



# Boarding Host Responsibilities

.....has requested for you to be included on their Host List with the approval of their parents/guardian. We would like to thank you for taking responsibility for one of our boarders while they are on leave from the boarding house.

As you will understand, there are certain guidelines that need to be followed regarding your role as a host. To ensure each boarder is safe at all times we ask that you read the following information and sign the **Host Responsibility Form** to indicate that you agree to the conditions of leave.

## As a host, I acknowledge and accept the following:

- I am over 21 years old and will take full responsibility for the boarder while they are on leave. This includes knowledge of the boarder's whereabouts whilst they are in my care. I understand that I cannot sign out a student and then transfer their care to anyone else.
- I agree to ensure that safe transport arrangements are made for any travel taken while the boarder is in my care. I agree that, if travelling by car, the boarder must be collected from and delivered to the boarding house. This should be done **in person** to the staff member on duty in order for the boarder to be carefully signed in and out.
- I agree to notify the staff member on duty if there are **any** changes to leave arrangements such as unavoidable delays or any problems that occur such as illness.
- I agree to provide a list of **all** contact numbers while the boarder is in my care in case of emergency.

## Host's Declaration

I have read and agree to the conditions of leave as stated on the School Boarding House Host Responsibilities Form.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Host declaration must be submitted before taking any boarder on initial leave. It will be kept on file for 12 months and needs to be resigned each year.