



## *Leave Procedure*

### Preamble

Under Hostel Licensing Requirements (regulation 54) Rosmini 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.

### Reach

- 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. 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

All students are given free time from after school until dinner time at 5:30pm. During this time, they are free to leave the hostel grounds going through the usual sign out process. This is on the following conditions:

- Their room must have passed inspection that morning.
- Their team's area of responsibility must have passed inspection that morning.

If an individual or team has failed inspection, they will hand their phones in and will not be permitted to leave until they have been checked off by a facilitator.

Junior students must leave and stay in groups of three with at least one boarder being contactable with a cell phone.

Senior students may take leave as required with permission from the facilitator on duty. They must be contactable over cell phone.

All students are required to be back by 5:30pm for dinner unless prior approval is given by the on-duty facilitator.

### Contact

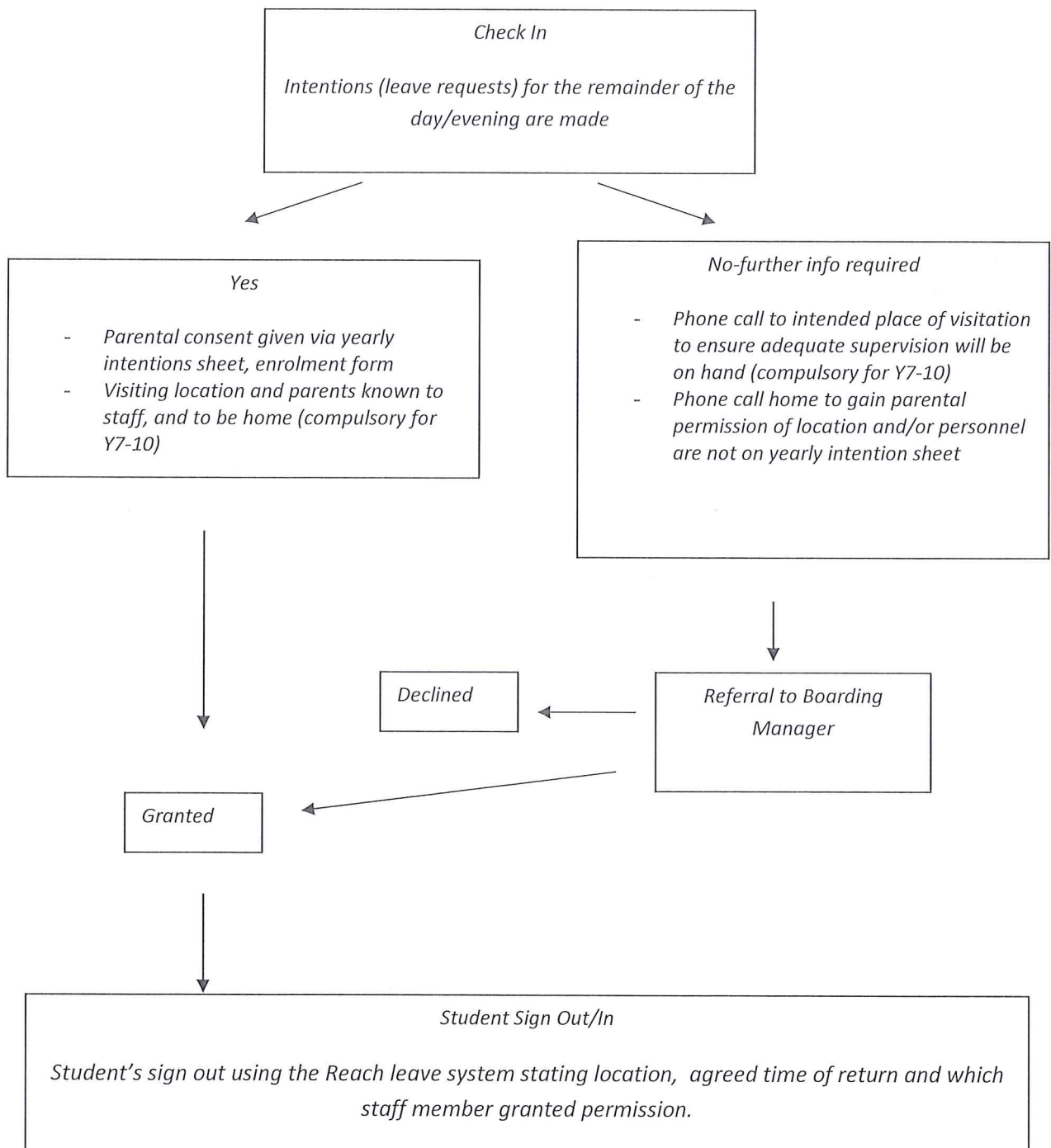
Whilst on leave students must be contactable. The House highly recommends that all students have a cell phone. Where they do, they must carry it with them whilst on leave and it must be

charged. Where students do not have a cell phone, they must provide staff with a contact number prior to departure.

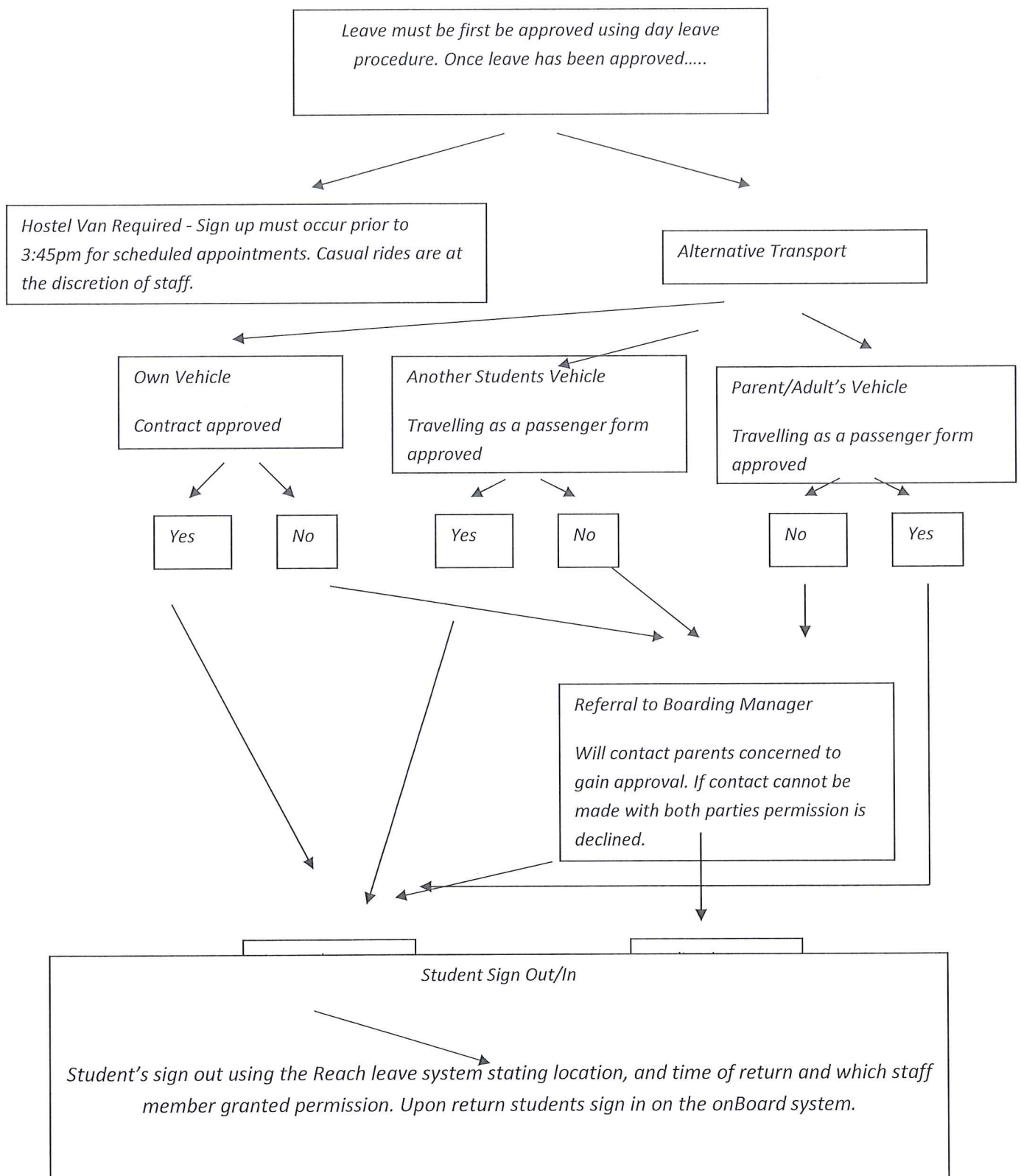
### Parents Uncontactable

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

### After School Leave

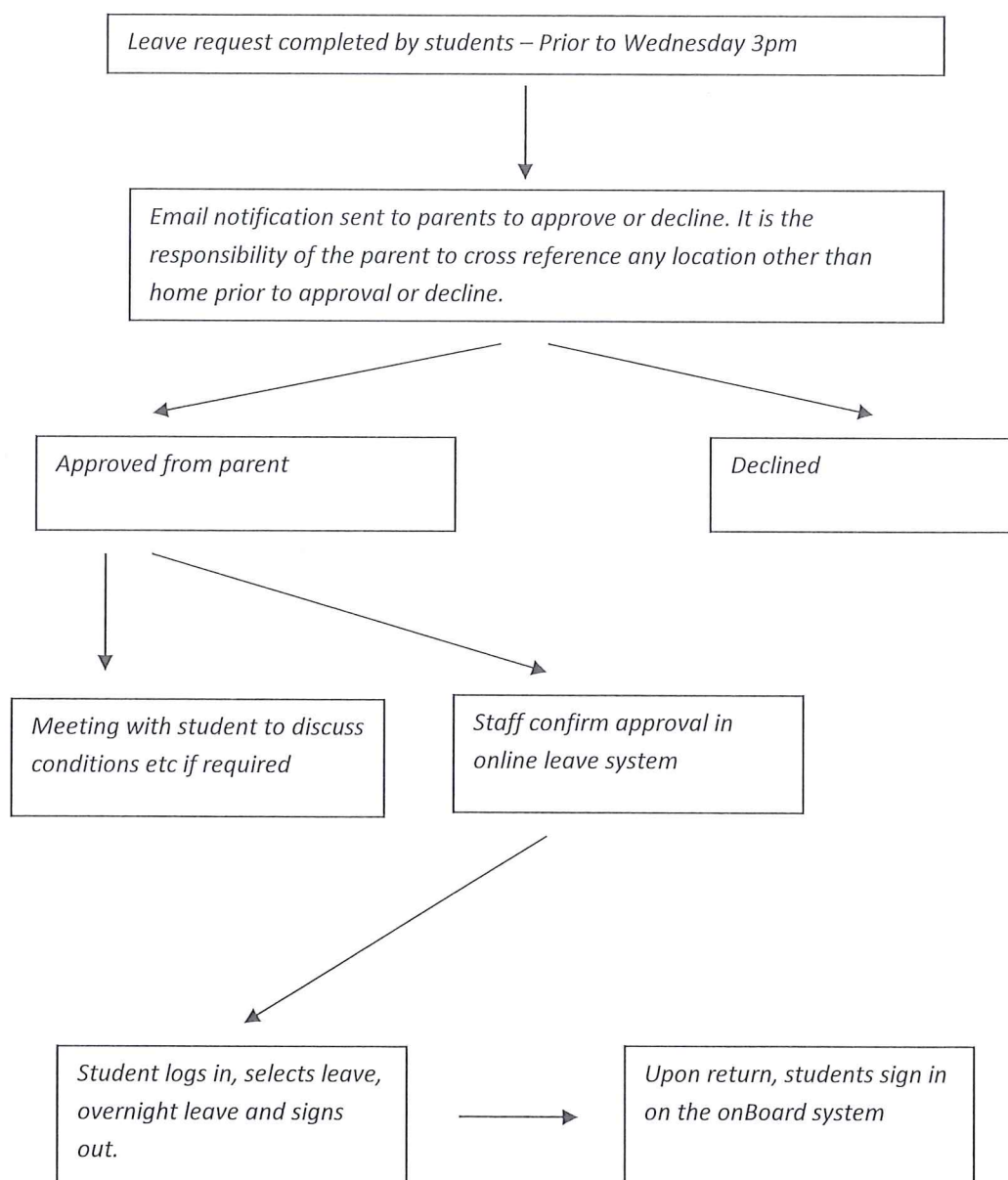


## Leave Requiring Transport



## Overnight Leave

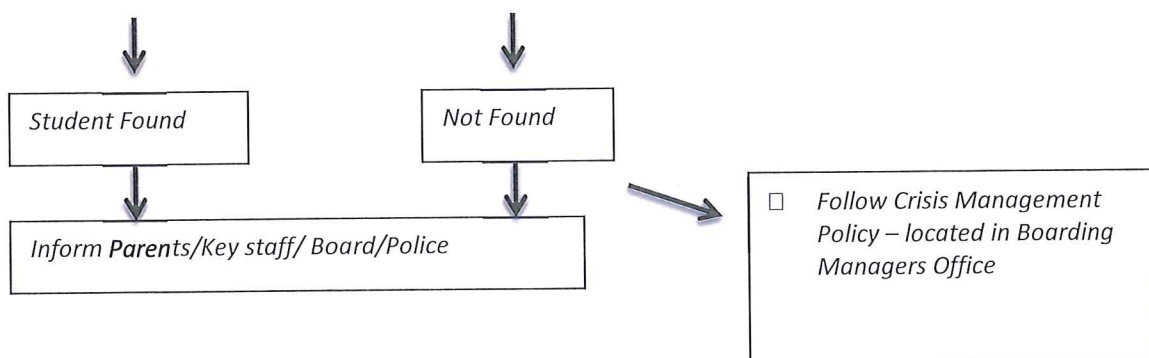
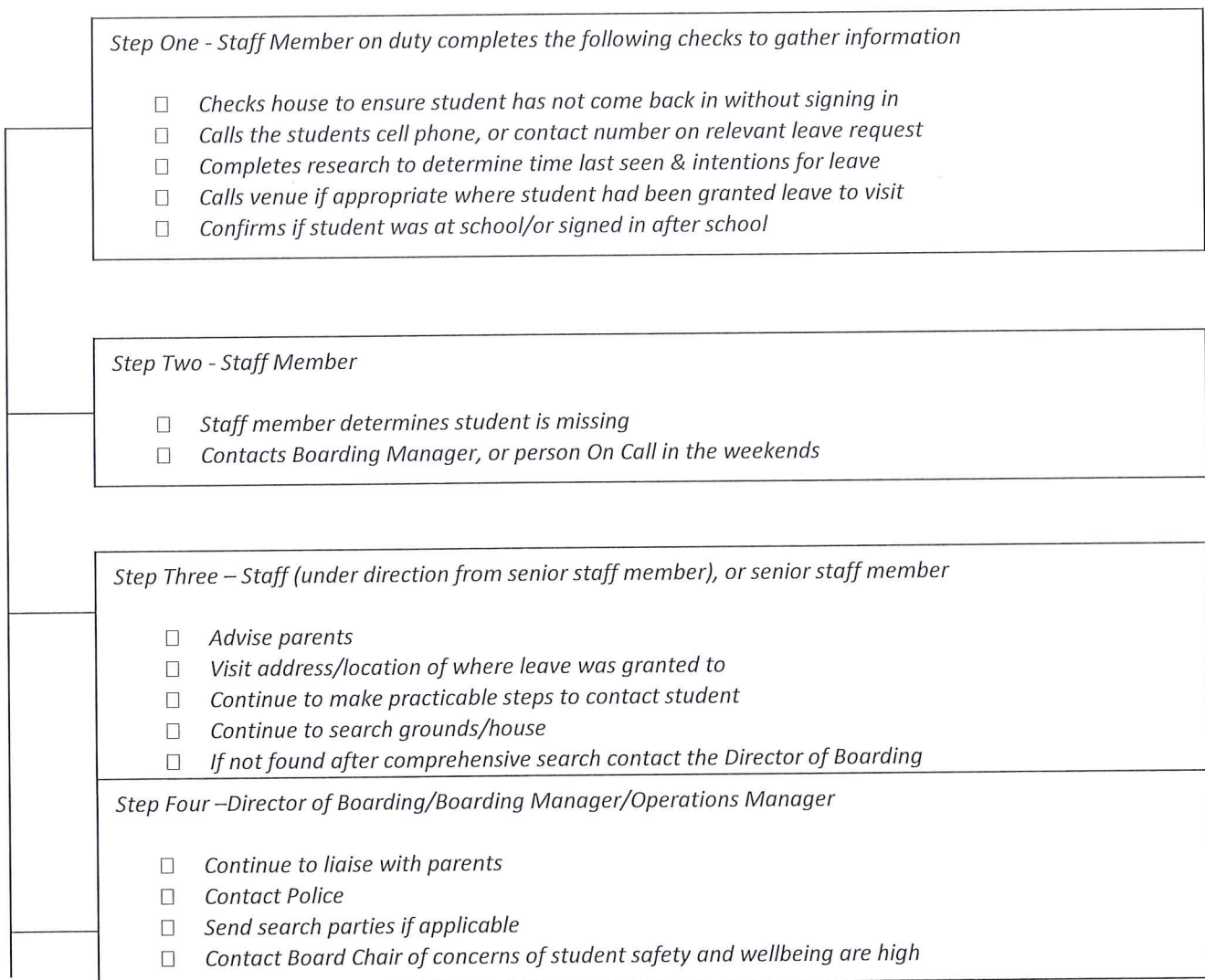
Overnight leave requests must be completed by any student who is not staying at the house any night of the week.

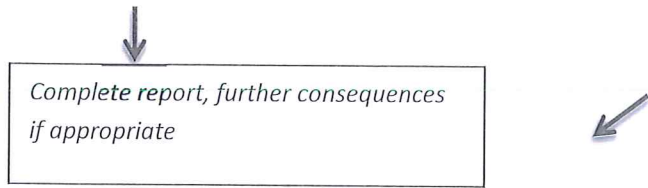


*NB - Concerns regarding behaviour whilst on leave, or requests for reconsideration of leave should be made through the Boarding Manager in the first instance, followed by the Director of Boarding.*

## Missing Student

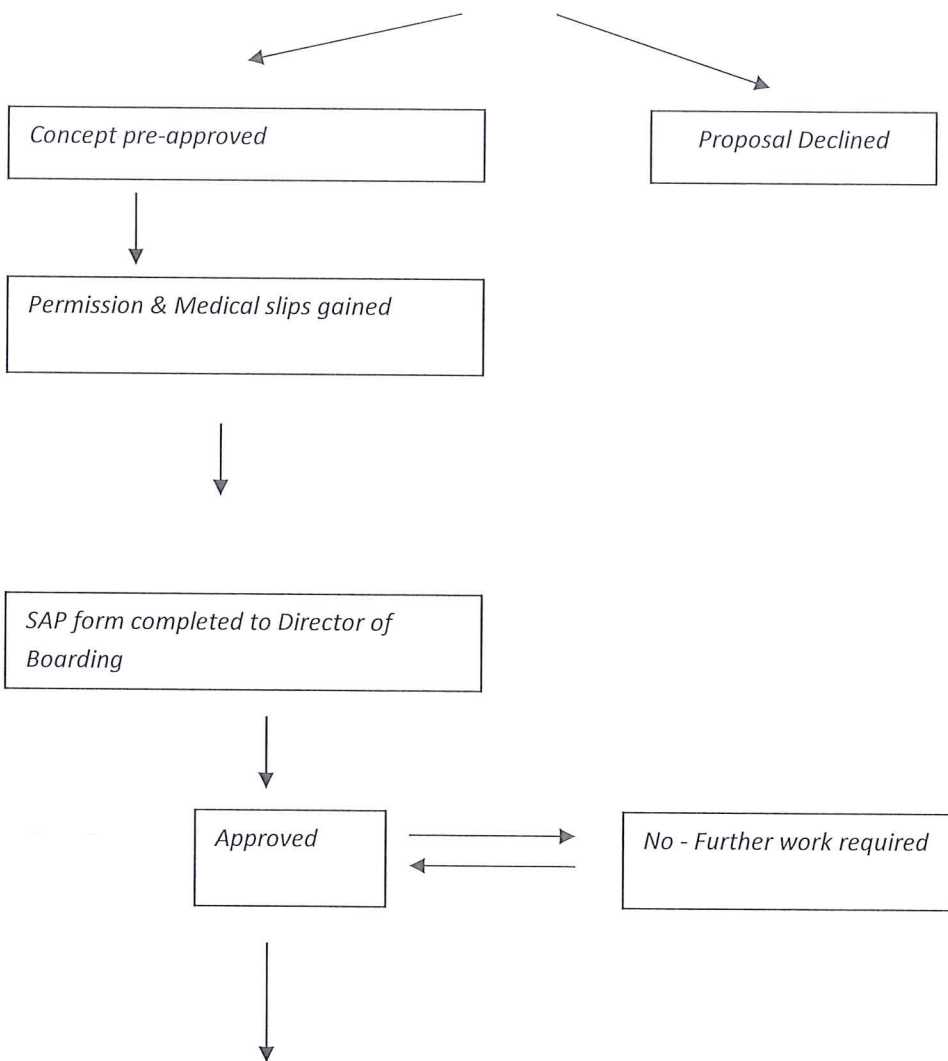
A student is deemed 'missing' if they fail to make contact, or return to the house 1 hour after their due return time. In the hour prior, staff on duty are required to make reasonable attempts to locate and contact the student.





## Group Leave

Leave request made to the Boarding Manager if day leave, overnight leave must be made through Director of Boarding. To include dates, times, costs and purpose



### Operational requirements to complete:

- Transport confirmed
  - Pre visit to site completed
  - Costs confirmed with Office Administrator
  - Outside Contractors agreements in writing
  - First Aid supplies and staffing sorted
  - Vetting of Volunteers
  - Staffing approved by Director of Boarding
- NB review to be completed at the next staff meeting

Date September 2023

Review date June 2024

