

Policy Name:	HSP Student Off Campus Policy
Document Number:	HSP 13.12.01
Approved by:	Academic Director
Last Approval Date:	April 2022
Review Date:	April 2024
Audience:	Charlton Brown Staff
Contact Officer:	HSP Coordinator
Related Documents:	Records Management Attendance Recording & Management Student Code of Conduct Standard Terms and Agreement
Legislation:	National Code of Practice for Registration Authorities & Providers of Education and Training to Overseas Students 2018 Education (Accreditation of Non-State Colleges) Regulation 2017 Education (General Provisions) Regulation 2017 (Qld)

1, PURPOSE

This policy gives direction to students and parents / guardians about the circumstances that permit students to leave the college campus during the college day. This policy does not refer to excursions or related activities.

2. SCOPE

This policy is applicable to all students enrolled in Charlton Brown College, therefore is also relevant to their parents / guardians.

The following roles are expected to be familiar with this document as outlined in their relevant position description:

- HSP Coordinator
- Receptionist

3. POLICY STATEMENT

Charlton Brown strives to instil students with a sense of personal responsibility and accountability to ensure success in their future endeavours. To impart these values, Charlton Brown provides opportunities for the students to develop time management skills and maturity within their college day. The college offers students the opportunity to leave campus during specified times in the day.

The college day schedule is as follows:

COLLEGE START	9.00 AM
LUNCH BREAK	12:10 PM – 1:10 PM
AFTERNOON BREAK	2:30 PM – 2:40 PM
COLLEGE END	4:00 PM

It is expected that students are attending college on all scheduled days between 9.00am and 4.00pm in accordance with their timetable and the Attendance Policy. Parents / Guardians are expected to notify the college of any student absences in line with the requirements of the Attendance Policy.

Students must have consent from a parent / guardian on each occasion that they are absent during normal college hours (9.00am – 4.00pm). In any instance where a student has an appointment, family commitment or other such reason and needs to:

- arrive late to college (after the scheduled 9.00am start time); and/or
- leave college during the day (not including the scheduled lunch or afternoon break); and/or
- leave college before the end of the college day (before the scheduled 4.00pm finish time), they should ensure that their parent / guardian has notified the College.

Parental Consent

For the situations outlined above, consent can be provided by a parent / guardian for those single absences during the normal college day either via an email to student_services@charltonbrown.edu.au or a phone message left with reception.

Parents / Guardians will be sent an email at the beginning of each college year inviting them to complete the online *General Consent Form*.. This form provides consent for their child to leave the college during the scheduled lunch break throughout that college year. If this permission form is not completed, then the student will not be allowed to leave the college during the lunch break. By completing the *Parent/Guardian General Consent Form* students and their parent/guardians are agreeing to the terms of this policy. Further, if a student with consent to leave campus misuses the responsibility the privilege may be revoked.

Student Responsibilities

- Students are expected to behave in accordance with the Student Code of Conduct at all times.
- Students must follow College's sign in/out process detailed below.
- Students who abuse this privilege will be at risk of negative consequences such as revoking of privileges, or other disciplinary action.

Sign In / Sign Out Protocols

All students must visit Reception on Level 4 to sign out whenever they are leaving campus during the college day, for any reason, including in cases when they have permission from parents/guardians to leave campus and when leaving during the lunch breaks. When signing out students must state the specific reason, they are leaving the campus. This is crucial to Reception monitoring student locations and the enactment of emergency protocols. Students who require permission from a guardian/parent to leave campus will not be allowed to sign out unless the reception has been able to verify that the parent/guardian has given permission.

Students must then sign back in at Reception when they return to campus. If a student does not sign back in after a reasonable timeframe (including if the student forgets) then the Receptionist will activate emergency protocols to locate the student and confirm their welfare, including calling parents/guardians. Students who consistently return late, or consistently forget to sign in/out may have their privileges revoked.

The Receptionist will keep written notes of any discussions with parents / guardians relating to leaving campus within the student’s profile on within the attendance spreadsheet.

Lunch Break (If Consent given)

Students are granted the privilege to leave campus during their lunch break. Students may purchase food and drinks from the variety of shops and restaurants near the College to eat on/off campus. Students must have a signed *Parent/Guardian General Consent* form before they are allowed to leave college during the scheduled lunch time.

When leaving the campus during these the lunch break:

- Students must return to campus by the end of the break.
- While on break, students must stay on Adelaide Street within the limits of Edwards and Albert Streets.
- At the end of the break, Reception checks the sign out log to confirm that all students returned to campus. If a student has not returned within the prescribed timeframe parents are contacted immediately.

Review and Feedback

This policy will be reviewed annually, and amendments and updates implemented as required. The Compliance & Policy team will communicate key changes / updates made to policy documents with the relevant business unit and academic unit managers who will be responsible for disseminating that information to their staff, and where relevant, students and parents.

College staff, students and parents/guardians may provide feedback or inquiries about this document by contacting the Compliance & Policy team

Version History				
Review Period:		2 years from date of last approval		
Version Number:	Approved by:	Approval Date:	Effective Date:	Sections Modified:
D1				New policy developed April 2022
1.0	Academic Director	May 2022	May 2022	New policy approved