

Procedure for Independent Overnight Stays

During your course at Weymouth College, you may want to plan an overnight stay, either at a friend's house locally or outside the local area of Weymouth, Portland and Dorchester.

If you are 18 years when you arrive or you become 18 during your visit, different rules apply according to the agency that arranged your visit. Please ensure you have confirmed with us the rules related to your agency before planning an independent day trip.

If you are 16 or 17 years old, and 18 years if this is a rule of your booking agent, you will need to complete a 'Visitor Travel Form' on our website with details of the overnight stay. **We need this as soon as possible but at the latest 1 week before the event takes place.**

This is a legal requirement as neither your host nor we can take responsibility for you during that time, therefore your parents will need to acknowledge and give permission for any overnight stay. For all overnight stays, full details of the responsible adult (a person who is over 18 years old and who recognises that they will be responsible for your welfare throughout your visit – this cannot be another student) will also be required.

The completed request form is a requirement for **all** overnight stays.

Procedure for Unaccompanied Overnight Stays Requests

Step 1:

You tell your Homestay Host and your parents/guardians what day trip you would like to take. They provide their permission, and your parents/guardians also provide their ID, to Jennie and Sue at HS&VB email homestayandventurebreaks@protonmail.com or Whatsapp +447877809917. We will need a copy of a parents/guardian's signature, and their passport or similar photographic ID to accompany the form to confirm their identity, unless we have already received it when they gave permission for Independent Day Trips. The request will also need to be accompanied by a copy of the passport or similar photographic ID from the responsible person (see details above) at the place you intend to stay.

Step 2:

You complete the online form including **all** the requested information at least **1 week** before the trip.

Step 3:

On receipt of the form, we will consider your application based upon:

- Your age
- The dates and length of your trip and/or overnight stay
- Your destination
- Your journey plans
- Your travelling companions
- The place where you will stay
- The trip being considered suitable, in line with our Safeguarding Policy and Procedures

Step 4:

If we agree your request, we will confirm this and send it to the Agent you booked with (if this relates to you) for their agreement and signature. If/when they have signed, we will confirm the agreement in writing with you, your parents/guardian, your Homestay Host, and your Agent (if appropriate) unless we have concerns about some aspect of your plans, in which case we will discuss them with you before making a final decision.

Without a fully completed signed and dated 'Visitor Travel Form' we cannot allow the event to take place.