Boarding Students Overnight 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 England website. It is the responsibility of all staff to ensure that they are following the current version.

Information Sharing Category	PUBLIC
TASIS England Document reference (Org, Doc, version, date)	TASIS_BoardingStudentsOvernightStay_1.3_01112026
Version	1.3
Date published	01 November 2026
Date ratified by Head of School	03 September 2025
Review/Update date	14 August 2027
Responsible area	Director of Boarding

Agreed by:

Head of School	**Chair of the Board**
Bryan Nixon	David King
03 September 2025	03 September 2025

TASIS England is committed to safeguarding and promoting the welfare of students and expects all faculty, staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.

1. Introduction

1.1. TASIS England acknowledges the benefits and positive experiences for our boarding students to be able to spend time off-campus for an evening or an occasional overnight stay. 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 as long as arrangements are deemed safe and compliant to UKVI rules / DfE NMS for Boarding. This protocol outlines the roles, responsibilities and expectations of boarders, their parents or guardians, Houseparents, and any host family where the student may be staying overnight.

1.2. Students are required to submit a 'leave request' via Orah each time that they plan to leave campus (overnight or otherwise). Students must await endorsement and approval before leaving campus and *must* return on the date and time specified on the 'leave request'.

1.3. Weekend (Friday & Saturday evening) curfews differ and are dependent upon age and grade. Curfews are generous and not negotiable:

- 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

1.4. Monday to Thursday, boarding students may request to leave campus after the school day ends up until 18:45 provided they do not have further commitments after school, such as sport/activities/detention. All students are expected to return to campus on the Sunday directly after a weekend leave by 18:45 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.

2. Off-Campus Leave Requests

2.1. All off-campus visits and overnight stays not arranged by the school must be requested through Orah. Students are responsible for submitting accurate and complete details in advance, including dates, times, location, full address, travel arrangements, the reason for travel, and relevant contact information. Requests lacking sufficient detail will be returned for resubmission. Boarding staff may deny any pass where information remains incomplete or where there are safeguarding concerns.

2.2. Before a pass can be activated, the correct endorser must review and confirm the arrangements. For day passes, this may be the parent or a Houseparent with prior parental permission; for

overnight stays, it is typically the Houseparent, and in certain situations, such as with nominated educational guardians or host families, only the Director of Boarding may endorse.

2.3. Parents or guardians must confirm their understanding and approval of the arrangements, and in overnight scenarios, the Houseparent will also contact the host or guardian by phone to verify the plan, confirm that the host meets the school's criteria including their age*, residence, and to ensure they understand their responsibility for the student, and make sure that all parties have current contact details. These checks are documented in Orah Notes to maintain a safeguarding record.

** In accordance with AEGIS guidelines, age will be 25+ unless agreed otherwise by the Director of Boarding and/or Head of School*

3. Safeguarding Rationale

3.1. The endorsement and verification process ensures that students remain safe when away from campus and that the school retains a clear safeguarding chain of accountability. Direct phone contact confirms that supervising adults are aware of, and accept their responsibilities, and that they can be reached in an emergency.

3.2. Advance notice requirements allow time to conduct these checks and resolve any issues before departure. Limiting activation to staff not involved in the initial endorsement provides a second layer of oversight. These measures align with the school's duty of care and regulatory obligations, ensuring that off-campus arrangements are appropriate, supervised, and in the student's best interests.

4. Overnight Pass - Responsibilities of the Parent, Guardian or Host Family:

4.1. 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 policy page).

4.2. The Houseparents 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.

4.3. If an overnight visit, a boarding student under your care and supervision must stay overnight with you at the address you have supplied.

4.4. Boarding students are not permitted to change their plans during the course of their stay unless they have explicit, agreed permission from the Houseparent and the boarding student's parents.

4.5. 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.

4.6. Should any of the original plans be altered, including the boarding student cancelling the visit, the School must be informed immediately by contacting a Houseparent on the contact number supplied within this policy (TASIS England Security Lodge on 01932 568095 or mobile no. 07768 947201).

4.7. It is the host family or nominated guardian's responsibility to ensure the safety of our boarding students at all times while they are staying with them.

4.8. If the boarding team, in using their professional judgement, 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.

4.9. All overnight stays should conclude on Sunday, with students back in their Boarding House by 18:45 ready for Study Hall. Any overnight stay that extends beyond this time requires prior approval for special dispensation from the Director of Boarding or a designated senior boarding staff member. This expectation applies unless the overnight stay falls on a weekday and explicit permission has been granted in advance. Unexpected requests made after departure to lengthen an overnight stay will be treated as unauthorised, and boarding staff will follow the procedures set out in the Missing Boarders Protocol**.**

4.10. In the event of an emergency please contact the TASIS England Security Lodge on 01932 568095 or mobile no. 07768 947201 and you will be put through to the relevant staff member or boarding house.

4.11. Overnight hosts and educational guardians will be sent a copy of this policy prior to endorsement of any passes. By endorsing the pass, the host accepts all responsibilities within this policy.

5. Staying with friends outside the UK

5.1. Where students wish to request to stay abroad with the family of a friend, a pass must be submitted at least 7 days in advance. The Orah pass must be approved **BEFORE** booking any flights, as the pass may be denied. The school will not reimburse any losses if transport is booked prior to a pass authorisation.

6. Houseparent Responsibilities

6.1. Where students are being hosted by their parents in the UK, Houseparents will call or email confirming arrangements prior to endorsing the pass. It should be noted that validated contact must be made with the parents before endorsing the pass.

6.2. For hosts other than parents, Houseparents should email the host (attaching this policy) and gather the information outlined in this policy. This is to be followed up with a phone call to the host to introduce yourself, ensure that they have a working number and that appropriate arrangements are in place and to ensure they have received and understand this policy and their associated responsibilities. Email threads and records of calls should be copied into the Orah notes.

6.3. Houseparents must endorse all overnight passes for students in their houses. House Tutors can activate these passes only if they have been endorsed by a Houseparent or the DoB.

6.4. No requests to stay with nominated guardians can be endorsed until approved by the DoB.

6.5. If at any point a Houseparent isn't satisfied that students, hosts, guardians or parents are not fulfilling their responsibilities, or that arrangements are inappropriate or unclear, they should not endorse the pass and discuss immediately with the Director of Boarding. If the Director of Boarding is unavailable staff should contact the Designated Safeguarding Lead or the Head of School.

7. Family dwellings / hotels

7.1. 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 due to flight delays. Houseparents would call parents to verify these details and parents would need to endorse arrangements via Orah. If Houseparents 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.