Buckswood Lions Student Induction Session

Induction Delivered By: …….

Date of Induction: ……

Purpose: To welcome new students and explain key policies, safety, house rules, and your rights and responsibilities while at Buckswood Lions.

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1. Welcome & Introduction

- Welcome to Buckswood Lions! We're glad you are here.
- This induction helps you settle in, understand how we keep you safe and happy, and know what to expect.
- Our policies follow the National Minimum Boarding Standards (NMBS) to make sure you receive the best care and protection.

NMBS Reference: Standard 2 – Safeguarding and Welfare

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2. Safeguarding at Buckswood Lions

What is safeguarding?

Safeguarding means keeping you safe, healthy, and happy during your time here. It ensures you are protected from harm, bullying, or unfair treatment.

Why is safeguarding important?

We want you to feel safe and supported as you adjust to a new country, language, and culture.

What safeguarding looks like here:

- A safe and caring environment.
- Staff trained to listen and help.
- Clear rules to protect everyone.
- Respect for your privacy and feelings.
- Trusted adults you can talk to anytime**.**

Your role:

- Speak up if you feel unsafe or worried.
- Follow the house rules.
- Respect others.
- Remember, asking for help is always okay.

Who to talk to:

- Residential Tutors or houseparents.
- The Safeguarding Lead.
- Any trusted adult or teacher.

NMBS Reference: Standard 2 – Safeguarding and Welfare

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3. Fire Safety and Evacuation

- **Fire safety is very important. If the fire alarm sounds:**
  - Leave your room quickly and calmly by the nearest exit.
  - Do not use lifts.
  - Assemble at the designated meeting point outside.
  - Follow staff instructions carefully.

NMBS Reference: Standard 8 – Fire Safety and Evacuation Procedures

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4. Health and Safety: Understanding Risk and Staying Safe

- Risk means the chance something could go wrong during activities or trips. We manage risks to keep you safe.
- Risk assessments are checks done before every activity to identify dangers and plan how to avoid them.
- Every activity—trips, sports, using public transport—has a risk assessment.
- You will be told about risks clearly in English and asked to agree before joining activities.

Example: Day trip to Brighton

- How to cross roads safely (UK drives on the left!).
- Managing crowds and staying together.
- Being careful near water.
- Food allergies.

Your role: Listen, follow instructions, and ask questions if unsure.
NMBS Reference: Standard 6 – Risk Management and Activity Safety

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5. Buckswood Lions House Rules and Daily Routine
Respect and Behaviour

- Be kind and respectful to everyone. No bullying or bad behaviour allowed.
- Follow staff instructions.

Noise and Quiet Times

- Keep noise levels down, especially after 9:30 pm.
- Respect quiet hours for studying and resting.

Visitors and Security

- No visitors allowed in the house without permission.
- Do not open doors for strangers or let anyone in.

Cleanliness

- Keep your room and communal areas tidy.

Smoking, Alcohol, and Drugs

- Not allowed anywhere on the premises.

Daily Routine

- Wake-up times and meal times will be explained.
- Lights out times are strictly followed.
- Stay in your assigned areas during curfew.

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6. What to Do in an Emergency

- Emergencies include fire, injury, or personal safety threats.
- Follow staff instructions immediately.
- Know emergency contact numbers (shared during induction).

- First aid kits are available and staff are trained to help.

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7. Tour and Staff Locations

- You will be shown around the house—your room, communal areas, kitchens, bathrooms.
- Staff live onsite; these areas are private. Please knock and wait if you need help, do not enter without permission.
- Knowing where staff are helps you get support quickly.

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8. Photo Consent

- You will receive a photo consent form. This tells us if you are happy for photos to be taken for school use, publicity, or social media.
- You have the right to say no if you prefer.

Now for a little recap:

Description	Notes	Student Signature	Staff Signature
Accommodation	• I know where my room is and I have been given my room key • I know who I will be sharing a room with and understand I can contact staff if I have any concerns • I know where the nearest toilets and showers are • I have been given a tour of the building and have been given the WiFi password • I understand where the emergency exits are and understand the fire procedures • I understand that the building has CCTV within communal areas for safety and security • I understand I must keep my room locked when empty. I am responsible for securing any valuables left in my room • I know where the house noticeboards are • I know where the dining room is and where I can gain access to drinking water • I understand when/where I will have my meals and when/where I can have access to snacks and drinks • I know how to report anything that is broken in my room • I know I can ask to use the office		

	phone to call my family if I need to. • I understand that I must use electrical items safely and that I must use an adaptor with international plugs. • I understand that I cannot use cooking appliances in my room. • I understand I must turn off electrical items when not using them. • I understand that my laundry will be done during my stay and I understand what the procedure is		
Staff	• I have been introduced to the Lions staff and can identify them. I understand they are here to look after me and keep me safe • I know who I can talk to if I need help and how to contact them. I understand that I cannot use WhatsApp to contact Lions staff. I understand I can contact outside agencies for help if I wish and know where to find this information in the building • I know that the Lions has staff trained in safeguarding to look after me and I can report any concern to any member of staff • I know who the designated safeguarding leads are • I know where staff accommodation is located and understand I can contact staff 24 hours a day if I need anything		
Welcome Pack	• I have been issued with the following: 1. Buckswood Lions backpack 2. Water bottle 3. Lanyard 4. Badge 5. Diary 6. A copy of my programme 7. Hoodie		
Medical	• I know what to do if I feel unwell • I know what to do if I injure myself • I understand that my medicines will be held by my Group Leader and I know how/when these will be given to me. I know what to do if I feel unwell when at Buckswood School • I understand that any medical conditions/dietary or other additional		

	needs will be looked after by staff during my stay		
Behaviour	• I have been given a copy of the House Rules • I understand that I must not leave the building or leave the group during excursions without permission from a staff member • I understand that I must not bring visitors to the building • I understand that I must keep my valuables as safe as possible when out on excursions		
GDPR	• I have completed a photo consent form (if aged over 13) or my parent has completed one if I am under 13		

Now make sure you read and sign the official Lions House Rules and Student Code of Conduct that is everything we have been talking about:

Buckswood Lions

House Rules & Student Code of Conduct

Introduction

At Buckswood Lions, we are committed to providing a safe, respectful, and supportive environment where every student can learn, grow, and thrive. To help maintain this, all students are expected to follow these house rules and uphold the highest standards of behaviour. This code supports our commitment to safeguarding, personal safety, and the prevention of bullying.

1. Respect and Kindness

- Treat everyone—students, staff, and visitors—with respect, kindness, and consideration.
- Use polite language and be mindful of others' feelings and differences.
- Respect others' personal space and property.

2. Safeguarding and Safety

- Follow all instructions from Buckswood Lions staff promptly and respectfully.
- Be present and on time for all roll calls and registration sessions.
- Always comply with building safety instructions, including fire drills and emergency procedures.
- Never leave the designated activity or living areas without permission or a staff escort.
- Report immediately to a staff member if you feel unsafe, see something worrying, or if someone is hurt.
- Understand that safeguarding is everyone's responsibility—always look out for yourself and others.
- Use electronic devices responsibly and report any incidents of cyberbullying or inappropriate online behaviour.

3. Anti-Bullying

- Bullying in any form—physical, verbal, social, or cyberbullying—is strictly prohibited.
- Do not participate in, encourage, or ignore bullying behaviour.

- If you witness bullying or know someone is being bullied, report it to a member of staff immediately.
- Support fellow students by standing against bullying and helping those who may feel isolated or upset.

4. Visitors and Communication

- No external visitors are permitted on site unless authorised and registered according to Buckswood Lions' visitors policy.
- Communication with staff must be through official channels only; personal messaging apps such as WhatsApp are not permitted for student-staff communication.

5. Behaviour Expectations

- Be honest and trustworthy; accept responsibility for your actions.
- Keep noise levels appropriate, especially during rest times and in shared spaces.
- Respect communal areas, keeping them clean and tidy.
- Follow all health and safety rules, including those related to fire safety and emergency procedures.
- Use reasonable care with Buckswood Lions' equipment and facilities.

6. Use of Reasonable Force

- Only trained staff members are authorised to use reasonable force if absolutely necessary to protect safety.
- Students must never engage in any physical violence or aggressive behaviour.

7. Digital Conduct

- Use digital devices and social media in a respectful and responsible manner.
- Do not share inappropriate content or engage in cyberbullying.
- Follow Buckswood Lions' ICT policies and report any misuse.

8. Consequences

- Failure to follow these rules may result in warnings, behavioural support, involvement of parents or guardians, or other appropriate sanctions.
- Serious breaches, including bullying or unsafe behaviour, may lead to removal from activities or further disciplinary action.

9. Support and Reporting

- You can speak to any staff member if you have concerns or need support.
- There are designated safeguarding officers available to help with any safeguarding or wellbeing concerns.

- Confidentiality will be respected, and information shared only on a need-to-know basis to keep everyone safe.

By following these house rules and the code of conduct, you contribute to making Buckswood Lions a safe, welcoming, and positive place for all.

I have read and understood the Buckswood Lions House Rules & Student Code of Conduct and agree to follow them.

Student Name: _____
Signature: _____
Date: _____

Buckswood School – Behaviour Expectations for Visiting Groups Students

Welcome to Buckswood! We are excited to have you here. To make your visit safe, enjoyable, and respectful for everyone, **please follow the behaviour expectations below**

✅ General Behaviour

- Be polite and respectful to all Buckswood staff, students, and visitors.
- Treat everyone with kindness – we are an international school that celebrates diversity.
- Follow instructions from Lions staff, teachers, and any Buckswood member of staff.

🕰️ Attendance & Punctuality

- Arrive **on time** for all lessons, meals, and activities.
- Stick to your group's **daily timetable** — don't go off on your own.
- Always **let Lions staff know** if you are unwell or need help.

👩‍🏫 In the Classroom

- Respect your teacher and classmates — **listen carefully and try your best**.
- Speak in English
- Do not use your **mobile phone in class** unless your teacher gives permission.
- Be kind and supportive during group work or discussions.

🍽️ In the Dining Room

- Sit down, eat your meals, and clear your space after eating.
- Do not use **phones or headphones** during meals unless a teacher allows it.
- Speak politely and avoid shouting or loud behaviour.
- Please speak in English

🤫 Study Spaces & Shared Areas

- Keep noise to a **minimum** in quiet areas like **TJs** — Buckswood students may be preparing for exams.
- Use indoor voices around classrooms, corridors, and offices.

🛑 Boundaries & Safety

- **Do not enter boarding houses**, unscheduled classrooms, or staff-only areas.
- You must always be **supervised by Lions staff** – do not walk around alone.

- In an emergency (e.g., fire), stay calm and follow instructions immediately. The Tennis Courts is our meeting point

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📸 **Phones, Photos & Privacy**

- **Do not take photos or videos of Buckswood students or staff** without permission.
- Respect everyone's privacy – this is part of our safeguarding rules.

👎 **Unacceptable Behaviour**

These behaviours are **not allowed** and may result in being removed from the school:

- Rudeness or aggressive language
- Bullying, teasing, or exclusion
- Disruption in class or refusal to follow instructions
- Ignoring supervision or leaving your group

🆘 **Need Help?**

If you're unsure, upset, or need help:

- Speak to a **Lions staff member or your Group leader**
- Talk to a **teacher or Buckswood staff member**

Time for a recap			
Buckswood Campus	• I have been given a tour of the campus • I understand that the Buckswood School Rules • I understand I need to speak English and be polite to all students and staff • I understand that staff members from Lions will be available during the day if I need help • I know what to do if I feel unwell • I know how to contact staff • I know where the toilets are • I know where the dining hall is • I know where my meals will be served • I know where I can access drinking water and snacks • I know who the School's DSL and DDSL's are and know how to contact them • I know where the following are: 1. Wellbeing Hub 2. Principal's Office 3. Proprietor's Office 4. Staff Room		

	5. Reception 6. TJs 7. The Hive 8. Stables 9. Sports Hall 10. Astro		

If you have any questions at all, please do ask

Student Name: .....

Student Signature: .....

Time for a recap: