

## **TAKING PROBLEMS OR CONCERNS TO A MEMBER OF STAFF**

At the beginning of each academic year, or when there are new boarders, the Housemaster will have a relaxed informal meeting to explain the 'rules' of the Boarding House with the new boys and refresh procedures and rules with all boys.

Boys are encouraged to talk to any member of staff with whom they feel comfortable. This can be Boarding House staff or day staff, teaching or non-teaching.

All staff who have concerns about boys' happiness and welfare communicate either in person or by email to the Housemaster who informs all the Boarding House staff.

Boys are also told that if they are shy or nervous they may communicate by email.

Reviewed by SMT 31<sup>st</sup> April 2019