

TASIS



THE AMERICAN SCHOOL IN ENGLAND

Living Within a Resident Household

The current version of any policy, procedure, protocol or guideline is the version held on the TASIS website. It is the responsibility of all staff to ensure that they are following the current version.

Document

Information Sharing Category	PUBLIC
TASIS Document reference (Org, Doc, version, date)	TASIS_LivingWithinResidentsHousehold_V6_0_03092018
Version	7.0
Date published	04 September 2019
Date ratified by Board	04 September 2019
Review/Update date	04 September 2020
Responsible area	HR Department

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1. Introduction

- 1.1. The School will issue the following guidance to persons who are living with members of staff in School accommodation based within School grounds (herein described as ‘accommodation’ or ‘School accommodation’ or ‘premises’) and who attain the age of 16 or who come to live with members of staff having already attained that age.
- 1.2. This guidance note describes the Schools expectations as to the behaviour by all members of the family or the household of members of the staff who are accommodated in any part of the School grounds. It is designed to comply with the best standards of safeguarding and to ensure that all persons involved clearly understand what is expected of them.
- 1.3. The requirement for this is laid out within the National Minimum Standards for Boarding Schools:

NMS Standards 14.2 & 14.3 - Staff Recruitment & Checks on Other Adults

- a. **14.2.** For all persons over 16 (not on the roll of the School) who after April 2002 began to live on the same premises as boarders but are not employed by the School, there is a criminal record check completed at the standard level.
- b. **14.3.** There is a written agreement between the School and any person over 16 not employed by the School but living in the same premises as boarders (for example, members of staff’s household). This specifies the terms of their accommodation, guidance on contact with boarders, their responsibilities to supervise their visitors, and notice that accommodation may cease to be provided if there is evidence that they are unsuitable to have regular contact with children. They must be required to notify an unrelated designated senior member of staff if they are charged with, or convicted of, any offence.

2. Enhanced DBS Disclosure & Relevant Criminal Records Checks

- 2.1. Every member of a household occupying accommodation within School grounds which is provided as part of a staff members conditions of employment who has reached or who reaches the age of 16 years is required to have an enhanced DBS check and to provide the School with the original Disclosure Certificate for examination and return. In the event that the household member is already 16 before taking up occupation of that accommodation, clearance is required before the accommodation is occupied. Otherwise an application for a check must be made 28 days before the household member achieves that age.
- 2.2. The School can assist employees and their families in obtaining these checks. It is the responsibility of the School employee to notify the School in the event of a TASIS is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.

member of their household reaching the age of 16, in the case of dependent children the School will meet the cost of the enhanced DBS, in all other cases that must be done at the cost of the member of staff. Records of clearance will be kept in a discrete section of the staff members personnel file and handled strictly in accordance with Data Protection and GDPR requirements.

- 2.3. Enhanced DBS checks will be requested for individuals with recent periods of overseas residence and those with little or no previous UK residence. Individuals who fit this criteria may also be asked to provide further information, including a criminal records check from the relevant jurisdiction(s) overseas, a certificate of good conduct and/or references. Accommodation within School grounds can only be accepted once the overseas information has been received and only if the School has considered that information and confirmed that the individual concerned is suitable to commence living within School accommodation.

3. Occupancy Rights

- 3.1. The School does not bestow any rights of occupancy or tenure on the spouses/partners/adult children/ other members of the households of its boarding house staff, who have elected to move into the accommodation provided to a member of school staff for the performance of his or her duties.
- 3.2. The employee alone signs a contract/tenancy agreement with the School before taking up residence, covering the conditions of occupancy in School property. One of those conditions is that all adult members of their household/family residing with them comply with this policy.

4. Declaration

- 4.1. All members of resident households over the age of 16 must provide a written undertaking to comply fully with this policy (see Appendix 1). 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.
- 4.2. This note should be read carefully and the declaration at the end signed before anyone over the age of 16 moves into School accommodation that has been provided. Anyone reaching the age of 16 will be provided with a copy of this policy and required to comply with its terms. The original signed declaration will be kept with the enhanced DBS Clearance Records in the staff members personnel file.

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5. Induction in Safeguarding

- 5.1. The Schools Designated Safeguarding Lead will arrange an induction session in safeguarding and child protection for members of all households of boarding house and accommodated staff (in and out of School grounds) within their first two weeks of arrival if they are already 16 years old or within 28 days of their achieving that age. We keep a record of everyone who has attended our induction sessions in safeguarding.
- 5.2. As a member of the household of resident staff you should be conscious of the fact that you are not a school employee and that you have no status regarding the students for whom your spouse/partner/parent/guardian is responsible.
- 5.3. You should be aware of the need to respect the student’s privacy when leaving or entering your accommodation. You should not be alone, in private, with a student at any time.
- 5.4. While talking to a student make no gesture that could be misinterpreted.
- 5.5. Any physical contact is unlikely to be either necessary or justifiable and must be avoided. If you feel that a situation has occurred which might lead to your actions being misinterpreted you should leave the scene immediately and report the situation to an appropriate member of staff. Make a written note of the incident, including the time, while your memory is still clear.

6. Occasional Guests

- 6.1. Resident staff and their families may entertain guests in their homes during term-time but may only do so with the express permission of the Head of School obtained in advance and subject always to the conditions set out in their agreement to occupy that accommodation. At all times it is important that the host ensures that visitors are aware of the fact that certain restrictions apply because they are visiting a School.
- 6.2. The names and vehicle numbers of personal guests should be passed in advance to Security. Guests should be advised that they should:
 - a. not attempt to enter the areas that are designated for the boarders
 - b. not attempt to engage students in private conversation
 - c. be escorted from the door of the Boarding House to the hosts’ accommodation and back again
 - d. not be left alone in their host’s accommodation
- 6.3. Staff should not seek to entertain guests at times when they are on duty. The restrictions on movement do not apply at times when the students are on School holidays.

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Appendix 1: Request to live on-site within a Resident Household.**DECLARATION FORM**

I, _____ have read the above policy. I declare that I wish to [continue to] live with _____ in the boarding house accommodation that has been offered to my spouse/partner/parent/[other] as an essential part of his/her appointment/employment as House Tutor/House Parent/Deputy House Parent[other] at TASIS England. I understand that I do not have any rights of occupancy or tenure.

I declare that:

- I am content for the School to obtain an enhanced DBS Disclosure on me before I move into the accommodation, the cost of which should be invoiced to (name):

- I have arranged to give/ have given all information and documentation to enable the eDBS to the HR Manager's office on (date): _____
- I will attend the safeguarding training which the School has arranged for me
- 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 set out in 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 Schools requirements for supervising visitors
- I undertake to notify the HR Manager at once if I am ever charged with or convicted of any criminal activity
- I understand that failure to comply with the Schools 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 became aware of evidence that I was considered unsuitable to have contact with children and vulnerable people.

SIGNED: _____

NAME: _____

DATE: _____

Please return the completed form to the HR Manager in the envelope provided. If you have any questions, please do not hesitate to contact the HR Manager.

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