# Boarding Program

## Leave for Boarders Policy

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| **Source of Obligation** | Section 3.6(h) of the Australian Boarding Standard requires the Boarding House to have policies and procedures in relation to leave, including the roles and responsibilities of boarders, parents, hosts and staff. |
| **Our Policy** | The focus of St Philip's College's Boarding House is the boarders. St Philip's College is committed to the care, safety, welfare and supervision of all boarders at all times.<br><br>The College, parents/carers, Boarding Staff, hosts and boarders all have a role to play in minimising the risk of harm that may occur to boarders taking leave whilst boarding at the College.<br><br>**Boarder Leave Management Software**<br><br>St Philip's College uses "Reach" as a boarder management software to automate control and monitoring procedures for our Boarding House.<br><br>The Boarding House uses this software to manage all boarder leave procedures, including processing leave requests, obtaining parent/carer and host approvals and signing boarders out.<br><br>Staff can access the software here. |
| **Weekend Leave** | |

· A boarder cannot go on 'Weekend Leave' without an application through** Reach**, made with the assistance of staff at the request of and with the permission of parents.

· All applications for 'weekend leave' **must occur a reasonable amount of time beforehand**.

· 'Weekend leave' applications must nominate clear departure and return times, parent-approved hosts, location, and purpose.

· Parent permission for 'Weekend Leave' can be withdrawn at any time.

St Philip's College Boarding: Leave Matrix

| | **Town Leave** | **Single day leave** | **Weekend leave** | **Extended leave** |
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| **Days available** | Once a day, Sat. and Sun. | Saturdays and Sundays | Fridays to Sundays | Any |
| **Parent/ Guardian written/verbal permission (required?)** | N (parents should be alerted via text message) | Y | Y | Y |
| **Responsible adult (approved by** | N | Y | Y | Y |

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| **parents) pick up (required?)** | | | | |
| **Responsible adult contact details (required?)** | N | Y | Y | Y |
| **Intended location/ address (required?)** | Y | Y | Y | Y |
| **Lead staff permission (required?)** | Y | Y | Y | N/A |
| **Director of Boarding permission (required?)** | N | N | N | Y |
| **Reach leave** | Y | Y | Y | Y |

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| **request (required?)** | | | | |
| **SISO (required?)** | Y | Y | Y | Y |
| **Maximum time** | 3 hours | 12 hours | 48 hours | N/A |
| **Latest return time** | 5:30PM | 8:30PM | N/A | N/A |
| **Preferred staff notification time prior to request** | 1 hour | 2 hours | 2 hours | 1 day |
| **Boarders can go alone?** | Juniors – N<br>Seniors - Y | N/A | N/A | N/A |

The Director of Boarding and Lead Residential Staff reserve the right to overrule and disallow any approved leave if it is believed that leave is unsafe or incorrectly approved. Parents will be involved in any decision making.

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| **Shopping Leave** | Boarders have access to shopping leave on weekday afternoons and on weekends. Day school and Boarding House rules apply and boarders should be dressed appropriately.<br><br>Boarders must sign out and in and time limits, conditions, entitlements and approved venues vary for each year group. No boarder may leave the College campus without express permission from their parent/carer and respective Director of Boarding or their delegate.<br><br>· A boarder cannot go on 'Street leave' without an application through **Reach**.<br><br>· An application for 'Street leave' must be made through **Reach** by the boarder themselves (not by parents/guardians).<br><br>· All applications for 'Street leave' **must occur a reasonable amount of time beforehand**.<br><br>· 'Street leave' can occur **once a day**, for a **maximum of 3 hours** on Saturday or Sunday only.<br><br>· Staff and Parents/Guardians have the right to refuse permission for street leave for any reason, including (but not exclusive to) reasons of discipline, broken trust, or clashing priorities.<br><br>· 'Street leave' applications must nominate clear departure and return times, locations, and purpose.<br><br>· Boarders on 'Street leave' must nominate a return time **no later** than 5:30pm. Failure to adhere to nominated return times will result in the denial of future 'Street leave'.<br><br>· Juniors (7-9) may only go on 'Street leave' together, not as individuals. Seniors (10-12) may go on 'Street leave' as individuals. |

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| | · Those on 'Street leave' must have always at least one mobile phone on them. Their mobile phone must be always switched on. All phone calls from Boarding numbers must be answered immediately. All text messages from Boarding numbers must be responded to immediately.<br><br>· Those who have been previously denied 'Street leave' will be gated on Reach from applying for it, until such time as the state of denial has been lifted.<br><br>· Failure to adhere to any of these rules will result in the denial of future street leave until trust is restored.<br><br>· Parent permission for 'Street Leave' can be withdrawn at any time. |
| **Beach Leave** | The College does not permit Beach Leave. |
| **Dinner Leave** | Family friends and/or relatives are welcome to visit from time to time and take a boarder out to dinner after school on weeknights or other negotiated times on weekends.<br><br>A request for dinner leave must be made in writing by a boarder's parent/carer. The request must be submitted to the Director of Boarding or their delegate no later than 2 hours prior to the proposed leave date. Leave requests are approved at the discretion of the Director of Boarding or their delegate prior to the proposed leave date. |
| **Medical Leave** | Refer to our Boarder Injury, Illness and Access to Health Services Policy and Student Medical Appointments Policy. |
| **Missing Boarders** | A boarder can be regarded as 'missing' when the boarder cannot be located and:<br><br>• the absence of a boarder is inadequately explained |

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| | • there are suspicious circumstances surrounding a boarder's disappearance<br>• there are fears or concerns for the safety and welfare of a boarder<br>• the boarder's parent/carer is expressing concern about the location of the boarder.<br><br>The College has developed a comprehensive procedure for locating missing boarders in our Missing Boarder Policy. |
| **Record Keeping** | St Philip's College maintains copies of all records relating to leave, including requests and permissions. For more information, refer to our Record Keeping Policy (Boarding). |
| **Boarding Staff Responsibilities** | The Director of Boarding or their delegate is responsible for authorising leave requests and should be able to quickly identify the declared whereabouts of boarders under their care.<br><br>All Boarding Staff are responsible for ensuring that boarders provide the necessary permissions from their parents/carers and Director of Boarding or their delegate when leaving the College premises. |
| **Implementation** | This Policy is implemented through a combination of:<br><br>• Boarding Staff training<br>• effective communication procedures<br>• effective incident notification procedures<br>• effective record keeping procedures<br>• initiation of corrective actions where necessary. |