Standard Operating Procedure (SOP): Student Boarding and Departure Protocols

This SOP outlines **student boarding and departure protocols**, detailing procedures for safe and efficient student check-in and check-out processes, supervision during boarding and departure times, documentation requirements, communication guidelines with parents and guardians, and emergency response measures. The goal is to ensure the safety, security, and well-being of students throughout their arrival and departure from the boarding facility.

1. Purpose

To establish standardized procedures ensuring the safety, security, and efficiency of student check-in and check-out at the boarding facility.

2. Scope

This SOP applies to all staff, students, parents/guardians, and security personnel involved in the boarding and departure process.

3. Procedures

1. **Student Boarding (Check-In) Procedure**
   - Students arrive at the designated entrance during scheduled times.
   - Identification is verified against the approved student roster.
   - Temperature and wellness check is conducted by the attending staff.
   - Boarding logbook or digital registry is updated with date, time, and signature.
   - Personal belongings are checked and logged, if necessary.
   - Students are escorted to their designated accommodations by a staff member.

2. **Student Departure (Check-Out) Procedure**
   - Approved parent/guardian or authorized adult presents valid identification.
   - Staff verifies authorization as per student's departure form or pre-approved list.
   - Departure logbook or digital registry is updated (student name, time, person picking up, staff initials).
   - Student collects personal belongings under supervision.
   - Student is released only after all protocols are complete and staff are satisfied with verifications.

3. **Supervision Protocols**
   - Staff are assigned to supervise boarding and departure areas at all times.
   - Ratios of staff to students must meet required safety standards.
   - All transition points are monitored by security cameras (where available).

4. **Documentation and Records**
   - Maintain up-to-date boarding and departure logs (digital or paper-based).
   - Record incident reports for any irregularities or unauthorized attempts of boarding/departure.
   - All documentation is securely stored and accessible only to authorized personnel.

5. **Communication Guidelines**
   - Notify parents/guardians of boarding and departure times and protocols in advance.
   - Emergency contact information is updated regularly and verified each term.
   - Immediate notification to parents/guardians in case of delayed departure or emergencies.

6. **Emergency Response Measures**
   - In case of emergencies (medical, security, weather), activate the facility's emergency protocol.
   - Inform all relevant parties (administration, parents, emergency services) as necessary.
   - Document all actions taken and update records promptly.

4. Roles and Responsibilities

Role	Responsibility
Boarding Staff	Oversee all boarding and departure activities, maintain documentation, and supervise students.
Security Personnel	Verify identities, ensure site security, support in emergencies.

Parents/Guardians	Provide updated contact/authorization information, comply with check-in/out times and procedures.
Students	Follow boarding/departure protocols and comply with staff directions.

5. Review and Update

This SOP will be reviewed annually or following any incident to ensure continued relevance and effectiveness.