



# Boarding Policy for St George's College



St George's College has its own boarding facilities, accommodating up to +/- 120 students (male) from Forms 1-6. The boarding programme adopts all St George's College policies and procedures with specific policies and procedures for boarding where applicable.

The general principles which apply in boarding relate to the care, welfare, development and safety of the students.

## Boarding Mission Statement

### We believe in and strive for:

Independence  
Responsibility  
Respect  
Tolerance  
Progress  
Achievement

This will be achieved through:

- creating a sense of belonging, where everyone feels a valued member of the community;
- developing role models to whom we can admire, respect, relate to and seek out for guidance;
- promoting a sense of accomplishment through recognition for doing our best, whatever it is, on personal, social and academic levels;
- generating fun and excitement, curiosity and creativity on the trail to learning;
- encouraging the spirit of adventure, understanding and appreciating what it means to take a risk and be successful, or to fail and try again;
- promoting opportunities for leadership and responsibility, by expressing our ideas and accepting the consequences of our actions.

## Target Population

The boarding element of St George's College aims to attract students from the following sources:

1. Students whose parents specifically choose boarding as a way of providing a stable environment in which their children will develop, or whose work situation makes it difficult to otherwise ensure continuity of education;
2. Day scholars currently attending St George's College, whose home circumstances have changed and for whom boarding will maintain continuity of schooling;
3. Students with an identified 'boarding need'.



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## **Ethos**

To identify and develop the potential of each student through a rich and vibrant boarding experience, enabling them to flourish and become independent people ready to face the challenges of a global community.

The Boarding staff and students should actively foster the principle of respect for each individual, including his property and opinions. Positive behaviour and inter-personal relationships will emanate from this basic principle, and will be encouraged by rewards, privileges and sanctions, as appropriate.

## **Behaviour and Discipline**

All boarders are made aware of the standards of behaviour expected of them. This includes an expectation of honesty and reliability, and a general consideration of the needs of others. If this is the broad expectation, we believe most aspects of good behaviour will follow.

Poor behaviour or disobedience is primarily dealt with by discussion, reinforcing expectations, and further misdemeanours are dealt with by loss of privileges, or additional sanctions, such as exclusion from activities or other restrictions.

## **Aims**

1. To provide a supportive base, where everyone feels a valued member of the community;
2. To provide a disciplined and caring environment that gives stability and continuity of care;
3. To provide and maintain surroundings which meets the needs of boarders;
4. To promote the social, moral, spiritual and cultural development of the boarders, developing role models whom we can admire and respect.

## **Staffing**

There is a commitment to providing quality training and staff support, appropriate to the needs of both staff and students. Training needs are assessed and suitable courses or in-house training is available. The aim is to keep the staff up-to-date with current practice and to help individual enthusiasm for their work to be maintained.

The Headmaster carries overall responsibility for boarding, whilst delegating management to the Head of Boarding. The Head of Boarding is responsible for all aspects of pastoral care, including:

1. Establishment of boarding policy and management principles;
2. Promoting and sustaining the boarding facilities/environment within the school and beyond;
3. Progressing staff training and evaluation;
4. Promotion of boarding and the recruitment of students and staff;
5. Oversight of the safety, welfare, health and progress of all boarders;
6. Liaison with parents/guardians, schools and agencies;



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7. Implementation of policies in force and legal requirements;
8. Keeping all records and maintaining administrative systems;

## Boarding Management Team

The Boarding Management Team meets formally once per half term in order to ensure appropriate monitoring and supervision of the boarding provision. The team consists of the following staff:

**Headmaster** – Mr John Farrelly

**Head of Boarding** – Mr Ronnie Maposa

**Teacher in Charge of Boarding** – Mr Larnce Paulser

The team ensures effective management of boarding and organisation between the day school, boarding and other parts of the school administration.

## Boarding Policies

In addition to school policies, below you will find a list of the policies developed and adopted by the boarding programme which work alongside the school policies.

- Boarding Behavioural Policy;
- Guardianship Policy;
- Medical and Medication Policy;
- Mobile Phone Policy.

## Boarding Behavioural Policy

Students boarding at St George's College are expected to behave in accordance with the school behavioural policy and also the rules, regulations, standards and expectations specific to boarding.

Unacceptable behaviour contrary to a cohesive home environment is not tolerated. In most cases, students will receive a sanction appropriate to the issue in keeping with the consistent parental approach adopted by all boarding staff. This may include, but is not limited to:

1. Removal of privileges;
2. Earlier bed time;
3. Restriction of out-time;
4. Restriction from excursions, trips and activities;
5. Isolation within boarding away from others for a set period of time;
6. Exclusion from boarding for a specific time period;
7. Withdrawal of boarding place.

Where appropriate, boarding students following a behaviour or disciplinary incident may be asked to provide a written statement of events and may be interviewed by a member of the Boarding staff.



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Boarding staff reserve the right to search students and their property should boarding staff have reasonable suspicions that students are in possession of offensive material, weapons, drugs, alcohol, tobacco, stolen items or other items deemed potentially harmful to themselves or others in boarding.

Such searches will take place in the presence of two members of Boarding staff and the student and the police will be informed where necessary. This is in accordance with regularly reviewed guidance.

## ***Leaving on-time, Room Tidiness and Bedtime Routine***

Boarders must cooperate with the expectations as follows:

1. Leaving the hostel in the morning for school every day at the time stipulated and agreed beforehand;
2. Keeping a tidy bed area. Students must follow requests to tidy their room promptly;
3. Remaining in their designated bedroom after light-out time, unless seeking assistance from boarding staff for reasonable requests or medical emergencies;
4. Be in bed, having taken care of pre-bedtime routine, within sufficient time before the designated lights out time. Boarders may face a sanction if the student is out of bed, or the member of staff deems their behaviour or actions to be inconsistent or disruptive. Boarders who leave late in the morning will be given an early bedtime sanction that evening, and will face further sanctions for accumulating several lates in a week. Those boarders persistently not adhering to these basic expectations may face further sanctions including early to bed, loss of out time, and being withdrawn from trips.

## ***Promoting positive behaviour and relationships***

The Boarding Staff are committed to promoting positive behaviour throughout boarding and adopts all school-based policies related to behaviour, bullying and cyberbullying in addition to the expectations within boarding itself. The expectations of tolerance, respect, positive attitude and good behaviour are constantly reiterated and enforced in addition to the values and virtues associated with Jesuit Education Values.

## ***Behavioural Logs and Suitability for Boarding***

Behavioural incidents are logged on the internal boarding management system and/or the disciplinary log. The Headmaster reviews all disciplinary measures every half term to ensure oversight, and is in constant dialogue with the Head of Boarding about the behaviour, safety and well being of the boarders. Parents/Guardians will not always be contacted following each individual behaviour incident unless deemed necessary by the Head of Boarding.

A boarding place will be withdrawn, following a review of suitability for boarding, by the Headmaster and Head of Boarding if they both feel that a student is no longer benefitting from the boarding experience, has been involved in disciplinary issue of a serious nature and/or poses a threat to the experience, safety and security of other boarders. A withdrawal of a boarding place does not necessarily mean an exclusion from school.

Boarders may speak to the staff who gave sanctions to discuss their actions and to discuss ways of improving their cooperation with the hostel expectations. Behavioural expectations and standards are under



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constant review and this policy is in addition to all school-based behaviour, safety and safeguarding policies.

## ***Absconding from Boarding***

The safety and the security of the boarders within the hostel is paramount and we take multiple steps to ensure the perimeter fencing and grounds are safe from intruders and that boarders are prevented from absconding. The use of CCTV externally is to aid the boarding staff in maintaining a secure perimeter.

Boarders who deliberately abscond from boarding during a period of time when they are not permitted any out-time (such as grounding or just during the course of day-to-day schedule) or at any other time will be sanctioned as follows:

1. Meeting with the most senior member of staff on duty;
2. The following weekend, the boarder will be suspended from boarding and sent home or to the appropriate guardian;
3. Reintegration meeting with the Head of Boarding to discuss the suitability for boarding resulting from an absconsion.

If a student is deemed to be missing, having absconded, the Missing Child Policy will come in to effect.

## **Guardianship Policy**

St George's College does not appoint guardians on behalf of parents. It is the parent's/guardian's responsibility to nominate a guardian that meets all the requirements as set out in this policy.

The St George's College Boarding Staff are responsible for each student's welfare and undertakes parentally designated responsibilities on behalf of the parents and legal guardians of each boarder. The period of this responsibility is limited to term time and all times when the boarder is in our care. It does not cover:

1. Travel to the school on arrival days. The school's responsibility for the child begins the moment they arrive/return to the boarding houses and register that they have arrived/returned;
2. Boarders will be assumed to be still in our care whilst being transported to bus stations or airports on transport arranged by the school. This ends upon arrival at the bus station, airport or designated point of travel;
3. Parental or guardian-approved time away from boarding with family or friends with or without supervision.

It is a legal requirement that all students in boarding school at St George's College have a guardian to assist in caring for the young person. The appointed guardian must be:

1. at least 18 years or older and be of good character. The school reserves the right to reject the appointment of a guardian if deemed unsuitable. Families may wish to appoint a relative or close friend;



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2. a resident in Zimbabwe, at all times, for the duration of the guardianship;
3. available, within reason, to assist and provide any medical, behavioral or pastoral needs as they arise;
4. where appropriate, liaise with the boarding staff regarding holiday and exeat arrangements and make these clear to the boarding staff on request. The school must be made aware of any changes to travel or accommodation arrangements.

Arrangements for time away, holidays and exeats must be submitted to the hostel in a timely manner. If any arrangements for guardianships, travel or other time away from the school are deemed unsuitable, then the school reserves the right to review suitability for boarding in the interests of safeguarding the student's welfare.

Guardians, as well as parents, are welcome to attend school events, parent's evenings, fixtures and other school events where appropriate. Parents are required to complete the parent/guardian declaration before the boarder enrolls at the school and update the school in a timely manner should there be any changes to the arrangements.

## Medical and Medication Policy

This policy applies to all students, including those who are over 18, who are boarders at St George's College. The school is committed to ensuring the safety and welfare of all boarders and will undertake whatever steps deemed necessary; acting in *loco parentis*. This policy sets out what the boarding programme will do to ensure the safe and appropriate delivery of medication and medical/health care.

St George's College has a number of trained first aid staff, including a resident State Registered Nurse and any boarder requiring other treatment/diagnosis will be referred to the appropriate service. This applies whether the treatment or medication is either long or short term, and will take into account the individual's needs.

A boarder's right to confidentiality will be considered at all times and this may determine how much information is released regarding a condition and the treatment (including parents and guardians). Information regarding medication and health matters is strictly confidential.

## Boarder's Expectations

1. To keep the boarding staff generally informed of any medical problems or questions. Boarders can withhold information if they so wish, but we request that staff be made aware of any medical or health problems which may require us to amend our provision or care;
2. To hand in prescribed/non-prescribed medication, with full instructions, in English, to the Head of Boarding for safekeeping;
3. To cooperate with and follow instructions, as appropriate, of the boarding staff;
4. Boarders are entitled to make a medical appointment out of school hours. Any prescribed medication issued must be handed to the Head of Boarding for safekeeping.



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## ***Responsibilities of the Boarding Staff Team***

- To dispense and record all doses of prescribed and non-prescribed medication;
- To keep accurate records of treatments and medication given to boarders by ALL staff on duty;
- To keep an accurate record of accidents which occur within the building and grounds of the College, and when boarders are under staff care and control, or involved in activities organised by St George's College;
- To respond appropriately to any routine/emergency medical situation;
- To keep parents or guardians informed of a boarder's condition and progress if they are unwell or in need of treatment;
- To inform parents/guardians, as soon as possible, of any serious accident the child has been involved in whilst in the care of St George's College;
- To keep boarders informed of ongoing medical appointments and accompany them, if necessary.
- However, boarders have the right to ask a member of staff to withdraw from the consultation.
- To accompany boarders, as appropriate, to appointments;
- To provide suitable facilities in the event of the need for provision of care during illness or infectious disease.

## ***Responsibilities of Parents/Guardians***

- To complete the medical history form true and to the best of their ability. Any medical or health issue which could perhaps result in a review of suitability for boarding, must be declared so as to ensure the appropriate care. A medical condition does not normally mean a boarding place cannot be offered or have to be withdrawn, but in order to ensure that we can meet the boarder's medical needs, this information is important;
- To ensure that their child has got adequate medical cover;
- To arrange routine dental, orthodontist and optician appointments during school holidays where possible;
- To assume responsibility for the boarder if they are medically unfit for school. It is not expected any boarder will remain in the hostel for more than three days of being unfit. In the case of long-term illness, it is a clear expectation of the parent/guardian to keep the boarder in the home environment until the boarder is fit to make a full return to school life;
- To assume responsibility, as soon as it is practical, if a boarder is in need of medical surgery or treatment which may include a stay in hospital;
- On return to the hostel ensure any prescribed or non-prescribed medication is handed to the Head of Boarding.

## ***Emergency Treatment***

In cases of a serious medical emergency, every attempt will be made to contact the parents or guardians as soon as possible. In the case of a very serious emergency, it may be necessary for Boarding Staff to give consent for treatment. This will never be undertaken lightly and only ever when advised by medical staff. THERE SHOULD BE VERY CLEAR WRITTEN INSTRUCTIONS FROM ALL PERSONS, WITH PARENTAL RESPONSIBILITY, IF CONSENT IS NOT TO BE GIVEN IN ANY CIRCUMSTANCES WHEN THE PARENT/GUARDIAN CANNOT BE CONTACTED; THIS AUTHORISATION IS PART OF THE ENROLMENT PACK.



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## ***Thresholds for Contacting Parents/Guardians Regarding Medical Care***

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## ***Thresholds for Contacting Parents/Guardians Regarding Medical Care***

- Contact with parents/guardians will be made when:
  - plasters are applied or minor first aid are administered (blisters etc);
  - a student feels unwell but is able to attend school;
  - house remedies are given;
  - a student sustains an injury, but no medication or medical treatment is required;
  - a student is given an ice pack. This may be reported if the matter does not improve and if additional treatment is required after a period of time. Informing parents and/or guardians of a GP or nurse practitioner appointment is on a case-by-case basis; depending on the student age, their wishes and also the sensitivity of the reason for appointment.

## **Mobile Phone Policy**

Boarders are students of St George's College who are residing in the hostels during the school terms. This policy does not apply to any day scholar students and they must abide by the school's Mobile Phone Policy at all times and places.





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When a boarder leaves the hostel, he is regarded as a day scholar and the school's Mobile Phones Policy applies; conversely, when a boarder enters the hostel, this policy takes effect.

A boarder who brings a mobile phone for communication with parents/guardians is generally accepted.

Boarders may bring ONE mobile phone and ONE notebook computer with them. Bringing other electronic devices to boarding are strongly discouraged. The boarding staff reserve the right to limit the types and numbers of other electronic devices boarders may bring. Boarders should take proper care of their mobile phones or other electronic devices. The Boarding school is NOT responsible for any loss or damage to the boarders' mobile phones or other electronic devices.

Usage of mobile phones is restricted in boarding. Other uses of mobile phones or other electronic devices are generally not encouraged unless there are good reasons after approaching the Boarding Staff. Boarders should not turn on or access their mobile phones and other electronic devices at all times except Self-managed Times (SMTs) unless with prior application and approval by the Boarding Staff.

In general, mobile phones and other electronic devices should be switched off and kept in a secured place in the room.

Boarders are advised to use their mobile phones and other electronic devices responsibly during SMTs in their own dormitory rooms, dormitory common rooms or other open areas in the hostel. Parents/Guardians are reminded to call their sons during SMTs (14:00pm-17:00pm, 20:45pm-22:00pm).

For urgent calls, boarders may seek help from the Boarding Master or any member of the Boarding Staff, to be granted permission to access their mobile phones.

If a boarder cannot comply to the rules and policies stated, Staff or Prefects will confiscate his mobile phone or any other electronic devices. A parent/guardian of the boarder concerned may be asked to come and collect such devices for their sons.

## *Follow-up Actions on Violation*

### **Case recorded 1st offence**

#### **Follow up actions**

- Confiscation of the mobile phone or electronic devices for one day;
- Parent/Guardian will be notified;
- The boarder will have the item(s) returned after 16:00pm the following school day.



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## **2nd offence**

- Confiscation of the mobile phone or electronic devices for one week;
- Parent/Guardian will be notified;
- The boarder will have the item(s) returned after 16:00pm the following school day when the one week period is over.

## **3rd offence**

- Confiscation of the mobile phone or electronic devices for one month;
- Meeting with Parent/Guardian will be arranged;
- The boarder will have the item(s) returned after 16:00pm the following school day when the one month period is over.