Bed Check Policy

Related Documents Include:
• Student Handbook • Missing Student Policy
Monitoring and Review
• This policy will be subject to continuous monitoring, refinement and audit by the Principal • The Principal will undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require. • The next official date for review is **February 2026**

Introduction

Bed checks, as the name suggests, is when we check each student is present in their room at the end of the evening. These are an essential part of the safety and security procedures within the College and must be observed strictly and recorded, in accordance with the following guidelines.

Checking of the Students

- All students must be in the room shown on the Bed Check.
- Students aged under eighteen must be washed, changed and ready for bed
- The student must be physically seen by a member of staff and not simply assumed they are in their room, as for example, staying under a blanket or answering from behind a door.
- Students aged under eighteen must be told not to leave their room until morning (unless they wish to use the nearest communal bathroom) and the light must be turned off.
- Students aged over eighteen may leave their light on but must not cause disturbance to anyone inside or outside the boarding houses.

Checking of the Rooms

- Ensure that all basic facilities within the room are fully operational, such as windows, lights, door locks and taps.
- Ensure that the rooms are tidy and that in particular no items are left on the floor. The cleaners are unable to do their job unless this has been done. This also may be a hazard in case student need to evacuate the bedroom during the night in case of fire.

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Checking the House

- Ensure all taps, showers, all lights in all communal areas are turned off. Ensure all windows and doors are shut. In particular windows on the ground floor to be securely locked. Ensure all fire extinguishers are in place and are in good condition (not used). Ensure all fire exit doors are not obstructed by any objects and that the doors are functional and accessible in case of an emergency.
- Any damage, including light bulbs that need replacing, should be recorded on sheet attached to the Bed Register for transfer to the maintenance book in Student Services.

When Bed Checks have been completed the file is left on top of the fire alarm panel, as this is the agreed place, and all staff members know where to find the file in case of an emergency.

The Bed checks are updated daily when needed. Welfare will mark the bed check if any student is legitimately absent.

> **IMPORTANT: In the event of the fire alarm going off, a member of staff will use the Bed Check as a register of who is in the house.**

If a Student is Missing at Bed Check…

If the student is **under 18 years old,**

- Continue to search and make every effort to locate the student.
- Check with their friends, use this as a guide, **but do not accept what you are told without double checking**, e.g. 'he has gone to his guardian'.
- Ask other staff on duty.
- Contact the Duty Manager who will:

- Inform the police if the student has not been found two hours after the specified bed check time.
- Inform the parents and agents the next morning if the student has not been found.
- Contact Social Services the next morning if the student has not been found.

If the student is **aged 18 or over**,

- Continue to search and make every effort to locate the student.
- Check with their friends; use this as a guide **but do not accept what you are told without double checking**, e.g. 'he has gone to his guardian'.
- Contact the Duty Manager who will:

- Inform the police if the student has not been found by the next morning.
- Inform the parents and agents the next morning if the student has not been found.

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