St Andrew's College

Boarding
Procedure for Granting Boarders Leave of Absence

Rationale

A clear protocol must be established and followed by the St Andrew's College Boarding House to meet the requirements of the Hostel Licencing Regulations (2005)

Clause 56 ***Procedure for granting boarders leave of absence***

(1) The procedures required by regulation 54 include a procedure for granting the boarders leave of absence from the hostel.

(2) The procedure must specify—

(a) how the boarders may apply for and be granted leave of absence from the hostel; and

(b) conditions that may apply to leave, including when the permission of a parent is required and the arrangements necessary to enable contact between the boarder and the hostel during leave; and

(c) how checks are to be made of the suitability of the places where, and people with whom, each period of leave is to be spent; and

(d) steps to be taken if a boarder is identified as missing or absent without leave; and

(e) how recreational and other associated activities (such as transport to and from venues) are to be assessed to identify any risks involved, and how arrangements are to be made to manage those risks; and

(f) how records of the boarders' absences on leave from the hostel are to be created and maintained, how they are to be created and maintained with an appropriate degree of confidentiality, and the minimum period for which they must be retained.

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Guidelines

REACH Boarding Management System

- The Boarding Houses use an online leave system to document requests, permissions and transactions around leave.
- Parents and Guardians are given a log in and password to complete "parent informed" leave requests. Parents agree not to share this with their children, nor give their children access to their email account to which leave requests are sent (this includes mobile phone access).Boarders are given a log in and password to complete any leave requests and sign in/out procedures. The boarders agree not to share their password.

General Procedures for Leave

With all leave, the boarder is responsible for clearly communicating their intentions to the relevant house staff. This can sometimes be by way of a conversation (SISO) or through completion of an electronic leave request using their REACH account.

Before departing and upon arrival, a model of Talk, Tap & Go is the expected process for boarders to follow;

Talk – to the relevant staff member. The details of the leave must be clearly understood
Tap – refers to the process of physically tapping a screen out or into the house. An alternative to this is for relevant staff to sign the boarder out.
Go – then, and only when talk and tap have been completed, can a boarder go on leave

Leave Types

1) **SISO (On site)** – Boarders sign out to on campus locations through their house staff on duty.

2) **SISO (Off site)** – A list of approved local destinations are available for leave. Allocations are age appropriate. Boarders sign out to these locations through a conversation with their house staff on duty.

3) **Staff Approved** – Boarders create a leave request which details departure and return times, location, mode of transport and host information where applicable. Requests are approved by house staff on duty. Once approved, boarders can Talk, Tap & Go with staff on duty. Leave which presents a perceived higher level of risk i.e. >4 hours off site, water-based activity, driving on the open road etc. is granted at the discretion of the Assistant House Manager, House Manager or Director of Boarding. This leave should be applied for at this level and if needed, after discussion with the student, can be upgraded to a 'Parent Informed' leave.

4) **Parent Informed** – This includes any overnight leave request Students begin the process by creating a leave request containing all relevant information. Parents or guardians should consult with their son or daughter around the details of the leave and must approve the leave request through the email approval process, using the REACH App, or through their REACH web login. Upon approving a leave request, parents or guardians are also accepting the terms and conditions of the leave. House Assistants or House Managers complete the process but will not approve a request until parents have approved it. Once approved, boarders can Talk, Tap and Go with staff on duty.

   Note: Hosts – Parents and boarders, have the ability to add an approved host within REACH. Contact details (full name, mobile number & address) must be provided. A new host will need to be verified by house staff by way of a phone call. Host details are stored within REACH so boarders are able to select that host in future leave requests. When a boarder requests leave type 3 or 4 and is being transported or accommodated by a host outside of their immediate family, that host then becomes part of the approval process. Boarding staff, will not approve a leave request until the relevant host has accepted the leave request details and has acknowledged the terms and conditions of hosting.

5) Vehicle Leave – Boarders who have gained permission to drive a vehicle through the Director of Boarding will have access to either or both of the following leave types based on the status of their licence.

   a. **Own Vehicle (self) –** restricted licence drivers transporting themselves
   b. **Own Vehicle (with passengers) –** full licence drivers who are taking other boarders as passengers. Nb. The passenger(s) should then have a corresponding Parent Informed leave request.

Vehicle leave requests can only be approved by House Assistant Managers and above. No parental consent is required for each request as consent has been gained in the application to drive process and annual permissions. Once approved, the boarder can collect keys (restricted drivers), Talk, Tap & Go with staff on duty.

Additional Notes

- All movements are recorded in the REACH Boarding Management System and historical information can be accessed when required.
- Leave types, allocations and procedures are subject to change.
- Concerns regarding behaviour whilst on leave, or requests for reconsideration of leave should be made through the House Managers in the first instance, followed by the Director of Boarding.
- Where boarder overnight leave plans change, and they are wishing to return to the Boarding House, their parents must contact the staff on Duty prior to doing so.
- Boarders are not to return to the Boarding House under the influence. Where student safety is a potential issue, students should contact the Boarding House Duty phone at any

time. Staff on duty will liaise with the relevant senior leader on call to determine an appropriate course of action.

Contact

Whilst on leave students must be contactable. All students must have a mobile phone while on leave. They must carry it with them whilst on leave and it must be charged.

Parents Uncontactable

Where parents/guardians are not able to be contacted where required the House Manager or Director of Boarding may approve leave after taking practical steps to ensure student safety. This does not apply to overnight leave.

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Missing Boarder

A student is deemed 'missing' if they fail to make contact or return to the house 40 minutes after their due return time. In the hour prior, staff on duty are required to make reasonable attempts to locate and contact the student.

Step One - Staff Member on duty completes the following checks to gather information (i.e. before 1 hour late)

- Checks house to ensure student has not come back in without signing in
- Calls the students cell phone, or contact number on relevant leave request
- Completes research to determine time last seen & intentions for leave
- Calls venue if appropriate where student had been granted leave to visit
- Confirms if student was at school/or signed in after school

Step Two - Staff Member

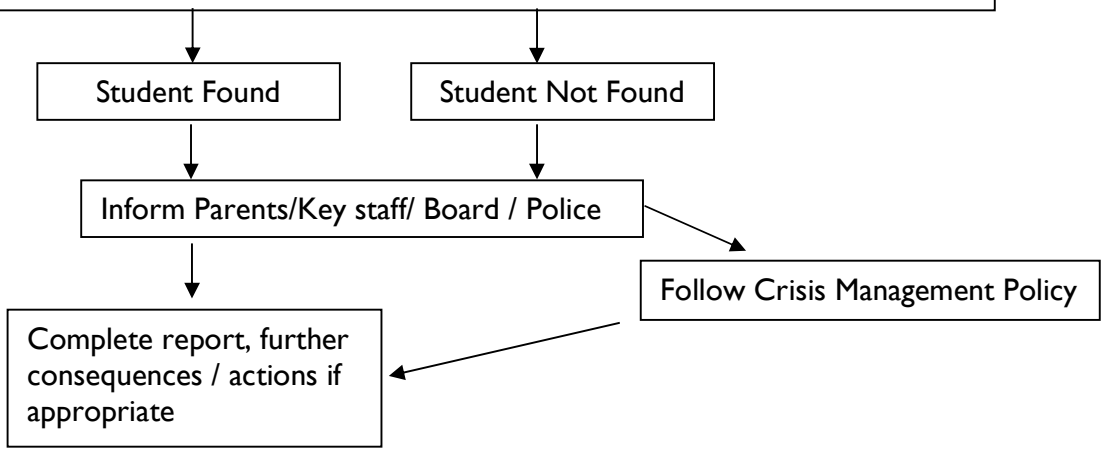
- Staff member determines student is missing
- Contacts the House Manager or Manager On Duty in the weekends

Step Three – House Manager / Manager on Duty

- Advise parents
- Visit address/location of where leave was granted to
- Continue to make practicable steps to contact student
- Continue to search grounds/house
- If not found after comprehensive search contact the Director of Boarding

Step Four – Director of Boarding

- Continue to liaise with parents
- Contact Police
- Send search parties if applicable
- Contact Head of Culture & Values, Rector and/or Board Chair of concerns of student safety and wellbeing are high



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Review Leader	Matt Parr
Reviewed	October 2024
Due for Review	October 2027

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Terms and Conditions for Hosts of St Andrew's College Boarders

- As host you are taking on the full responsibility of the care for the boarder that you are looking after.
- You have a clear duty of care for the boarder that you are hosting.
- You will know where the boarder in your care is at all times.
- If there is an issue, of any sort, with the boarder in your care you will immediately notify the boarding house and the boarder's parents.

Dear Host Family

Thank you for being so generous as to provide an overnight outing for the boarders. Your generosity is greatly appreciated.

As you would be aware, the boarders are living away from home in the care of the College. We take that care role very seriously and hope that we are able to provide a stimulating and safe environment for the boarders to grow to their full potential. We need your help in this area.

If they leave your home for any reason whilst away from the boarding house on leave with you, please be certain that they know that your expectations are the same as ours while they are out. It is a serious and significant responsibility that you have taken on by allowing the boarder stay with you. On behalf of the boarder parents, I thank you for that.

If you have any queries about this letter, please do not hesitate to call me.

Yours sincerely



Matt Parr
Director of Boarding

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Leave Approval Terms and Conditions
for Parents of St Andrew's College Boarders

Dear parent(s) / guardian(s)

You have been included in the leave application process for your son/daughter as it is deemed to be a request that requires parental involvement.

Before approving this leave request for your son or daughter, we would ask that you:

- Have had a conversation with your son or daughter to allow you to verify the details of the leave request.

- Carefully check the details of the leave request are correct - departure and return times, location, host details.

- Complete any due diligence for a new host so we know you are comfortable with this host being approved. Boarding staff will also complete independent checks on any new hosts.

Once on leave, you understand that:

- Your son/daughter comes under the duty of care of yourself or the approved host until they return to the boarding house.

- Your son/daughter must return to the boarding house by the return time noted in the leave request. In the event these times may change, you will communicate with the relevant house staff in advance.