

Action Plan following the Report of the Ofsted Boarding Welfare Inspection of September 17th to 19th 2007

Recommendation	Action to be taken	Staff /Department to action the recommendation	Timescale
<p>1 Implement a system so that staff monitors the food portion size given to boarders at mealtimes. (NMS 24)</p>	<ul style="list-style-type: none"> • All Boarding establishment staff will be made aware in writing of the instruction from the Catering Manger that any Boarder who asks for a larger portion will have this request granted by the Food Service Assistants, other than when food is in “one serving” pieces ie a breast of chicken. • Boarding establish staff will be instructed to intervene in the event that such a request is not complied with and the staff made aware that this is part of the dining hall duty remit 	<p>All Boarding establishment staff who supervise breakfast and evening tea. Communication made to staff by Head of Boarding</p>	<p>Immediate</p>
<p>2. Implement a system to ensure catering staff are aware of specific dietary needs of all students and are catered for such as the provision of alternatives to foods that contains dairy produces or wheat. (NMS 24)</p>	<ul style="list-style-type: none"> • Health centre to provide the Catering Dept on a termly basis with a list of all Boarders who have special dietary needs. Catering manger to disseminate such information to all relevant employees of Harrisons Catering • Health Centre to provide those Boarders with such dietary needs with a card that identifies the person and the dietary specific need of that person 	<p>Health Centre Manager/ Harrisons Catering</p>	<p>Spring Term 2008</p>
<p>3. Ensure catering staff appropriately label all food containing nuts or prepared/stored in the close proximity to foods that contain nuts. (NMS 24)</p>	<p>An appropriate labelling system will be constructed and used by Harrisons Catering</p>	<p>Harrisons Catering</p>	<p>Spring term 2008</p>
<p>4. Ensure an improvement is made in the crockery and cutlery washing process. (NMS 15)</p>	<p>Catering Manger will develop quality assurance checking systems and communicate with the Foundation Secretary about the effectiveness of the washing machine that is used</p>	<p>Harrisons Catering, Foundation Secretary</p>	<p>Immediate</p>
<p>5. Consider asking parents/guardians to complete a health questionnaire for their child on an annual basis.</p>	<p>The health centre will issue the questionnaire that is already in use on an annual basis</p>	<p>Health Centre Manager</p>	<p>New academic year 2007/8</p>

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<p>6. Ensure health centre staff will implement a clear policy regarding the locking of all cabinets containing medication when the office is left unattended. (NMS 15)</p>	<p>Health Centre Manager will inform all staff who work within the centre of this need and all relevant staff will sign a receipt to effect that the instruction has been received and is understood as part of a quality assurance process within the Health Centre</p>	<p>Health Centre Manger/Health Centre staff</p>	<p>Spring term 2008</p>
<p>7. Ensure that all bedroom windows above the ground floor have suitable restrictors fitted. (NMS 47)</p>	<ul style="list-style-type: none"> • All windows above ground floor are fitted with The fitting of window restrictors. The present screws will be replaced by the Maintenance Department with clutch head screws which are tamper proof. that are designed to be a permanent fixture and cannot be removed. □ All stated windows will be checked by the Maintenance Dept and any missing window restrictors will be replaced. □ All Boarding Houses to carry out weekly checks and report any missing restrictors 	<p>Maintenance Dept. A designated member of staff in each Boarding House</p>	<p>Immediate</p>
<p>8. Ensure that warning signs are fixed to the hot pipes in each of the boarding houses drying rooms. (NMS 47)</p>	<p>The Foundation Office will have the necessary signs made/purchased and these signs will be put in place by the Maintenance Dept</p>	<p>Foundation Secretary /Maintenance Dept</p>	<p>Immediate</p>
<p>9. Consider replacing any heavily stained bedroom carpets. (NMS 47)</p>	<p>The Foundation Secretary aided by the Housekeeper will evaluate the state of stained carpets and will consider replacement in line with the ongoing refurbishment plan for all Boarding Houses</p>	<p>Foundation Secretary, Housekeeper</p>	<p>Ongoing</p>
<p>10. Ensure that all drinking fountains are functioning correctly. (NMS 47)</p>	<ul style="list-style-type: none"> • All drinking fountains will be checked and repaired to ensure that these pieces of equipment are in working order working order • All drinking fountains will be checked on a weekly basis by the Maintenance Dept 	<p>Maintenance Dept</p>	<p>Immediate</p>

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<p>11. Ensure that the recruitment process is in line with Standard 38 and that all pre employment checks are carried out prior to commencement of employment. (NMS 38)</p>	<p>Appointment of a Human Resources Manager is in the process of being appointed. S/heduring the course of the next financial year. The appointed person will will behave sole responsible for the completion of all recruitment processes including pre employment checks and the maintenance of personnel files for all School staff.ility for all administrative work that relates to the employment of all staff directly employed to work within the Boarding establishment</p>	<p>HR Manager, Headmaster, Foundation Secretary</p>	<p>April 2008</p>
<p>12. Should consider additional hours for the two independent counsellors and ensure they both meet on a regular basis with a senior member of the schools management team (NMS 12)</p>	<p>The Headmaster and the Foundation Secretary will consider the proposal and action appropriately after due consideration of need as registered with Health Centre and with due regard to the Boarding establish budget</p>	<p>Headmaster, Foundation Secretary</p>	<p>Ongoing</p>
<p>13. Ensure that the school better promotes its school and food councils so that all boarders are aware of their function and how to effectively access them.(NMS 12)</p>	<ul style="list-style-type: none"> • A restructuring of the communication process vis a vis catering and Boarders through the use of a dedicated email service. • The establishment of individual Boarding House Food Forums where contact is more regular within Boarding Houses. • This restructuring appears in detail in the Boarding of Code of Practice under Pupil entitlements 	<p>Head of Boarding, Foundation Secretary, Catering Manager, Housemasters and Housemistresses</p>	<p>Spring Term 2008 Spring Term 2008 Spring Term 2008</p>
<p>14. Ensure that the school better promotes the independent persons to whom boarders can turn to if they have a problem, so that all boarders are aware of their function and how to access them. (NMS 14)</p>	<ul style="list-style-type: none"> • The inclusion of the role of the Independent Counsellor within the CP training received by all Boarders. • The inclusion of the Independent counsellor within the “adverts” on Complaints and Bullying in the Gatton Guide 	<p>Senior Child Protection Liaison Officer Director of Admissions and Marketing</p>	<p>Ongoing Spring term 2008</p>
<p>15. Ensure that all boarding staff receives training appropriate for their role and are offered opportunities for continuing</p>	<p>A training programme will be constructed with in-House and external courses made available to all</p>	<p>Head of Boarding, Fopundnation</p>	<p>Spring Term 2008</p>

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training in boarding. (NMS 34)	Boarding Tutors	Secretary	
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Notes relating to the Action Plan that indicates the construction of appropriate documentation and information dissemination

- Recommendation 1.** A letter to all Boarding staff explaining the directive as outlined in the Action for this recommendation. The letter will appear as an appendix in the Boarding Code of Practice
- Recommendation 2.** A termly list of Boarders with special dietary requirements to the Catering Manger and to all Boarding Houses
- A card issued by the Health centre to individuals with special dietary requirements
- Recommendation 6.** A simple protocol signed by all Health Centre staff as a record of implementation of the recommendation
- Recommendation 13.** The construction of a dedicated email address as a channel of communication for Boarders and staff to Head of Boarding, Catering and Foundation Secretary as the only recipients. Reply facility to the communicator only from the Head of Boarding
- Instruction to HMHM about the creation of Boarding House catering Forums that will meet in House
- Insert into the Boarding Code of Practice