

# 14- 16 college – STUDENTS ‘GOING HOME’ POLICY

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## Aim of the Policy

The aim of this policy is to provide clear guidance to students, parents, staff and other stakeholders about the expectations of the 14 – 16 College with regard to the management of any situation that suggests a student may need to leave the premises and go home from college.

Reasons for sending a student home:

1. *In case of sudden and unexpected illness.*
2. *Unreasonable behaviours which the student is unable or unwilling to address immediately.*
3. *Inappropriate behaviours or action resulting in concerns for the welfare of the student, staff or other students.*
4. *Inappropriate behaviours resulting in damage to any aspect of the College's buildings, fixtures or fittings.*
5. *A suspicion or concern that the student may be under the influence of either alcohol or drugs.*

## The expectations we have of students

All students within Hugh Baird 14-16 College are expected to maintain high levels of attendance (targets updated annually). However, if a student exhibits any of the reasons outlined above, they may be expected to go home.

In the case of illness or intoxication, we have experienced first-aid and care staff on site who can provide appropriate guidance. Please contact any first-aider or member of the care team for advice.

## The expectations we have of staff

Staff will ensure that this policy is followed consistently to ensure that all student issues are reported to the appropriate manager or a member of the administration team promptly. This will enable us to make swift decisions and safeguard the student, staff or other students.

All staff must ensure there is no differential application of the policy on any grounds, particularly ethnic origin, culture, religion, disability or sexuality.

## The expectations we have of Parents/Carers

Parents/Carers will be encouraged to work with the College in maintaining high standards and to help support the College in the decisions we occasionally need to take.

### Procedure to be followed by all staff:

- If the student is unwell or suspected to be under the influence of alcohol or drugs, the TLA or tutor must refer them to the Learning Mentor as soon as possible.
- The Learning Mentor will assess the situation and seek advice from a member of the first-aid or Care team as appropriate.
- If it is decided by either the Director or one of the 14 – 16 College Senior Leadership Team (Director, Deputy or Assistant Head) that a student needs to be sent home, a telephone call or text must be made to the key adult family member to inform them of the decision.
- If no response is received, the best decision is likely to be that the student remains in College until contact has been made with an adult family member. In this situation, the student will need to be kept on site until contact with the family is achieved. Consideration must be given to a possible safeguarding referral – please seek advice from a member of the Safeguarding team.
- However, once a response has been received, the agreement can be reached with the adult for the student to go home.
- If the student cannot be collected or travel on their own, a taxi can be arranged (with parental permission) from Student Services. On some occasions, a student may need to be accompanied in the taxi. In this case, the Learning mentor or TLA will be asked to travel with the student and the parent/guardian informed.
- The 14 – 16 College secretary must then be informed of the outcome to share with other tutors and TLAs via email.

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