



THE AMERICAN SCHOOL IN ENGLAND

Boarding Students Host Stay Policy

This policy applies to the whole school including Boarding and the Early Years. The current version of any policy, procedure, protocol or guideline is the version held on the TASIS website. It is the responsibility of all faculty and staff to ensure that they are following the current version.

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Agreed by:

Head of School	Chair of the Board
Bryan Nixon	David King
25 September 2023	25 September 2023

1. Introduction

- 1.1. TASIS England acknowledges the benefits and positive experiences for our boarding students to be able to stay with close family, family friends and friends for an evening, an occasional overnight stay or sometimes for a weekend. TASIS England, being in loco parentis of boarding students, needs to ensure that a protocol exists for the safeguarding, health and wellbeing of our boarders whilst under the supervision and care of other adults outside of the school. Boarding students are permitted to attend evening and overnight visits at weekends and this protocol outlines the expectations of boarders, their parents, and the host family where the student may be staying overnight.
- 1.2. Visits can occur during the weekday and at weekends after school hours or in rare exceptional circumstances, students may be permitted to leave campus during the school day with the correct individually endorsed parental permissions (via Orah) with approval from their teachers on the required Permitted Authorisation Request form (PAR). The PAR needs to be signed by the boarding student's houseparent, their teachers for the classes that will be missed and also the Attendance office who will log the absence as authorised upon completion of the form with all required signatures.
- 1.3. Students are required to submit a request via Orah and await endorsements and approvals before leaving campus and must return on the date and time specified on the 'leave request' or prior to the given curfew.
- 1.4. Curfews differ and are dependent upon age and grade:
 - Grade 8 boarding student's curfew is set at 22:00pm
 - Grade 9 boarding student's curfew is set at 22:15pm
 - Grade 10 boarding student's curfew is set at 22:30pm
 - Grade 11 boarding student's curfew is set at 22:45pm
 - Grade 12 boarding student's curfew is set at 23:00pm
- 1.5. All students are expected to return to campus on the Sunday directly after a weekend leave by 18:45 pm in readiness for study hall. Overnight visits at weekends can range from 15:30 on a Friday to 18:45 on a Sunday when the boarding student must be back on campus unless agreed otherwise by the houseparent and/or Director of Boarding and also having informed the Attendance office and applicable teachers in advance.

2. Protocol

- 2.1 For boarding students staying off campus with anyone other than their parents or an agreed responsible family member (such as an older sibling or uncle/aunt/cousin), it is necessary for the host family to officially invite the boarding student to their home via an email. The School will also need consent from the boarding students' parents that they sanction the evening or overnight visit, this can be done on Orah with a parental endorsement. The parents' email must match the confirmed email address we have on record including the IP address (as shown on Orah). All overnight requests must be submitted to the relevant Houseparent's of the boarding students' Boarding House by 22:00 on the Wednesday before the weekend in question in order to complete necessary checks.
- 2.2 The following information must be provided:
 - Full name of the responsible adult/host and relationship to the student;

- Specific dates and times of the Leave request;
- Specific location and address including full post code;
- Purpose of the visit;
- Host current contact numbers including a mobile;
- If under 18, details of all adults within the host family living within the address;
- Mode of transport to and from the address provided.

3. Host responsibilities:

- 3.1 During the time that the boarding student is under your care and supervision, our expectation is that the Upper School Behavioural Guidelines are followed (see our policy on the official TASIS England website).
- 3.2 The Houseparent(s) must have your current landline telephone number (if available), mobile telephone number and an email address for the time that the boarding student will be under your care and supervision. An alternative contact number should also be provided in case of emergencies.
- 3.3 If an overnight visit, a boarding student under your care and supervision must stay overnight with you at the address you have supplied.
- 3.4 Boarding students are not permitted to change their plans during the course of their stay unless you have explicit, agreed permission from the Houseparent and the boarding student's parents.
- 3.5 Ahead of a visit, a member of the Boarding House team will call you to verify arrangements for the stay. During the course of the visit a member of the Boarding House team may call you on the numbers you have provided to ensure that the boarding student concerned has arrived safely and is under your care.
- 3.6 Should any of the original plans be altered, including the boarding student canceling the visit, the School must be informed immediately by contacting a Houseparent on the contact number supplied; if this number is uncontactable the TASIS Security Lodge should be contacted on 01932 568095 or mobile no: 07768 947201.
- 3.7 It is the host family's responsibility to ensure the safety of our boarding students at all times while they are staying with them.
- 3.8 If the boarding team, in using their professional judgment, feel uncomfortable with any evening or overnight stay arrangement, **they should refuse permission or request the student return to the boarding house immediately.** The Director of Boarding and the Designated Safeguarding Lead should be contacted if this course of action is taken.
- 3.9 All overnight stays should finish on Sunday with all students back in their Boarding House by 18:45 ready for Study Hall. Unexpected requests to lengthen overnight stays will be marked as unauthorised and boarding staff should follow the procedure outlined in the Missing Boarders Protocol.
- 3.10 In the event of an emergency please contact the TASIS Security Lodge on 01932 568095 or mobile no: 07768 947201 and you will be put through to the relevant staff member or boarding house.

4. Staying with hosts outside of the UK

- 4.1 Where students wish to request to stay with a host (outside of their immediate family) abroad, a pass must be submitted at least 7 days in advance. A Planned Absence form must be approved by the Attendance Office and the Orah pass must be approved **BEFORE** booking any flights, as the pass may be denied. The school will not reimburse any losses if flights / hotels etc are booked prior to a pass authorisation.

5. Family dwellings / hotels:

- 5.1 Where students are over the age of 18, parents may request for their child to stay unsupervised in family homes or hotel accommodation in exceptional circumstances, for example, if they are unable to travel during a holiday. Houseparent's would call parents to verify these details and parents would need to endorse arrangements via Orah. If Houseparent's are not satisfied that arrangements are safe, or have concerns that others will try to meet at the same address, the permission will not be granted. **In such circumstances, TASIS England defers all responsibility to the students' parents until they return to campus.**