



# Box Hill School

## **BOARDERS BEHAVIOUR POLICY**

### **1. Purpose and Scope**

Box Hill School is a co-educational School for students aged 11 to 18 years old. Box Hill School has vertical boarding, and this is split between Junior and Senior year groups. Boarding is offered to all year groups although the majority of boarders are in the Sixth Form. The School offer provision for full, weekly and flexi-boarding, numbers of which vary each year. The boarding community is made up of six boarding houses: Atwood, Burmester, Constantine, Dalewood, Old Cottage and Ralph House.

Atwood: Senior Girls House (Year 12 and 13)

Burmester: Senior Girls House (Year 10 to 13)

Constantine: Junior Boys House (Year 7 to 11)

Dalewood: Junior Girls House (Year 7 to 11)

Old Cottage: Senior Boys House (Year 12 and 13)

Ralph House: Senior Boys House (Year 11 to 13)

The purpose of this policy is to promote a safe and positive environment in the boarding School, where students can learn and grow. It sets out the expected standards of behaviour and conduct for all students living in the boarding houses and the consequences of unacceptable behaviour. This policy applies to all students residing on site.

### **2. Safeguarding of Boarders**

Safeguarding is of utmost importance within our Boarding Community. We take the safety and well-being of all our Boarders very seriously, and we have implemented several measures to ensure that everyone feels secure and supported. These include, for example, regular reminders by House Parents regarding such things as parcel deliveries (these are checked by staff upon arrival), visitors to the House, what to do if an unknown adult asks to be let into the House etc.

Any behaviour that threatens the safety or well-being of our boarders or staff will not be tolerated. All incidents will be promptly investigated, and appropriate action will be taken, including involving relevant external authorities if necessary.

We have members of the Boarding Team that are Deputy Designated Safeguarding Leads, who are trained in safeguarding and child protection, and who are available to speak with Boarders who may have concerns or need support. We also have an Independent Listener available for the Boarders to reach out to for support. Boarders are encouraged to speak up if they feel unsafe or witness any behaviour that makes them uncomfortable.

We believe in creating a safe, welcoming, and inclusive environment for all boarders and are committed to maintaining this standard.

This policy should be read in conjunction with the School's Safeguarding Policy as well as the School's Behaviour Policies.

### **3. Expectations of Behaviour**

All students living in the Boarding House are expected to have:

a. Respect and consideration for others:

All students are expected to treat others with respect, dignity, and consideration, regardless of their race, gender, nationality, religion, or any other characteristic.

b. Responsibility and self-discipline:

Students are expected to take responsibility for their actions and exhibit self-discipline at all times.

c. Punctuality and attendance:

Students are expected to attend all classes and activities on time and to maintain good attendance records.

d. Personal hygiene and cleanliness:

Students are expected to maintain a high standard of personal hygiene and cleanliness.

e. Respect for the environment:

Students are expected to respect the environment and the property of the School and others.

Finally, it is expected that all Boarders will cooperate with House Staff while abiding by the School Rules at all times.

### **4. Unacceptable Behaviour**

The following behaviours are considered unacceptable and will not be tolerated in the boarding houses:

a. Bullying, harassment, or discrimination:

Any behaviour that is intended to intimidate, humiliate, or discriminate against another person.

b. Disrespectful behaviour towards others:

Any behaviour that is intended to disrespect or harm another person, including physical or verbal abuse.

c. Vandalism or destruction of property:

Any behaviour that results in the destruction or damage of the property of the boarding School or others.

d. Substance abuse:

Any use of drugs or alcohol is strictly prohibited. Smoking/vaping is also strictly prohibited.

e. Unauthorised leaving of the School:

Students are not permitted to leave the boarding School without permission.

f. Inappropriate use of technology:

Any misuse of technology, including social media, email, or other forms of communication that are intended to harm, harass, or bully another person.

g. Engaging in any inappropriate sexual behaviour, including sexual harassment or assault.

## **5. Relationships Between Pupils**

We recognise that students may form relationships with each other while living on School site. We expect these relationships to be consensual, respectful, and appropriate for the age and maturity of the students involved. The following guidelines apply:

- All forms of sexual behaviour are strictly prohibited.
- Students should respect personal boundaries and privacy in relationships with other students.
- Students should not engage in any behaviour that could be interpreted as bullying, harassment, or coercion in relationships with other students.
- Students who witness or become aware of any inappropriate behaviour in relationships between students should report it immediately to a member of staff.

## **6. House Expectations**

Each Boarding House will make it clear to students at the beginning of the year what the expectations are when living in that Boarding House. Despite the Boarders living across six different Boarding Houses, the general expectations will be the same. Some examples of these expectations are as follows:

### **Room Expectations:**

- Keep rooms clean and tidy. Students are expected to make their beds each morning.
- Keep hallway noise levels at a minimum during quiet hours (10 p.m. to 7 a.m.).
- Use of pinboards only to display articles from home. Refrain from using Blu Tack directly on the walls.

- Students are expected to report any damage or maintenance issues to House Staff as soon as they become aware of them.
- Any damage to items in the rooms, beyond expected wear and tear, will be billed to students as necessary.

**Guest Expectations:**

- Students may have visitors in the common areas with prior permission from the Boarding House Staff.
- Visitors must check in with House Staff upon arrival and must not be in the House when House Staff are not present.
- Visitors from other Boarding Houses are expected to be respectful of these common areas and can be expected to be asked to leave if they do not treat these areas well.
- All visitors must leave the boarding house by 9.30p.m. on weekdays and weekends.
- No overnight guests are permitted.

**7. Use of Alcohol, Drugs and Smoking/Vaping**

Please read this policy in conjunction with the Drugs, Alcohol and Smoking Policies.

- The use of alcohol, tobacco, drugs, vapes or any other illegal substances is strictly prohibited in the Boarding Houses. This also applies regardless of age of the students and also when students are off site having 'checked-out'.
- The possession of any of these substances is also strictly prohibited; Any student caught in possession or under the influence of any of these substances will be subject to disciplinary action, up to and including expulsion from the School.

**8. Online Safety**

Online safety is of the utmost importance at our institution, and we expect all boarders to behave responsibly when using digital technology. This includes but is not limited to;

- using appropriate language and behaviour when communicating with others online,
- the taking, and sharing, of images of others without their permission,
- not sharing personal information with strangers,
- not engaging in cyberbullying or harassment,

- reporting any concerning online behaviour to a member of staff.

Boarders should also be aware of the risks of malware and viruses and take necessary steps to protect their devices from harm. Failure to adhere to these guidelines may result in disciplinary action, as we take the safety and well-being of our students very seriously.

In addition to the guidelines mentioned above, we also expect boarders to respect any online safety measures put in place by the School, including firewalls, content filters, and other security systems. Attempts to bypass these systems or access prohibited content will not be tolerated and may result in disciplinary action. It is important to remember that these systems are in place for the protection of all Boarders and bypassing them can put the entire community at risk.

House Parents work with the students in their Houses to reiterate the messages of PSHEE lessons around accessing harmful content online. Work is done to educate the students about how best to manage themselves online and how to protect themselves. Students are helped to manage their devices appropriately and parents of Junior Boarders are supported in setting up the appropriate controls on their technology.

In order to help Boarders to manage their devices appropriately a number of safeguards are put in place. These include but are not limited to: all Junior and Inter Boarders handing their phones in overnight, with Junior Boarders handing in all technology to their House Parents; no personal routers allowed in the Boarding Houses; clear expectations reiterated throughout the year regarding usage of technology as well as what is appropriate/not appropriate.

If it is believed that a Boarder is accessing harmful or inappropriate content this is flagged with the DSL and Assistant Head Pastoral and further action is then taken to help support the Boarder in question. If a Boarder discovers a loophole or vulnerability in any of our online safety systems, they should report it immediately to a member of House Staff rather than exploiting it for personal gain.

We appreciate the cooperation of all boarders in maintaining a safe and secure online environment.

## **9. Consequences for Misbehaviour**

Any behaviour that violates this policy will be addressed promptly and firmly by the boarding house staff. If a student engages in unacceptable behaviour, the following consequences may apply, depending on the severity and frequency of the behaviour:

- Verbal warning
- Loss of privileges, such as limited access to facilities or activities
- Boarders Detention
- Written warning and contact home
- Suspension from School

- Expulsion from School

Parents/Guardians will be notified by their child's House Parents in writing of any disciplinary action taken against their child.

In cases of serious or illegal behaviour, the School may involve the Police.

## **10. Support and Guidance**

We recognise that all students may experience difficulties at times, particularly around expectations of behaviour, and we are committed to providing support and guidance when needed. This may include:

- Work with House Staff to develop a plan to support the student in need.
- Guidance on the use of Apps and Online support services
- Referrals to the Medical Team, the Assistant Head (Pastoral and Boarding) or the Sixth Form Pastoral Lead
- Communication with Parents/Guardians to help support students.
- Referral to outside support services including charities that offer support.

## **11. Review and Update**

This policy will be reviewed on an annual cycle and updated as necessary to ensure it remains relevant and effective.

We hope that all students living in the boarding house will abide by this policy and contribute to a safe and supportive community.

C Ellis

Assistant Head (Pastoral and Boarding)

October 2023

This policy should be read in conjunction with the following policies:

The School Rules; Safeguarding Policy; Behaviour and Behaviour Management Policy; Anti-Bullying Policy; Alcohol and Sanctions Policy; Drugs and Sanctions Policy; Smoking and Sanctions Policy; E-Safety Policy.