



Residential Sign-Out Policy

Purpose:

This policy is intended to offer guidance and support to staff, students and family about the sign out and leave process at the St. John's Catholic College Boarding House. We aim to ensure the safety and security of residential students when they sign out for Day, Weekend, and End of Term leave, or for other reasons, away from the College premises and away from Boarding House supervision.

The sign out/ leave process is intended to support the wellbeing needs of the students in order for them to spend time with family, attend significant events with friends or family (including significant cultural events), and to reduce homesickness or other wellbeing concerns during the time that they are away from home during the school term and while residing at the College in the Boarding House.

Scope:

This Policy is intended to inform all College staff, residential students and their families who utilise this process during their time residing at the College.

Rationale:

St. John's Catholic College supports residential boarding students who live away from home for extended periods. At the College, boarding students live in a culturally diverse environment that can create feelings of homesickness and social and emotional issues. A strategy to support this is for students to 'sign out' or go 'on leave' with family members or responsible adults who are approved by immediate parents or guardians for the purpose of reconnecting away from the College environment.

This is encouraged to take place on a weekend or out of school hours and where possible to limit the impact of student attendance at school.

The process for signing students out for this purpose needs to be rigorous to ensure student safety and wellbeing while they are signed to manage and minimise potential risks involved in this.

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Sign Out process:

Due to the level of risk involved with the sign out process, it is important that all staff have clarity and understanding of the processes involved.

In order for a current boarding student to sign out (i.e. leave the College campus) with another person the following process must be followed:

A SJCC staff member must first check the Student Enrolment Form:

- The person signing out the student must be the individual listed as **Parent 1** or **Parent 2** on the enrolment form. This may not necessarily be the biological parents of the student but could include extended family, OR
- The person signing out the student must be listed as an alternative Parent / Guardian on the enrolment form, OR
- The person signing out the student must be listed as an authorised 'sign out person' on the enrolment form, OR
- Parent 1 or Parent 2 must provide written permission that is kept on file.

If neither of these points have been met, then communication **MUST** be received from the person listed as Parent 1 or Parent 2 on the enrolment form. Ideally this would be written communication but if this is not in place, communication may be made and permission received verbally.

It should be strongly encouraged for the Parent to provide written communication via email or in person to allow individuals to sign out the student on future occasions.

Note: In the case that a student is in the care of a government agency, then the main contact person (Case worker) should be the key contact and ALL sign out information and permissions MUST go through that person. This may require more organisation as they may be unavailable after hours or on weekends.

A student sign out should be refused if the following occurs;

- Permission is not listed in any way throughout the Student Enrolment Form, AND
- Parent 1 or Parent 2 as listed on the Student Enrolment Form cannot be contacted and no permission is received from them regarding the sign out, OR
- The person signing the student out is in any way intoxicated or under the influence of drugs or alcohol, OR
- There is information or evidence that suggests the student will be at risk of harm during the sign out period.

Communication:

In the event of a sign out refusal, information should be clearly communicated to the person intending to sign out the student and followed up with immediate family. Documenting information in the Journal is necessary and information should be sent to the ADOB or DOB for follow up.

The sign out form is the document used to ensure that the person signing the student out clearly understands the expectations of them while they are hosting the student. (Appendix 1)

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Expectations of the Host:

- Make sure the student remains in a safe environment.
- Return the student to the boarding house at an appropriate time and complete the return sign in return form.
- Administer any medication as per instructions.
- Act in the capacity of Guardian for the student, transferring 'duty of care' responsibilities to the hosting adult, while the student is on leave.

The sign out form must be signed by the person signing out the student and signed off by a SJCC staff member to confirm the process has been followed correctly.

Medication:

- Staff need to check and make sure that any current medication is signed out with the student and any instructions are passed on accordingly.
- Instructions should be given to ensure that medication is returned along with the student and signed back in.

Sign Outs During School time:

It is recommended that sign outs occur outside of normal school hours, either in the afternoon or across weekends. However, there may be times when it is necessary for a student to sign out during school hours and miss class time. This must be negotiated with College staff and with the immediate family to avoid unnecessary absence from school.

While we support maximum attendance for students at the College, we understand and support families to engage student in important cultural activities and events that may impact the overall health and wellbeing of the students who attend the College.

NOTE: Sign outs can be refused in consultation with Parents / Guardians of any student for behavioral reasons. This would need to be managed carefully, with support and good communication with the immediate family of the student involved.

Policy Endorsement:

 Mr Cameron Douglas Hughes
Principal
St John's Catholic College, Darwin
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(08) 8982 2222
Cameron Hughes
Principal

Date approved	25/03/2025	Date renewed	25/03/2027
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Appendix 1: Sign Out Form

Student Sign-Out Form – Residential Students

Name of Student/s: _____

Date of Leave: _____ Time: _____

Expected Date of Return: _____ Time: _____

Type of Leave: (Please circle) Day / Overnight / Weekend / End of Term / Other

Person signing student out: (Hosting Adult)

Name: _____

Relationship to Student: _____

Address on Leave: _____

Contact Phone Number: _____

Medication Required: **YES / NO**

Has it been collected? **YES / NO**

Has approval and consent been given by Parent/Guardian as per SJCC protocols: **YES / NO**

Name of Parent/Guardian giving consent: _____

If you are signing a student out from the College, by signing this document you agree that you will;

1. Make sure the student remains in a safe environment.
2. Return the student yourself, and at an appropriate time and complete the return sign in form.
3. Administer any medication as per instructions.
4. Act in the capacity of Guardian for the student, transferring 'duty of care' responsibilities to the hosting adult, while the student is on leave.

I have read and understood and agree to the conditions of completing this form and will contact SJCC if there are any changes to this agreement.

SIGNATURE of Hosting Adult: _____

SIGNATURE of Staff Member: _____

DATE: _____ **TIME:** _____

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Residential Student – Sign Out Return

Name of person signing the student back in:

Was the student brought back by the hosting Adult? YES / NO

If NO, TL please follow up.

DATE of Return: _____

TIME: _____

Were any issues reported by the returning host? YES / NO If YES, please explain:

Were medications returned with the student? YES / NO

If NO, please follow up with host family.

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