Leave creation and approval by parents

Parents can create leave requests in REACH by logging in to the web portal or through the mobile app and completing the leave request form.

Important things to know about the leave request form

- The school will determine what leave types are available for each individual student and these leave types will appear in the drop down selector in the leave request form.
- The school can determine what transport types are available for each leave type and these options will appear in the drop down selector for the departing and returning transport options .
- The school can set cut off times for leave request submissions. Hard cut-offs will prevent you from submitting a late leave request. Soft cut-offs will allow you to submit the leave request but permission will be at the discretion of the school.
- The school may make it compulsory to add more details for your leave request into the notes field of the leave request form.
- A list of approved hosts will appear in the Host selection field. In this field you can also select and add details for an Ad-Hoc host (one off host) or add new hosts that can be added to the Host list for selection in future leave requests.

> **IMPORTANT NOTE**
> Submitting a leave request form as a parent **does not** approve it. When parents are involved in the permission requirements of a leave type you will be required to approve the leave request even if you have created it.

Why do parents need to approve a leave request even if they have created it?

There are two reasons .... Safety and Security.

The school has has a Duty of Care to perform as a carer for your child or children. Part of this responsibility is to identify risks and manage them appropriately. REACH is used by the school to manage risk and to ensure that the school proactively manages its Duty of Care for boarding students placed in its care.

It is an important part of the managing this responsibility that the school not only receives a documented request for leave, but that it also receives parent approval for the request that has been created. These actions need to be separate events in order to ensure that the school's Duty of Care responsibilities are met. It is both a safety measure for your family and a Duty of Care measure for the school's leave procedure for these reasons;

- We know that it is common for students to attempt to impersonate their parents when requesting leave from school.
- We also know that students will often know their parent's login details to various online accounts, including REACH. It entirely possible that a student is requesting leave from a parent's account.
- It is important, when we acknowledge these risks, that the school takes adequate remedial action in order to perform its Duty of Care.

Requiring parents and/or guardians to approve leave separately to the request for leave submission is a security procedure which ensures that;
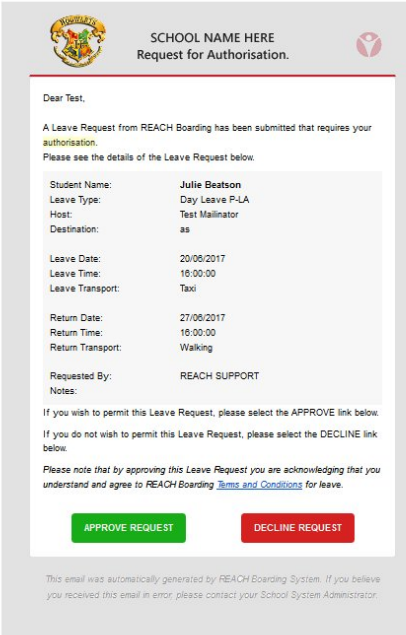
- all parents/guardians are appropriately notified when a leave request is created is for their child
- the facts relating to the leave request details are verified and approved as accurate by the parents/guardian <u>before</u> they are approved by a staff member.

We recognise that this procedure may seem to be inconvenient however it exists as a security measure in order to protect the students and the school. Automatically approving leave requests at the submission of a request does not offer adequate risk management for the school to perform its Duty of Care adequately.

As a parent or guardian you can approve the request simply and rapidly with minimal inconvenience by clicking on the notification that you receive when a leave request is submitted.

> **Login not required for approving step**
> You do not have to log into REACH in order to approve a leave request, you can do this from the notification that you receive.

Additional security measures that REACH tracks for the school with leave request approvals are the geo-location that a leave request is approved at using the IP Address of the internet connection. This tracking can also capture the type of device that is being used to approve for the transaction (eg: desktop/laptop/mobile, iOS/Windows, browser type Safari/Chrome/Explorer).

How to add Hosts to your Leave Request or child's profile

Creating Hosts for your child can only be done by parents, guardians or staff. As a parent you can create Hosts in three (3) ways;

1. Create New Host in the leave request

Use this option when you want to create a new host that you can use in in the current leave request and is future leave requests also.

When creating a Leave Request parents and guardians will see a Create New Host option in the Host selection fields of the Leave Request form. This method allows you to create a new Host that can be used in the current leave request and it will also save the Host as an associate in your child's REACH account so the Host will be a selection option for all future Leave Requests.

2. Use Ad-Hoc Host in the Leave Request

Use this option when you want to create a one-time host. This host will not be saved into the system, their details will be collected for the current leave request only.

Sometimes you will have a Host that you do not need to save to your child's account as a permanent Hosting option (eg: visiting relative, one off host visit). In these instances you can select the Ad-Hoc Host option in the Host selection fieldand enter the details of the host in your Leave Request Notes section using the Host Template.

3. Add Host in My Account

This option will save Hosts to your child's profile so that the host can be selected in the drop down selection box of your leave requests (Host Selector).

In your My Account profile you will see a list of Hosts that are associated to your child or children. In this section of your profile you can Add New Hosts by selecting the add button and adding the new Host's details. If you are a parent or guardian to more than one student then you will also have the opportunity to associate the new Host to one or more of your children as a hosting option.