

De La Salle College Malvern is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

Aim of the Policy

This Policy aims to ensure the safety and well-being of Year 12 students while they are off-campus during lunchtime, promoting responsible behaviour and upholding the values of the College.

Guidelines

1. Students seeking to go off-campus during lunch time must sign out using the terminal inside Tiverton Reception when leaving the College at the start of lunch time. The sign out receipt must be shown when requested by a member of staff
2. Students must sign out no later than the first 10 minutes of lunch time
3. Students must sign in no later than five (5) minutes before the end of lunch time when returning from being off site
4. Students are not permitted to order food that will take longer than the College lunch break (take away service only).

Student Conduct

Students are to always adhere to the College Student Code of Conduct whilst off site, this includes;

- Upholding the College core values at all times
- Wearing their College Uniform in accordance with the College Uniform Policy
- Behaving in a manner that does not endanger the health, safety and wellbeing of themselves and others
- Ensuring their actions do not bring the College into disrepute
- Behaving with courtesy and consideration for others whilst in the public
- Students are not permitted to enter any licensed venue (e.g. bars / pubs) while off-campus
- Following staff instructions when requested to do so.

Unacceptable Conduct

Unacceptable conduct includes, but is not limited to:

- Not signing out from Tiverton Reception or not returning to the campus five (5) minutes before the end of the lunch break
- Not wearing the College Uniform correctly i.e. blazer with winter uniform as stated in the College Student Uniform Policy
- Failing to comply with the College Student Code of Conduct
- Students are not permitted to use the laneways
- Students may not leave the property during either recess or study periods
- Bringing the College into disrepute by conducting themselves in a manner that is not in keeping with the College values and principles.

Breaches

Students who breach these rules will be sanctioned by the appropriate House Coordinator or Head of School (Senior). This will include:

- **First offence:** the issuing of a Saturday detention and the rescinding of the privilege to leave the property during lunch time for the remainder of the term.
- **Second offence:** one day internal suspension and the withdrawal of any further opportunities to leave the property during lunch time.
- **Third offence:** one day external suspension and a meeting with the student's parents/guardians/carers upon re-entry.

Parent/Guardian/Carer Acceptance

Parents/guardians/carers will be provided with this Policy via Consent2Go and requested to acknowledge that they have read and agree that their son will abide by the conditions therein.

Note

The College reserves the right to impose additional sanctions, if necessary, based on the severity of the incident. Students are expected to act responsibly and in accordance with the values and expectations set by the College, both on and off campus.

By following this policy, students can enjoy their lunchtime off-campus while ensuring their safety, upholding the College's reputation, and respecting the community.

Related Policies

Student Code of Conduct

Student Uniform Policy

Approval

Responsible officer:	Head of School (Senior Years)
Approval body:	College Executive
Approval date:	29 April 2025
Previous approval:	New Policy
Next scheduled review:	December 2025