

STEYNING GRAMMAR SCHOOL

ACCESS TO AN INDEPENDENT PERSON POLICY

**APPROVED BY BOARDING COMMITTEE JUNE 2025 (DATE OF
NEXT REVIEW JUNE 2026)**

In line with [National Minimum Standards for Boarding schools 2022](#), boarding students at SGS have access to at least one person independent of the School or 6th Form (other than a parent/carer or member of staff including Leadership or any Governors) whom can be contacted directly about personal problems or concerns at school at any time. This person must not be currently employed by or related to or a member of a household of any person employed by the School or 6th Form, and must not have been employed by (or be related to any person or the member of any household of any person employed by) the School or 6th Form in the 5 year period prior to taking on the role. The Independent Person, consistent with all volunteers, will be appointed in line with NMS staff safer recruitment standards, statutory school recruitment checks and BET volunteer recruitment process and other relevant policies and processes.

The Independent Person will meet with students to introduce themselves at the beginning of each academic year and will have a volunteer job description specific to the role. This job description will be reviewed annually by the Boarding Committee in meeting 3.

The Independent Person is a volunteer role within the school and will require the post holder to undertake annual in-house safeguarding training, as well as additional safeguarding training provided by WSCC where appropriate.

A contact telephone number for the Independent Person is posted on all House Notice Boards and in the Student and Parent Handbook updated annually.

A photograph of the Independent Person is displayed on the Notice Board in the Boarding Reception.

The Independent Person is not obliged to pass on any information they receive from a student unless it is a reportable concern in accordance with the School's Safeguarding and Child Protection Policy and statutory requirements including Keeping Children Safe in Education as updated annually. In such cases, information must be passed on to the Designated Safeguarding Lead (who may be the same individual as the Head of Boarding), and where information relates to the Head of Boarding, it must be passed to the Headteacher.

This Policy complies with National Minimum Standards 11.4 in force from September 5th 2022.