



NEW ENGLAND GIRLS' SCHOOL

EXEAT PERMISSION & STUDENT'S RECORD INFORMATION – 2009

Student's Name: _____ Year: _____ House: _____

Mother/Guardian Name: _____

Address: _____

Ph No: Work: _____ Home: _____ Fax: _____

Mobile: _____ Email: _____

Father/Guardian Name: _____

Address: _____

Ph No: Work: _____ Home: _____ Fax: _____

Mobile: _____ Email: _____

Persons whom may confirm your daughter's Exeats are:

Mother: _____ Father: _____

Guardian: _____ Sibling over 18 yrs: _____

Others (Aunts, Uncles, Grandparents, God Parents etc.): _____

Senior Residential Staff in your absence: (Please Circle) Yes No

Overseas Student: Please indicate your daughter's Guardian and or Agency in Australia

Guardian or Agency Name: _____

Address: _____

Ph No: Work: _____ Home: _____ Fax: _____

Mobile: _____ Email: _____

Parent/Guardian Signature: _____ Date: _____



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STUDENT'S EXEAT PERMISSION LIST – 2009

Student's Name: _____ Year: _____ House: _____

- Please indicate if you would allow your daughter an EXEAT with the Parents, Partners, Guardians of a student from her Year.

(Please Circle)

Yes

No

(Please Circle)

Short Exeat

Day Exeat

Overnight

Weekend

- Your daughter's Year list will be attached to the Part B form.
- You may choose the whole of your daughter's Year list or select individual names on this list by circling each student listed.
- Contact details will be kept on file in your daughter's boarding House.
- Overnight and Weekend Exeats are always confirmed with Parents/Guardians where possible.
- Parents/Guardians are requested to make contact with the Hosts who have requested an Exeat with your daughter.
- Your daughter's Senior Residential staff may have the discretion to approve Exeats if you can not be contacted.

(Please Circle)

Yes

No

- Senior Residential staff will at all times consider the safety and well being of your daughter on an Exeat before approving Exeats in your absence.
- Hosting Families will not be allowed an Exeat with your daughter unless they have signed the Host Declaration and the Child Protection Declaration.
- Staff members of NEGS who Host a student or students will complete an Excursion form for that particular Exeat that is requested.

Comments:

Please indicate any conditions that you would like to apply to any of your daughter's EXEATS

Parent/Guardian Signature: _____ Date: _____



NEW ENGLAND GIRLS' SCHOOL

Host's Declaration when Hosting a NEGS Student on Exeat - 2009

Student's Name: _____ Year: _____ House: _____

- Hosts will sign the student or students OUT and IN of their respective boarding Houses at the agreed date and time.
- When a boarding student or students are travelling by school bus, taxi, train, coach and or plane the Parents/Guardians of that student or students must be told that the student or students will be signing themselves OUT and IN of their respective boarding Houses.
- Hosts and Parents/Guardians are to make contact prior to an overnight or weekend Exeat with your daughter and discuss the arrangements and then inform the student or students respective Residential staff.
- If travel on Public Transport is involved both parties must confirm these arrangements.
- Hosts must notify the Parents/Guardians and Residential staff of any changes to the agreed conditions of an Exeat as soon as possible.
- Hosts will be responsible for the student or students safety, whereabouts and well being whilst they are in their care.
- Hosts will not allow a student or students to participate in any activities that may endanger them or others.
- Hosts will not agree to an Exeat and then allow the student or students to stay with other Hosts without notifying the student or students Parents/Guardians and Residential staff of that student.
- Hosts will not allow a student or students to be passenger in a VEHICLE where the driver is under 21 years old.
- VEHICLE rules and conditions do vary for Year 12 students. Please consult the Residential staff of Saumarez for these policies and procedures.
- Hosts must sign the Child Protection "Act" – 1998 Declaration before they are able to sign OUT a student or students at NEGS.
- A register is held in each of the boarding Houses when this declaration is signed for a period of 12 months and a new form is required each year for people who are over 18 years old involved with the student or students Exeat.
- Finally thank you for inviting a boarding student or students on an Exeat it is very much appreciated.

Parent/Guardian Signature: _____ Date: _____



NEW ENGLAND GIRLS' SCHOOL

CHILD PROTECTION (ACT 1998) HOST'S DECLARATION – 2009

I, (Name) _____

of (Address) _____

Signature: _____ Date: _____

declare that I have read the summary of the provisions of the CHILD PROTECTION (Act 1998) set out below and that I am not a prohibited person within the meaning of the "Act".

** SUMMARY OF CHILD PROTECTION (ACT 1998) **

- The Child Protection (Act 1998) "Act" makes it an offence for a prohibited person to:
 - a) apply for child related voluntary work or paid employment;
 - b) undertake child related voluntary work or paid employment; or
 - c) remain in child related voluntary work or paid employment
- Child related voluntary or paid employment includes employment or voluntary work in schools and pre-schools that primarily involves direct contact with children where that contact is not directly supervised.
- The "Act" requires an employer to require present and future volunteers and employees to disclose whether or not they are a prohibited person. It makes it an offence for an employer to employ a prohibited person in child related employment or voluntary work.
- It is also an offence for a person to fail to disclose to an employer that they are a prohibited person or make a false disclosure.
- A prohibited person is a person who has been convicted of a serious sex offence.
- The relevant provisions relating to what constitutes a serious sex offence are as follows:

** In this section **: (3) "serious sex offence" means (subject to subsections (4) and (5)):

- a) an offence involving sexual activities or acts of indecency that was committed in New South Wales and that was punishable by penal servitude or imprisonment for 12 months or more; or
 - b) an offence, involving sexual activity or acts of indecency, that was committed elsewhere and that would have been an offence punishable by penal servitude or imprisonment for 12 months or more if it had been committed in NSW; or
 - c) an offence under sections 91D-91G of the Crimes Act 1900 (other than if committed by a child prostitute) or similar offence under a law other than a law of New South Wales; or
 - d) an offence under section 578B or 578C(2A) of the Crimes Act 1900 or a similar offence other than a law of NSW; or
 - e) an offence attempting, or of conspiracy or incitement, to commit an offence referred to in the preceding paragraphs; or
 - f) any other offence, whether under the law of NSW or elsewhere, prescribed by the regulations.
- (4) An offence that was a serious sex offence at the time of its commission is not a serious sex offence for the purposes of this "Act" if the conduct constituting the offence has ceased to be an offence in NSW.
- (5) An offence involving sexual activities or an act of indecency is not a serious sex offence for the purposes of this "Act" if the conduct constituting the offence:
- a) occurred in a public place; and
 - b) Would not have constituted an offence in NSW if the place were not a public place.

Sections 91D-91G of the "Crimes Act" are provisions relating to child prostitution. Sections 578B and 578C (2A) of the "Crimes Act" relate to child pornography.

For the purpose of the Act 'employee' includes contractors, volunteers or people undertaking practical training. The term also includes Ministers of Religion and members of Religious Organisations.

The Act allows the Industrial Relations Commission or the Administrative Decisions Tribunal to make orders that the "Act" is not to apply to a person in respect of a specified offence. The Tribunal is required to take into account various criteria in making such a declaration.

URALLA ROAD, ARMIDALE NSW 2350 AUSTRALIA

TELEPHONE: +61 2 6774 8700

www.negs.nsw.edu.au



NEW ENGLAND GIRLS' SCHOOL

Boarding Requirements – 2009

Students are requested to bring the following items to the Boarding House.

- Casual Clothing:** Knee length skirt – dress jeans & trousers – sun safe tops (suitable to wear to chapel, dinner & social events) – swimmers – casual clothing suitable to wear around school
- Common Room:** Dinner plate – cereal bowl – mug – knife – fork – dessert spoon – teaspoon
- First Aid Kit:** Tweezers - band-aids - nail clipper – scissors - cotton buds
- Hair Kit:** Hair comb – hair brush – black hair elastics – white or red & navy nylon 2cm hair ribbon
- Laundry:** 1 large draw string bag – 3 mesh bags (to take clothes to the Laundry)
- Linen:** 2 fitted sheets - 2 flat sheets - 1 mattress protector - 2 pillows & 4 pillowcases - 2 bath towels
1 beach towel - 1 Doona (Double Bed size wool is preferable) - 2 Doona covers (brighter the better)
1 wool travel rug (suitable to leave at the bottom of the bed for Fire Drills)
- Locks:** combination lock for drawer or padlock and two keys
(*spare key and combination number to be give to Residential staff*)
- Medication:** At no time are students allowed to keep their own medication in the boarding Houses unless it is signed and approved by the Health Centre. Medication will be dispensed by Boarding Staff on the direction of the Health Centre staff.
- Personal Items:** iPod – CD player – Laptop Computer (must be registered in House) – Camera – CDs -
Mobile Phone (must be registered in House) - Jewellery – Sporting equipment - Musical instrument
- Sewing Kit:** Needles – cotton – scissors – name labels – laundry marker pen (black & silver)
- Shoes:** Sneakers (sport & casual) – thongs (casual & showers) – dress shoes (chapel & social events)
closed in shoes (dining room O.H.&S.)
- Shoe Kit:** Shoe cleaner (suitable for school and casual) – spare shoe laces (sneakers & school shoes)
- Sun Safe:** hat – cap – sunglasses – SUNSCREEN
- Toiletries:** Shampoo – conditioner – soap – moisturizer – toothpaste – toothbrush - nail brush
- Valuables:** Students may secure valuables items in the House Safe
- Wet Weather:** Umbrella – Drisabone (optional) – Rainbird jacket (optional)
- Waitressing:** At times students are required to waitress at school functions and will need black trousers and white kilt shirt

PLEASE ENSURE ALL ITEMS ARE CLEARING MARKED OR ENGRAVED WHERE POSSIBLE