

Forres Sandle Manor (Non-Academic) Policy

Policy Title	Positions of Responsibility at FSM
Policy Lead (Appointment (& Initials))	Deputy Head Pastoral & DSL (LM)
Date of Last Review	Sep 2025
Date of Next Review	Sep 2026

THE POSITIONS OF RESPONSIBILITY SYSTEM AT FSM

Those with responsibility make a valuable contribution to the wider school community at FSM: including important leadership roles, assisting and supporting both staff and pupils, liaising with prospective parents, pupils and other visitors and acting as excellent models for their peers and younger pupils.

POSITIONS OF RESPONSIBILITY

- Heads of School x 2
- Senior Prefects x 2
- Heads of Boarding x 2
- Assistant Heads of Boarding x 2
- Senior House Captains
- Senior House Vice Captains
- Prep House Captains
- Prep House Vice Captains
- School Council
- Boarding Council
- Digital Leaders
- Music Prefects

PROCESS

Heads of School

Pupils in Year 9 or 10 are appointed through a formal selection process. Those pupils who are keen to apply will do so in writing a letter to the Head teacher. The candidates are then discussed as an SLT and staff are asked for feedback and recommendations on candidates. This process will be based on the formal application and also taking into account the conduct and contribution made to school life of those individuals.

Senior Prefects

These positions are appointed through formal selection. Those pupils who are keen to apply will do so in writing to the Head Teacher. One of the main roles of the Senior Prefects is to help run the School Council.

Heads/Assistant Heads of Boarding (Year 6 and up)

Boarders are invited to express their interest to the Head of Boarding. Through consultation of boarding staff, the Head of Boarding will make the final decision, based on the individual's contribution to the boarding community. The Head of Boarding may wish to conduct an interview.

House Captains/Vice Captains

These overall positions of responsibility are chosen by the Head of House, alongside SLT. The Head of House will take into account the individual's contribution to the FSM community and their ability to lead their House at the various events.

Music Prefects

The Director of Music will make the final decision on these positions in consultation with other music staff and will take into account the contribution to music in the FSM community.

School Council

These positions are decided by an in class voting system. These positions are the driving force in student voice and meetings are held regularly.

Boarding Council

All those interested must speak to the Head of Boarding. These interested candidates will then be selected at random. These positions are the driving force in student voice in the boarding house and meetings are held regularly.

RESPONSIBILITY OF HEADS OF SCHOOL, SENIOR PREFECTS, HEADS/ASSISTANT HEADS OF BOARDING AND HOUSE CAPTAINS/VICE CAPTAINS

- To represent and serve the whole school community.
- To help build up a team spirit, encouraging them also to contribute to the life of the school and to become involved.

EXPECTATIONS

- Provide a role model to which all pupils aspire.
- Earning and gaining the respect of pupils and staff.
- Meet high standards of politeness, courtesy, dress, attendance and punctuality.
- Setting high standards of behaviour and attitude.
- To be honest, trustworthy, reliable, diligent, approachable and friendly.
- Represent the school at important events throughout the year e.g. Performances, Awards events etc.
- Attend regular meetings with the Assistant Head/Deputy Heads/Head.
- Carry out regular duties as required:
 - Assist staff in supervising the dining hall at lunch, specifically controlling the queue and monitoring behaviour on lunch tables as required.

- Assist staff in supervising corridors and classrooms where appropriate.
- Take part in the staff interview process.
- Further duties as needed to be advised by SLT.

ADDITIONAL RESPONSIBILITIES FOR HEAD BOY/GIRL

- Regularly liaise with the SLT.
- Monitor duties and set up rotas where applicable.
- Evaluate impact of additional duties.
- Perform public speaking duties at all appropriate whole school services and events.

RESPONSIBILITY OF HEADS/ASSISTANT HEADS OF BOARDING

- To represent and serve the whole boarding community.

EXPECTATIONS

- To lead your boarding peers with the assistance and guidance of the Assistant Head/Head of Boarding/Deputy Head.
- You will meet regularly with the Head of Boarding and ensure that the pupil voice is represented in decisions and development as they relate to their boarding experience.
- To be lead boarders of the boarding community and support the boarding experience of others.
- To serve on the Boarders' Council and ensure that decisions are followed up and implemented.
- To be internal and external ambassadors for boarding at FSM and to act as role models for all boarding pupils at the school with regard to behaviour, dress, academic rigour and general good conduct.
- To provide boarding tours to visitors when/if required.
- To monitor the behaviour of boarding pupils at meal times and intervene when necessary.
- To be a high profile presence within the boarding community.

ADDITIONAL RESPONSIBILITIES HOUSE CAPTAINS/VICE CAPTAINS

To lead students within a particular House, ensuring high levels of participation for all.

EXPECTATIONS

- To encourage all students within their House to participate in the full life of the school.
- To attend all House meetings.
- To be a positive role model and ambassador for the school.
- To act as a role model for other students.
- To be enthusiastic and committed to the House System at FSM.
- To motivate students to participate in and fully support the House System at FSM.
- To liaise with the Head of House/Deputy Head regarding 'Student Voice' activities which are relevant to the House system.
- To organise and present House teams for competitions.

- To be friendly and positive with all students, particularly within your House.
- To be part of the team who work together to achieve success for all.
- To work to deadlines.
- To invent 'brilliant' ideas for House activities.

RESPONSIBLE TO:

Heads of House

MONITORING & EVALUATION

You will be expected to provide feedback on progress throughout the year at regular meetings with the Head of House.

PERSONAL QUALITIES

- Leadership skills.
- Reliable.
- A team player.
- Responsible.
- Effective time management.
- Ability to talk confidently and appropriately to pupils, parents and staff.
- Politeness.
- Maturity.
- Clear judgement.
- Well organised.

SAFEGUARDING ISSUES

The Designated Safeguarding Lead is Mrs Marks

Those with positions of responsibility may from time to time become concerned that a student in the school may be at risk from harm either in school or at home. In some instances a student may tell a pupil with responsibility that they are suffering or have suffered from some form of abuse. Those with responsibility should be sensitive to the needs of the student but must always inform an appropriate member of staff as soon as possible. The member of staff will then ensure that this is dealt with in the proper manner.

1. Appropriate staff that you might inform would be:
 - a. Head – Mr Howe
 - b. Deputy Heads – Mr Peak & Mrs Marks
 - c. Assistant Headteacher & Head of Boarding – Mr Scott
 - d. Key Stage Coordinator
 - e. Matrons and nursing team
 - f. Teacher/Form Teacher

Things to remember if someone tells you they are being harmed.

- Listen carefully and take seriously whatever the person says, and don't over-react and frighten them.
- reassure the person they are not to blame and were right to tell;
- keep questions to a minimum, don't pursue details (this is better left to professionals and will keep to a minimum the number of times they have to repeat the story) and never ask questions that can be answered 'yes' or 'no' (for legal reasons);
- check out your understanding with the person of what they are telling you; use the vocabulary they have used
- don't promise confidentiality you cannot and must not keep secrets; explain the difference between 'good' secrets and 'bad' secrets;
- explain what will happen next (you will report to the DSL or another member of staff)
- make a written record as soon as possible of what was said and how the person behaved
- get support for yourself from any of the staff mentioned above.