

INTERNATIONAL SCHOOL OF ZANZIBAR
BOARDING PROGRAMME STANDARDS
2021-2022



NURTURE. EMPOWER. LEAD.

INTRODUCTION

ISZ is committed to safeguard and promote the welfare of children for whom accommodation is provided by our Boarding program. To this effect, we have established a series of standards.

STANDARD 1 – Statement of Boarding Principles and Practice

1. A suitable statement of the school's boarding principles and practice is available to parents and staff, is made known to boarders, and is seen to work in practice.

STANDARD 2 – Boarders' Induction and Support

1. There is an appropriate process of induction and guidance for new boarders.
2. Each boarder has an assigned staff member to whom s/he can turn for personal guidance or for help with a personal problem.
3. The school will also identify support staff outside of the school who boarders may contact directly about personal problems or concerns at school. The school ensures that boarders know who this person is, and how to contact them.

STANDARD 3 – Boarders' Health and Wellbeing

1. The school has and implements appropriate policies for the care of boarders who are unwell. These include first aid, care of those with chronic conditions and disabilities, dealing with medical emergencies and the use of household remedies.
2. Suitable accommodation, including toilet and washing facilities, is provided in order to cater for the needs of boarding students who are sick or injured. The accommodation is adequately staffed by appropriately qualified personnel, adequately separated from other boarders and provides separate accommodation for male and female boarders.
3. In addition to any provision on site, boarders have access to local medical services or provision as necessary.
4. Prescribed medicines are given only to the boarder to whom they are prescribed. Boarders allowed to self-medicate are assessed as sufficiently responsible to do so.
5. The confidentiality and rights of boarders as patients are appropriately respected.

STANDARD 4 – Contact with Parents/Carers

1. Boarders can contact their parents/carers and families in private. If necessary, the school will facilitate. This does not prevent schools from operating proportionate systems to monitor and control the use of electronic communications in order to detect abuse, bullying or unsafe practice by boarders.

STANDARD 5 – Boarding Accommodation

1. Suitable sleeping accommodation is provided for boarders. Where students in Year 7 or over, sleeping accommodation for boys is separate from sleeping accommodation for girls.
2. Suitable living accommodation is provided for boarders for the purposes of organised and private study outside school hours and for social purposes.
3. Suitable toilet and washing facilities are provided for boarders. Separate toilet facilities are provided for boys and girls unless each toilet facility is provided in a separate room intended for use by one student at a time, the door to which is capable of being secured from inside. Toilet and washing facilities provide appropriate privacy for boarders.
4. Boarding houses and other accommodation provided for boarders is appropriately lit and ventilated, cleaned and maintained, and reasonable adjustments are made to provide adequate accessible accommodation for any boarders with restricted mobility.

5. Accommodation is suitably furnished and of sufficient size for the number, needs and ages of boarders accommodated, with appropriate protection and separation between genders, age groups and accommodation for adults. Bedding is clean and suitable.
6. Boarders can personalise an area of their accommodation with suitable posters and personal items if they wish.
7. Boarding accommodation is reserved for the use of those children designated to use it, and is protected from access by unauthorised persons. Any use of school facilities by individuals or groups does not allow members of the public (including members of organised groups using school facilities) substantial and unsupervised access to children, or to boarding accommodation while occupied by children.
8. Any use of surveillance equipment (e.g. CCTV cameras) or patrolling of school buildings or grounds for security purposes does not intrude unreasonably on children's privacy.

STANDARD 6 – Safety of Boarders

1. The school has a written policy on compliance with relevant health and safety laws which is effectively implemented.
2. The school premises, accommodation and facilities provided therein are maintained to a standard such that, so far as is reasonably practicable, the health, safety and welfare of students are ensured.

STANDARD 7 – Fire Precautions and Drills

1. The boarding facilities comply with all Zanzibar fire safety guidelines.
2. In addition, fire drills are regularly (at least once per term) carried out in 'boarding time'.

STANDARD 8 – Provision and Preparation of Food and Drinks

1. All boarders, including those with special dietary, medical or religious needs, are provided with meals which are adequate in nutrition, quantity, quality, choice and variety.
2. Suitable accommodation is provided for the hygienic preparation, serving and consumption of boarders' main meals.
3. In addition to main meals, boarders have access to drinking water and to food or the means of hygienically preparing food at reasonable times.

STANDARD 9 – Boarders' Possessions

1. Adequate laundry provision is made for boarders' clothing and bedding. Boarders' clothing is satisfactorily stored and issued to the right boarder following laundering.
2. Boarders are able to obtain necessary personal and stationery items while accommodated at school.
3. Reasonable protection is provided for boarders' personal possessions and for any boarders' money or valuables.

STANDARD 10 – Activities and Free Time

1. There is an appropriate range and choice of activities for boarders outside teaching time, including sufficient and suitably timed free time each day.
2. Boarders have access to a range and choice of safe recreational areas, both indoors and outdoors, and there are safe areas at school where boarders can be alone if they wish.
3. Boarders have access to information about events in the world outside the school, and access to local facilities which are appropriate to their age.

STANDARD 11 – Child Protection

1. The school ensures that arrangements are made to safeguard and promote the welfare of students at the school.

STANDARD 12 – Promoting Positive Behaviour and Relationships

1. The school has and consistently implements a written policy to promote good behaviour amongst students. This policy includes:
2. measures to combat bullying and to promote positive behaviour, school rules, and disciplinary sanctions, as well as arrangements to search a student's possessions.
3. The policy complies with relevant legislation and guidance and is understood by staff and students.

STANDARD 13 – Management and Development of Boarding

1. There is clear management and leadership of the practice and development of boarding in the school, and effective links are made between academic and residential staff.
2. Boarding staff have an adequate level of experience and/or training.
3. The records specified in Appendix 2 are maintained and monitored by the school and action taken as appropriate.

STANDARD 14 – Staff Recruitment and Checks on Other Adults

1. Schools operate safe recruitment procedures and vet staff in line with the international school standards.
2. All persons visiting boarding accommodation (e.g. visitors, outside delivery and maintenance personnel) are kept under sufficient staff supervision to prevent them gaining substantial unsupervised access to boarders or their accommodation.
3. The school regularly monitors the suitability of any arrangements it makes for the appointment of guardians.
4. Any guardians appointed by the school are subject to the same recruitment checks as staff, and their care of students is monitored.
5. This standard applies where a guardian is appointed for a child under 18 by a school, by a member of staff as part of their work for the school, or by an agency or organisation on behalf of the school. Where a school provides lists of possible guardians, written documents should be clear as to whether the school or parent is responsible for the arrangements made and thus the welfare of the child.

STANDARD 15 – Staffing and Supervision

1. Any person employed or volunteering in a position working with boarders has a job description reflecting their duties, receives induction training in boarding when newly appointed, and receives regular reviews of their boarding practice, with opportunities for training and continual professional development in boarding.
2. Any role of spouses, partners and/or other adult members of staff households within boarding houses is made clear.
3. The staff supervising boarders outside teaching time are sufficient in number, training and experience for the age, number and needs of boarders, and the locations and activities involved.
4. Boarders are at all times under the responsibility of an identified member of staff who is suitably qualified and experienced.
5. Staff know the whereabouts of boarders (or know how to find their whereabouts) in their charge at all times.

6. Staff working within the school know and implement the school's policy in relation to children going missing and their role in implementing that policy. Staff actively search for children who are missing, including working with police where appropriate.
7. There is at least one adult member of staff sleeping in each boarding house at night, responsible for the boarders in the house.
8. Boarders have a satisfactory means of contacting a member of staff in each house at night.
9. Suitable accommodation (consisting of accommodation in which meals may be taken, living accommodation and sleeping accommodation) and suitable toilet and washing facilities are provided for residential staff. This accommodation is appropriately separated from the accommodation and facilities provided for boarding students. Appropriately separated' does not mean that the accommodation has to be in a separate building. But separation should mean that facilities are not shared.
10. School arranged lodgings are those provided or arranged for a student under 18 by the school, or any member of its staff as part of their work for the school, or by an agent or organisation acting for the school, rather than by the student's parent or an organisation other than the school acting on the parent's behalf. They include term-time use of lodgings instead of on-site boarding accommodation, holiday lodgings arranged for students by the school, students lodging with staff members during holidays, and accommodation during either term or holiday time with school-arranged educational guardians. This standard does not apply for school trips.
11. Any boarder access to staff accommodation is properly supervised and does not involve inappropriate favouritism or inappropriate one-to-one contacts between staff and boarders.

STANDARD 16 – Equal Opportunities

1. Boarders do not experience inappropriate discrimination because of differences arising out of gender, disability, race, religion or belief, cultural background, linguistic background, special educational need, or academic or sporting ability. These factors are taken into account in the care of boarders, so that care is sensitive to different needs.

STANDARD 17 – Securing Boarders' Views

1. Boarders have an opportunity to contribute views to the operation of boarding provision, are able to raise concerns and make complaints, and their views are given appropriate weight in decisions about the running of the PROGRAM. Students are not penalised for raising a concern or making a complaint in good faith.

STANDARD 18 – Complaints

1. The school has, and follows, an appropriate policy on responding to complaints.

STANDARD 19 – Prefects

1. Any prefect system (or equivalent) gives prefects (or equivalent) appropriate specific duties and responsibilities that are appropriate for them, with adequate staff supervision and measures to counter possible abuses of the role.

STANDARD 20 – Lodgings

1. Any lodgings arranged by the school to accommodate students provide satisfactory accommodation and supervision, are checked before use, and are monitored by the school during use including checks at least yearly.

2. At least once per school term a member of staff discusses their lodgings separately with each student, recording the student's assessment in writing and taking action on any concerns or complaints.

APPENDIX 1

List of Policies and Documents

The following policies and documents should be kept by the school:

Policies

1. Countering bullying
2. Child protection
3. Discipline (including sanctions, rewards and restraint)
4. Staff disciplinary, grievance and whistleblowing policy
5. Care of boarders who are unwell, including first aid, care of those with chronic conditions and disabilities, dealing with medical emergencies and the use of household remedies
6. Safety and supervision on school journeys
7. Health and safety
8. Student access to a person independent of the school staff group
9. Provision for students with particular religious, dietary, language or cultural needs

Documents:

1. Staff Handbook / guidance for boarding staff [this document may include many of the policy documents listed above]
2. Statement of the school's boarding principles and practice
3. Requirement for staff to report concerns or allegations of risk of harm to students
4. Complaints procedure
5. Procedure for enabling students to take problems or concerns to any member of staff
6. Responses to alcohol, smoking and substance abuse
7. Plans for foreseeable crises
8. Staff induction, training and development programme
9. Prefect duties, powers and responsibilities
10. Key written information for new boarders
11. Job descriptions for staff with boarding duties
12. Agreement with any adult providing lodgings to students

APPENDIX 2

List of Records

The following school records are required:

1. Child protection allegations or concerns
2. Major sanctions
3. Use of physical restraint
4. Complaints
5. Individual boarders' records (containing personal, health and welfare information)
6. Administration of medication, treatment and first aid (kept confidentially)
7. Significant illnesses
8. Significant accidents and injuries
9. Parental permission for medical and dental treatment, first aid and non-prescription medication
10. Risk assessments (for risky activities and in relation to premises/grounds)
11. Staff recruitment records and checks (including checks on others given substantial unsupervised access to boarders or boarding accommodation)
12. Staff duty rosters
13. Staff supervision, appraisal and training
14. Fire precautions tests and drills
15. Risk assessments under the Fire Precautions (Workplace) Regulations
16. Menus
17. Pocket money and any personal property looked after by staff
18. Care plans for boarders with special needs (where applicable)
19. Parental permission for high risk activities
20. Checks on licensing of relevant Adventure Activities Centres
21. Assessments of lodgings arranged by the school
22. Assessment of off-site accommodation used by the school

APPENDIX 3

List of issues to be monitored by the school

The following matters and records in relation to boarders, as described in the Standards, must be regularly monitored by the Head or a senior member of staff, to identify whether review or change in welfare practice is needed:

1. Records of complaints and their outcomes
2. Records of major sanctions
3. Records of any use of physical restraints
4. Systems and management of medical welfare
5. Records of significant accidents
6. Records of all risk assessments carried out
7. Action taken in response to all risk assessments carried out
8. Suitability of any guardianship arrangements made