

St Bede's College Boarding House

Student Leave Procedure



Preamble

Under Hostel Licensing Requirements (regulation 54) St Bede's College Boarding House is required to have minimum standards and procedures regarding student leave.

Any leave is a privilege not a right, casual leave is at the discretion of staff. Student attitude and behaviour is taken into account when granting leave.

onBoard

- The Boarding House uses an online leave system to document requests, permissions and transactions around leave.
- Parents and Guardians are given a log in and password to complete overnight leave approvals and any 'special' 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). The House takes no responsibility if this is the case.
- Students are given a log in and password to complete any leave requests and sign in/out procedures. The students agree not to share their password.

Leave Allocations

Casual leave allowances for each year group are outlined below. All students are required to be back by 5:30pm for tea. Casual leave after tea is at the staff's discretion.

Years 9 & 10 Mall leave -1 a week & local Shop 1 a week

Year 11 Mall Leave-1 a week & local shop 2 a week

Year 12 and 13 As required with permission from staff.

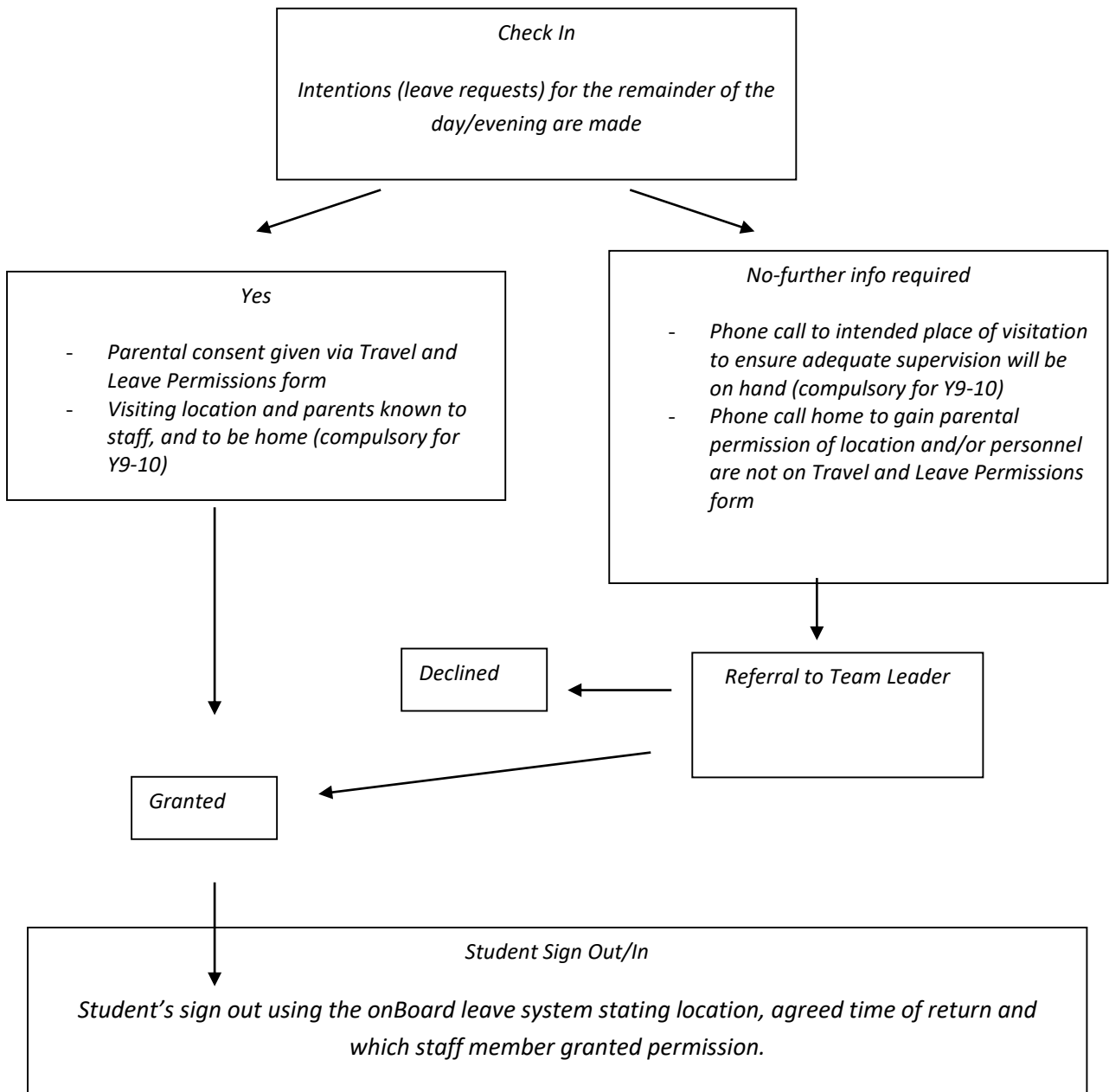
Contact

Whilst on leave students must be contactable. The House highly recommends that all students have a cell phone. Where they do, they must carry it with them whilst on leave and it must be charged. Where students do not have a cell phone, they must provide staff with a contact number prior to departure.

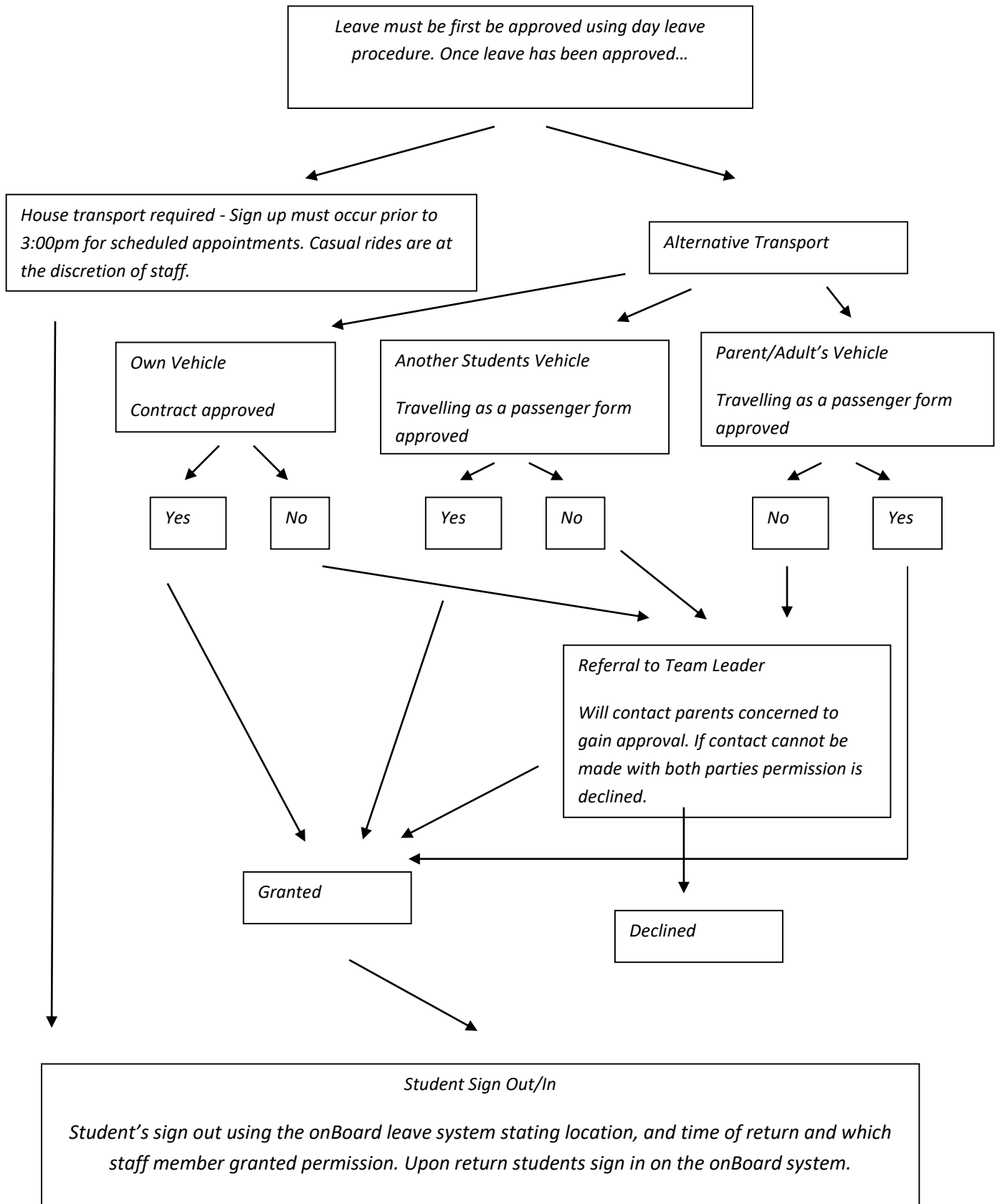
Parents Uncontactable

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

After School Casual Leave – including attending regular activity (sport, culture) on or off College grounds

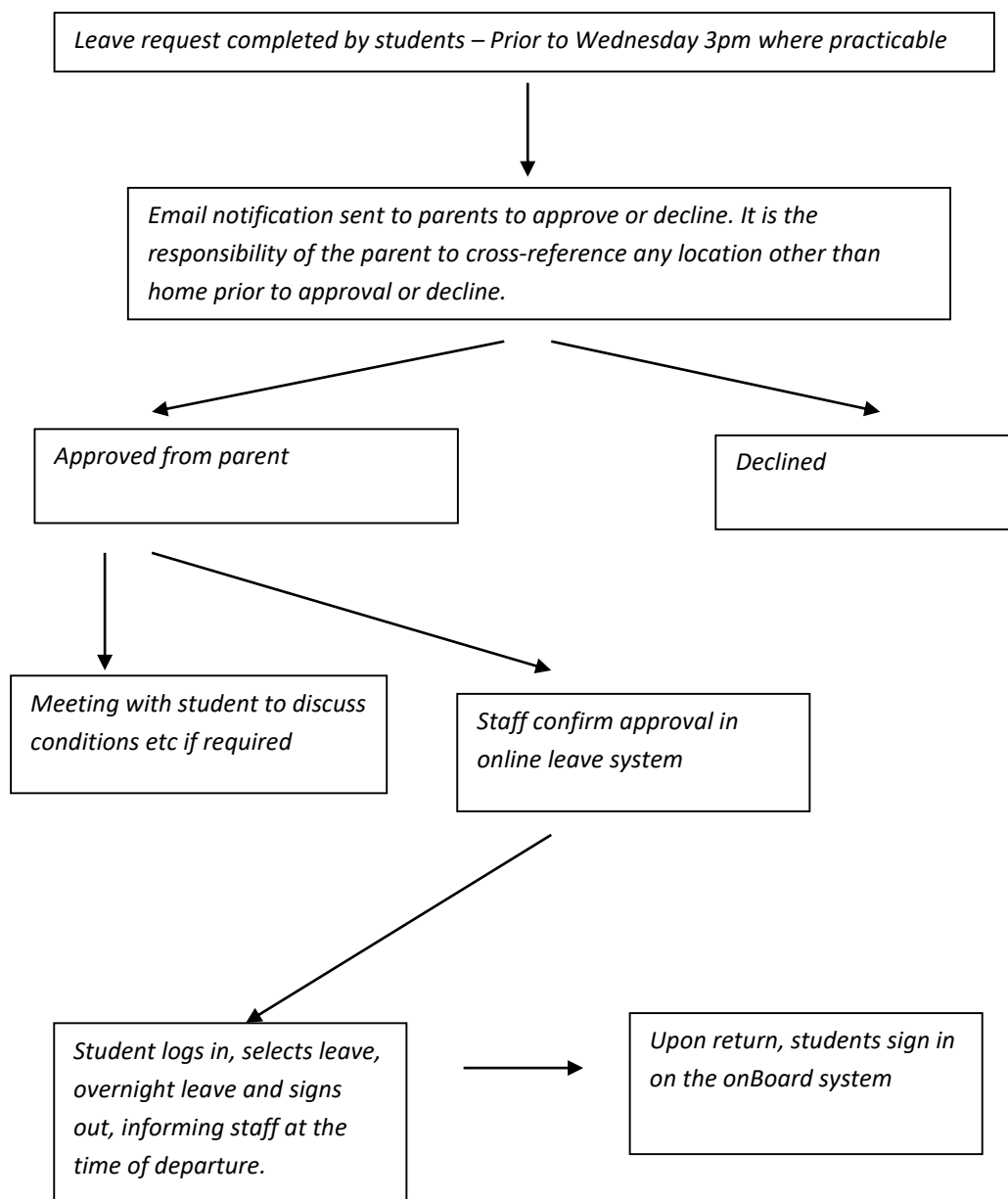


Leave Requiring Transport



Overnight Leave

Overnight leave requests must be completed by any student who is not staying at the house any night of the week.



Notes:

- Concerns regarding behaviour whilst on leave, or requests for reconsideration of leave should be made through the Team Leaders in the first instance, followed by the Director of Boarding.
- Where students 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.
- Students 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.

Missing Student

A student is deemed 'missing' if they fail to make contact, or return to the house 1 hour 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

- 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 Director of Boarding, or person On Call in the weekends

Step Three – Staff (under direction from a Director of Boarding), or senior staff member

- 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 Deputy Rector

Step Four –Deputy Rector

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

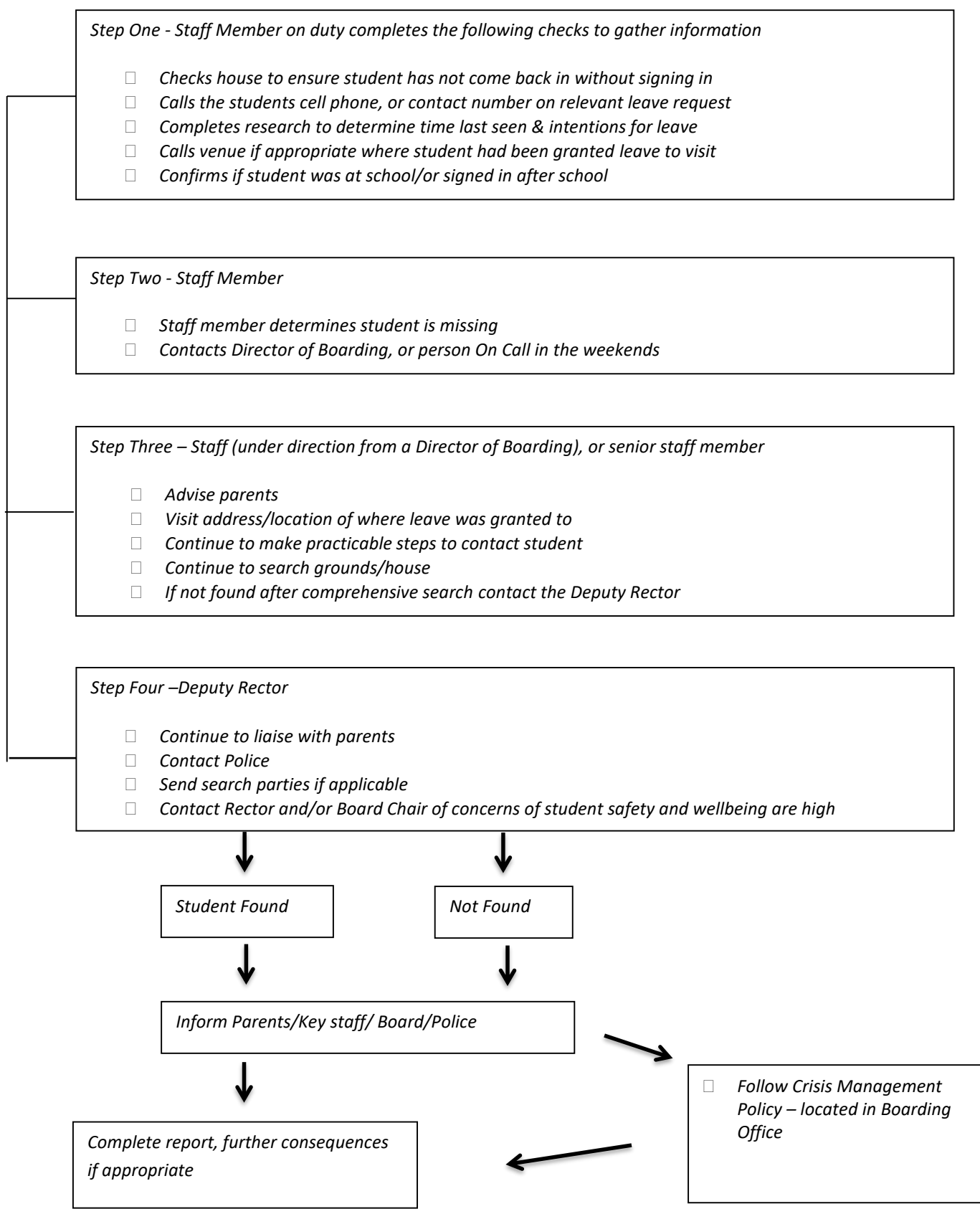
Student Found

Not Found

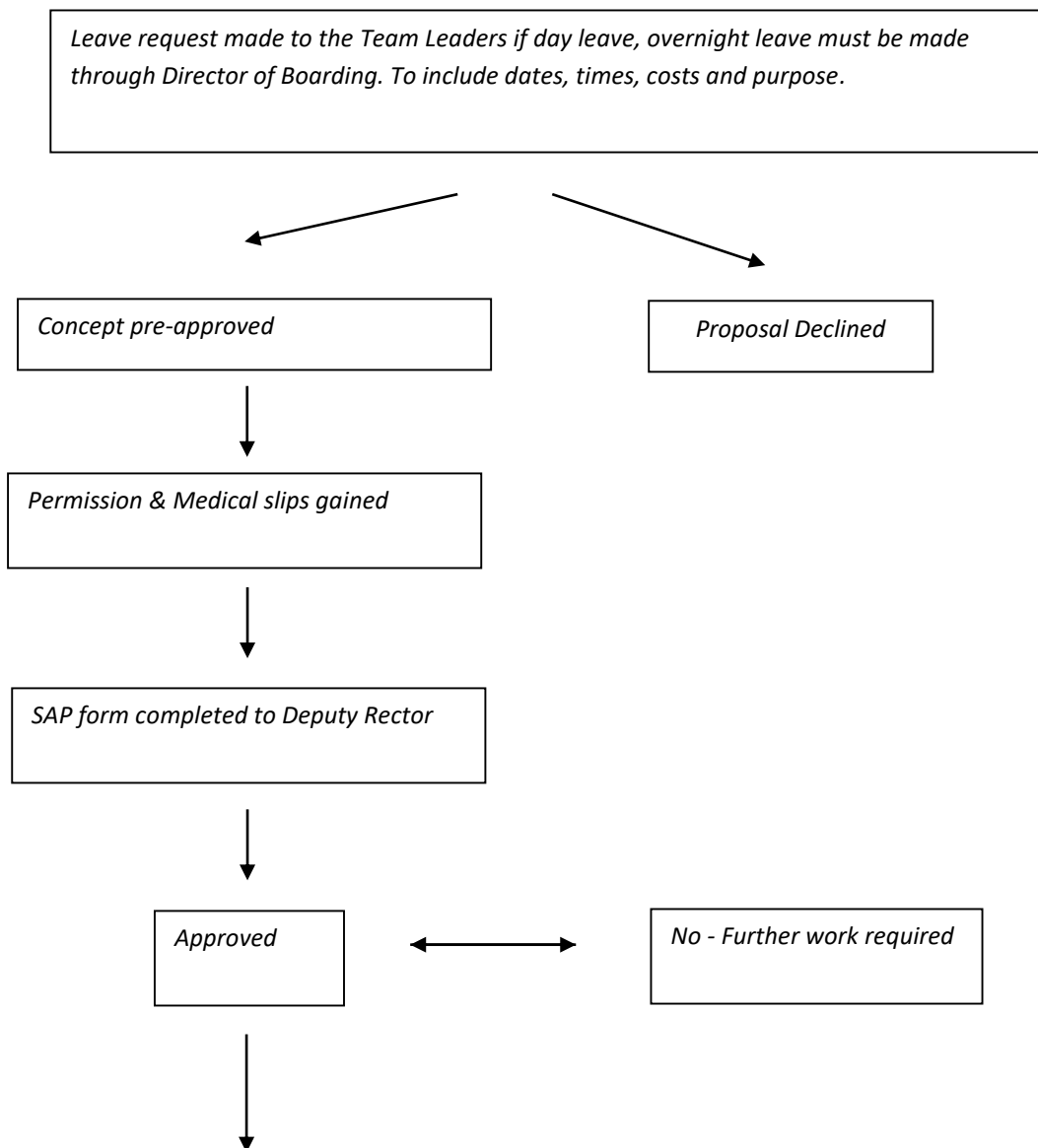
Inform Parents/Key staff/ Board/Police

Complete report, further consequences if appropriate

- Follow Crisis Management Policy – located in Boarding Office



Group Leave



Operational requirements to complete:

- Transport confirmed
- Pre visit to site completed
- Costs confirmed
- Outside Contractors agreements in writing
- First Aid supplies and staffing sorted
- Vetting of Volunteers
- Staffing approved by Deputy Rector

NB review to be completed at the next staff meeting

January 2018

Date of next review: January 2019