so that a male member of staff is supported by a female Gap Tutor and vice versa. However, this may not always be possible. If a male member of staff

considers it important that a female member of staff be present to deal with an incident which has arisen., he should call a female Gap Tutor or a female member of staff and, if possible, await their arrival.

For the sake of clarity: the School has confidence in all its members of staff, and all boarding staff will receive training from the Head of Boarding. Staff should not feel disempowered to carry out their reasonable duties: the School asks that they exercise good professional judgment and do not put themselves in difficult situations.

All loos have lockable doors; all showers have curtains and doors; pupils may spend time in their dorms by themselves or invite in a fellow boarder, but pupils should not enter another person's dorm without their permission; boys must never go onto the girls' corridor and vice versa; pupils may use their devices in their dorms to contact home/friends (eg email, messages, FaceTime, Skype - not social media) but must seek permission from the duty member of staff before doing so.

### **Lock up**

All the keys you need are on the bunch of duty keys. The following areas are to be checked and locked:

- Bear Street gate
- Lower ground floor Chantry: Door onto back playground, door onto front playground
- Ground floor Chantry: front door, door to playground from gym corridor
- First floor Chantry: fire escape, all windows
- Second floor Chantry: fire escape, all windows
- Eyre House: y4 entrances, windows
- Eyre House: boarders' entrance, windows

### **In an emergency**

There is a duty rota with specific roles allocated. In the case of (for example) a necessary hospital visit at night, the 2<sup>nd</sup> duty person (often the Gap Tutor) should accompany the pupil to the hospital and the Duty Staff member should remain in charge of the Boarding House and the remaining Boarders. The Gap Tutor must call the House Duty Staff with regular updates and to authorize any decision pertaining to the pupil. In an emergency, the crisis call number (usually the Headmaster – also resident) should be called.

### **And Finally**

A huge thank you for the work you do in the Boarding House. It means a great deal to the boarders: they are very lucky to have you!



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