

GERALDTON RESIDENTIAL COLLEGE

Country High School Hostels Authority



Information and Code of Conduct Booklet

2013



Geraldton Residential College

**Corner of Shenton & Holland Streets
Locked Bag 80
GERALDTON WA 6531**

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WELCOME TO GERALDTON RESIDENTIAL COLLEGE



In order to assist you to enjoy and profit from your time at the College, we have compiled this brochure setting out points of interest and various guidelines, which must be FOLLOWED.

For many of you, this will be your first experience of living away from home and it is to be expected that you may feel a degree of homesickness from time to time. Be assured, that you are not alone in this regard. If you make a reasonable effort to participate in the activities of the College, you will quickly adapt to your new situation.

Should you have a problem of any sort, please do not hesitate to discuss your concerns with the staff or College Manager.

Living in a close community, such as at the College, requires each person/student to be continually aware of the rights of others. It also requires each person/student to take pride in both the College and her/himself as an individual.

We at Geraldton Residential College take pride in our standing within the educational circles and the local community. In order that our good name should continue we expect a high standard of dress and conduct when at school and in public.

Now that you are a resident at Geraldton Residential College we expect you to accept and respect the traditions and requirements of the College. These have been tried and tested over a long period of time. They are designed to ensure that the rights of students and staff are protected.

To ensure the smooth running of the College, we expect students to observe the instruction given by the staff (including ancillary staff) and Prefects. It is important for students to remember that what you get out of your stay at the College will be in direct proportion to what you put into it.

The College provides students with single room accommodation fitted with airconditioning, ample study and storage space and modern security and safety features.

Geraldton Residential College is situated adjacent to Geraldton Senior College and within walking distance of all main beaches, the town centre, recreational and social pursuits and regional medical facilities. Students requiring transport to other areas or facilities within Geraldton are catered for by College bus transport. Students boarding at the College are able to attend Geraldton Senior College for Years 10-12, John Willcock College for Years 8/9, Geraldton Grammar School, Strathalbyn Christian College or TAFE.

***PLEASE ENSURE THAT YOU READ THIS BOOKLET CAREFULLY.
THE DAILY PROCEDURE OF GERALDTON RESIDENTIAL COLLEGE IS
CLEARLY OUTLINED AS IS YOUR EXPECTED CODE OF CONDUCT.***

HISTORICAL BACKGROUND

Geraldton Residential College has an established identity within the Geraldton community and throughout Western Australia. Its credibility is reflected in the confidence shown by families who send successive generations to reside within its walls.

Over the years the College has expanded, relocated and changed names. The present College superseded Protestant Children's Home (1921) and Forrest Lodge (1939). Both were established and administered by Geraldton Protestant Church organisations to provide boarding facilities for students who had to live away from home to attend secondary school. At the time Geraldton High School was the only government high school north of Perth and there was a demand from families in rural and pastoral areas for boarding institutions.

With the development of the iron ore industry the Pilbara started to boom and the number of people in the North-West rapidly increased. As there were few High Schools in the North of Western Australia to cater for the expanding population the Colleges became overcrowded. Insufficient maintenance funds resulted in the deterioration of the original buildings.

In 1964 Dellahale House for female students was constructed to replace 'Proddy Homes' Girls Boarding House. Five years later, 1969, male students from Forrest Lodge transferred to John Frewer House. The Houses were constructed on individual sites separated by the Geraldton Senior High School grounds.

The management team of 'Proddy Home' (Geraldton Protestant Children's Homes Inc.) was asked by the Country High School Hostels Authority to form the Board of Management of the two new Houses.

Until 1981 the two Houses were operated as separate entities under the one Board of Management. That year, 1981, the Manager at Frewer House was appointed Manager of the combined College. The name Geraldton High School Residential College was adopted in 1989 and then changed to Geraldton Residential College in 1997. Currently the College continues to run under the auspices of the Country High School Hostels Authority (CHSHA).

In 2002 the two Houses were amalgamated on the Dellahale site to become the Geraldton Residential College.



PRODDY HOME 1921-1964



FORREST LODGE 1939-1968



DELLAHALE 1964-2001



JOHN FREWER 1968-2001

FEE STRUCTURE AND FINANCIAL ASSISTANCE 2013



FEES

The Cost of Boarding is set by the Country High School Hostels Authority and covers a student's room, meals and pastoral care. The 2013 Cost of Boarding is **\$17,265** (inc \$150 GST & Amenities Fee) per student and is applicable at all CHSHA Residential Colleges.

The table below shows how allowances and subsidies significantly reduce the amount to be paid.

| Category | Net Cost per Student |
|--|----------------------|
| Subsidy only – no allowances | \$11,550 |
| Basic boarding allowances and subsidy | \$1,958 |
| Basic and additional allowances and subsidy. | \$526 |
| GATE Allowance and subsidy | \$89,445 |
| ABSTUDY | No Cost* |
| Youth Allowance | Varies* |

Please refer to attachment on Cost of Boarding 2013 from CHSHA & following conditions:

- The CHSHA has made it a condition of enrolment that **AIC and BAHA boarding allowance recipients** direct their payments to the Residential College, so when completing your claims for AIC and BAHA, please be sure to tick the box '*payments to go to the boarding institution*'. Please bring your allowance advice from **AIC** and **BAHA** to the Residential College at the start of the year. Payment of the balance owing will be payable on 04 February 2013.
- For **Youth Allowance recipients** a bank periodic payment is to be completed, authorising transfer of fortnightly payments to the Geraldton Residential College bank account (National Bank B.S.B. No. 086-643 account No. 508321 585). Payment to be made the day following receipt of the funds.
- All **ABSTUDY** allowances are paid direct to the Residential College.
- Parents who foresee difficulty in meeting the payment of fees on arrival of student are advised to contact the College Manager (Tel: 9965 6000) regarding a fortnightly payment arrangement acceptable to the College Board of Management.

OTHER CHARGES:

Parents are advised of all other costs and charges in advance. These include costs associated with camps, excursions, tutoring, sporting fees and sports uniforms.

Involvement in these activities is at the discretion of parents.

CHSHA Enrolment Policy—The State Government through the CHSHA Enrolment Policy stipulates that all students enrolling at non-government schools from the beginning of 2004 (except existing boarding students) are to be levied an additional 10% of the boarding fees as a contribution towards maintaining the boarding facilities, billed by student's Education facility.

GOVERNMENT ASSISTANCE

ASSISTANCE FOR ISOLATED CHILDREN SCHEME (AIC)

A **non-means tested** allowance of \$7,487 per year is paid by the Commonwealth Government in four instalments. Paid in January, April, July and October to children who live 16 kilometres from the nearest government school and at least 4.5 kilometres from the school bus; or live at least 56 kilometres from a government school, or have to travel more than 3 hours daily; or are otherwise deemed eligible.

Additional financial assistance up to \$1,432 can be claimed, subject to an **income test**.

Contact: Centrelink - Telephone: 13 23 18 (AIC direct line).

ISOLATED CHILDREN'S PARENTS' ASSOCIATION-Ms Jacqueline Henggeler, State Secretary, Kachana Station, PO Box 779 Kununurra WA 6743. Telephone 9161 4346
Email: WASecretary@icpa.com.au

BOARDING AWAY FROM HOME ALLOWANCE (BAHA)

All recipients of the basic AIC boarding allowance are eligible for the State Boarding Away from Home Allowance, of \$2,105 per year which is administered by the Department of Education, 151 Royal St, East Perth 6004 (Tel: 9264 4516).

Applications for 2013 close on 30/11/2013

YOUTH ALLOWANCE

In general, students 16 years and over should apply for the Youth Allowance unless they would get more assistance under the AIC allowance.

Contact: Centrelink. - Telephone 13 24 90 (Youth Allowance direct line).

ABSTUDY

ABSTUDY offers financial assistance for Aboriginal & Torres Strait Islander students. Living allowance and assistance with boarding, tuition and travel costs are available to eligible students.

Contact: Centrelink - Telephone: 13 23 17 (ABSTUDY direct line)

NOTE: All AIC, BAHA and ABSTUDY boarding allowances are to be directed to the Geraldton Residential College bank account (National Bank B.S.B. No. 086-643 Account No. 508321 585).

SUBSIDISED STUDENT TRAVEL SCHEME

A travel subsidy provides **eligible** students with four free return trips per year between **home** and **school** by regular public transport (air, bus or rail). Where there is no public transport, a road travel subsidy is payable. Further information and application forms are available from the **Travel Subsidy Officer, Department of Planning & Infrastructure**, 441 Murray Street, Perth 6000 - Telephone (08) 9216 8759 Fax 9216 8739 or visit www.dpi.wa.gov.au.

OVERDUE FEES

Parents please note that you will be invoiced for extra costs associated with the recovery of overdue fees.

ANNUAL FEE

The fee is an annual fee and is the same for all year levels. There is **no refund** of boarding fees when students leave the Residential College on or after the 1st September. Please refer to your enrolment agreement for clarification.

ADMINISTRATION

TELEPHONES—FACSIMILE

Parents and students need to be familiar with the following telephone and facsimile numbers for communication purposes:

Supervisor's and Administration Office:

| | |
|-----------|--------------------------------------|
| Telephone | 08 9965 6000 |
| Facsimile | 08 9921 4016 (Administration Office) |
| | 08 9965 6026 (Supervisor's Office) |

PLEASE NOTE:

- Students are permitted to have their own mobile phones with their use limited to same phone times as listed below.
- Telephone numbers for parent phones (for incoming parent calls), are provided to parents only. **Please keep this number confidential so the phone is only accessed by parents.**
- Calls during meal times, homework/study times and after lights out are not permitted. These times are: **Meals 7am—8am, 5.30pm—6.30pm. Study 7.45pm—9.15pm. Lights out 9.15pm. All phone calls must be completed by 7.45pm.**
- Parents may use the Supervisor's fax facilities for matters concerning their son/daughter. Students are permitted to use the fax facility for limited outgoing communication.

ENQUIRIES AND MAIL

Addressed to : Geraldton Residential College
 Locked Bag 80
 GERALDTON WA 6531



BOARDERS GUIDELINES/CODE OF CONDUCT

This booklet contains Guidelines and the expected Code of Conduct, relating to student behaviour and is supplied to all parents and students. Students are expected to observe all rules for the harmony of all in residence. House rules are reviewed and updated annually with input from Supervisory staff, student council members and the Board of Management.

BOARD OF MANAGEMENT

Geraldton Residential College is under the care and direction of an elected Board of Management. The College Manager is responsible for the staff, students, and day to day management of the College. Supervisory staff are responsible to the College Manager. The College Manager works with and is responsible to the Board of Management.

NEWSLETTERS

Parents will be kept informed on events happening each term via the Residential College newsletter or website, which is available at the end of each term.

SCHOOL ENROLMENT



A student's application for boarding enrolment at the College does not relieve parents of their responsibility to negotiate directly with the Administration at the Geraldton Senior College, John Willcock College, Geraldton Grammar School, Strathalbyn Christian College or TAFE regarding the enrolment of their child at that school.

| | | |
|---------------------------------------|-------------------|--------------------|
| Geraldton Senior College (Yr 10 - 12) | Ph (08) 9965 8400 | Fax (08) 9921 1939 |
| John Willcock College (Yr 8 - 9) | Ph (08) 9965 8300 | Fax (08) 9921 8590 |
| Geraldton Grammar School | Ph (08) 9965 7800 | Fax (08) 9964 5598 |
| Strathalbyn Christian College | Ph (08) 9921 5115 | Fax (08) 9964 2516 |
| TAFE | Ph (08) 9956 2700 | |

HEALTH

Medical and dental facilities are readily available in Geraldton, with minor ailments being treated by College staff. A current First Aid Certificate (including CPR) is a requirement of all College Supervisory staff. Parents are advised to open a chemist account at one of the Geraldton pharmacies for prescribed and general purpose medicines. Membership of a Student Insurance Scheme and Ambulance cover is highly recommended. Upon entry to Geraldton Residential College parents are requested to complete a detailed Student Health Record Form for use by College staff and administration. Written permission is also requested for urgent medical attention to be administered if required.

On weekdays students must advise a Supervisor by 7.00am if they are unwell and they will then receive appropriate attention and medication. The Supervisor will then inform the parents. If a student falls ill during the night and is in need of attention, they must wake the overnight Duty Supervisor.

Supervisors will make doctor or dentist appointments if they are necessary. It is expected that students will keep these appointments. Students who stay home from school must remain in bed in order to regain their health and cannot expect to join in normal College activities when those who attended school return.

Any student who is on medication **MUST** inform the Supervisors and **MUST** give the clearly labelled medication to Supervisors to be kept in the medical room, and then distributed by staff as required. Panadol must also be kept in the medical room, not in students rooms.

Students are encouraged not to miss school for minor ailments. College staff will provide absentee or exemption forms for students who have been injured or are ill. The forms are given to the appropriate teacher at school.

DENTAL INFORMATION



FREE dental treatment is available to all students up to the end of Year 11 at the following clinics:

DENTAL THERAPY CENTRE
 Rangeway Primary School
 Cassia Street
 GERALDTON WA 6530
 Ph (08) 9921 4373

BLUFF POINT DENTAL THERAPY CENTRE
 Bluff Point Primary School
 Mitchell Street
 BLUFF POINT WA 6530
 Ph (08) 9923 1289



EDUCATION

ACADEMIC

Homework and study, being an integral part of College life, is conducted under supervision five evenings per week. Students are encouraged to make full use of the study times and facilities that are available. Close liaison is maintained with all schools and College staff meet with teachers on a regular basis. If students have a problem at school, please inform staff. Counselling for course and career selection for students is conducted on an ongoing basis by both College supervisory and Senior College staff following consultation with parents.

ATTENDANCE/DRESS

Boarders are expected to attend school for the full term. Parents are requested not to ask for extra concessional leave at the beginning or end of term. Students are required to wear full school uniform as outlined in their school's dress code/uniform policy.

TUTORING

Tutorial assistance is available online for most subjects and is provided free of charge for students. All students are encouraged to take advantage of this service.

MUSIC



Students are encouraged to continue their musical interests whilst at the College. It is up to the student and parents to arrange lessons. Supervisors will arrange transport to and from lessons within the city.

SCHOOL

When going to and returning from school, students must use the front entrance of the College. If a student needs to return home from school at any time he/she must have a note from a teacher which must be given to a College Supervisor.

Parents and legal Guardians are the only ones by law permitted to sign permission forms for school camps and excursions. In special circumstances the College Manager may sign for Parents if permission is given in writing. Please do NOT ask any College staff to sign these forms.

STUDY EXPECTATIONS AND RULES

1. Years 8, 9 and 10 will be expected to work at least one hour each Sunday to Thursday night. Years 11 and 12 need to work at least three hours Monday to Friday nights and also on weekends.
2. Each student must be prepared with all necessary study equipment i.e. diary, pens, pencils, erasers, rulers, books, drinks, etc. before study begins.
3. Students doors must remain ajar or have their key in the door.
4. During study there is to be no noise/movement between rooms.



5. Headphones are permitted.
6. There is no such thing as not having homework/revision. If nothing has been set by school staff, and students are unable to find any revision work to do, then College staff will provide constructive work.
7. Students with known outstanding assignments will forgo any recreational activities until the assignment is completed.
8. Computers—Students must book computer times with the supervisors, no later than 7.30pm. These times will be taken in 30 minute blocks for research and study requirements. Students will not be permitted to access inappropriate web sites through the internet.
9. All students must study quietly in their respective rooms unless otherwise instructed by a supervisor.



RECREATION



SPORTING TEAMS

Whilst boarding at the College students may participate in organised sporting teams (tennis, cricket, netball, basketball, football, hockey etc). Fees to become a member of a sporting team are to be met by the parents. Supervisors will meet all games and associated training timetables within the city limits. Arrangements need to be organised and approved before the event. Bus runs need to be booked with Supervisors the night before or before school.

CAMPS AND EXCURSIONS

Students are able to participate in a wide variety of recreational and excursions throughout the year. In most instances parents/guardian will need to supply and/or complete written permission/applications for their son/daughter to attend.

Costs associated with conducting a camp or excursion may be subsidised by the College, with parents/guardian being expected to contribute some monies to offset such costs. This sum will be determined by the number of students wanting to participate, cost of camp or excursion venue and activities organised for the camp/excursion.

BEACH

Refer to page 25



SURFBOARDS AND BOARDWAX

Surfboards may be carried in College vehicles providing they are clean and dry, do NOT exceed 2m in length and are enclosed in a suitable bag or cover. Otherwise, they are to be transported in the College trailer. Surfboards are to be kept in the sports shed, preferably in a cloth bag. ***Boards are not to be kept in hallways.*** Boardwax is to be handed to the Supervisory staff for keeping in the sport store. Students who wish to wax surfboards MUST do so in the courtyard. Board wax must not be taken into rooms.

CINEMA

On weekends students may attend the cinema (at their own cost) to watch approved films.



VENDING MACHINES

Profits from the drink/snack machines help to provide recreation equipment and other amenities as determined by the Student Council. I.O.U.'s and change are not issued. The machines are not owned by the College and, like College property, must be treated with care.



STUDENT MATTERS

STUDENT COUNCIL

The College Student Council plays an important role in each House with councillors having the opportunity to submit ideas to all staff members, the College Manager and members of the College Board. The Head Boy and Head Girl act as the Chairperson of each Council with the Prefects forming an executive committee. Members are elected by all students in the College, as well as staff members.

At the beginning of each year representatives from each year group (with the exception of Year 12) will be elected by their peers to be Student Council members. As well as showing through their actions that they are positive role models for their peers they will take on the responsibility of presenting the ideas of students within their year to the rest of the Student Council. It is therefore important that students choose their representatives with care.

SUPERVISION

At all times during the school term and on school weekends, twenty four hour supervision is provided by College staff. Bus transport to and from sporting, social and educational facilities is provided by the College. For all staff and parents and for the College community in general, boarders must be aware of and strictly follow the Boarder's Guidelines and Code of Conduct.

DUTIES

Students will be rostered for various duties around the College. These will include: washing up, cleaning common rooms and other sections of the College, helping in the kitchen, setting up breakfast and anything else that Supervisor's request them to do.



SPRAYS

Aerosols are banned due to sensitivity of fire alarms. Pump action sprays or roll-on products are preferable.

SHOWERS

Students are not permitted to shower during meals, study or after lights out. All showers to be completed by 8.00pm. **Students need to ensure that shower time is limited to no more than 5 minutes to conserve water and assist the environment.**

Please note: When returning from the beach, please wash off sand with a hose outside on the lawn.



LAUNDRY

A laundry service is provided by the College.

For the efficiency of the laundry process, please check the following:



- Laundry - take laundry out before 7.30am.
- All clothes - must be marked clearly in an obvious place, preferably with sewn on tape or an indelible pen.
- Linen - put out sheets, pillow slips and towels regularly.
- Clothing made from delicate materials should be washed by hand.

The College does not accept any responsibility for unmarked clothing!!

VISITORS

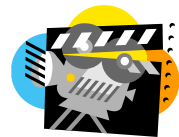
- All visitors must report to a Supervisor upon entering the College.
- **NO VISITORS** after 7.30pm on weekdays, 9pm weekends.
- No visitors, except parents, are permitted to enter Dellahale or Frewer House.
- Any visitor may be asked to leave by a Supervisor.

NOTE: Students are not permitted to gather or loiter around school buildings. Meetings with friends must take place at the College or on the school oval in a visible location.

DVD'S

Australian Censor Board designation will be used to determine DVD's to be watched in the College.

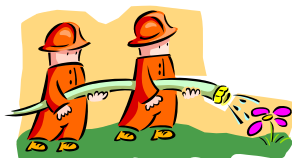
FIRE EMERGENCY PROCEDURE



Students should make themselves aware of the emergency evacuation procedure due to a fire alarm. The quickest exit from each room is marked behind every room door.

Fire alarm evacuation drills will be practiced each term and students are to act as instructed by Supervisors in **ALL** fire evacuations.

Intentional miss-use of a fire alarm will attract a fee and/or fine from the Fire Department.



DINING ROOM



Meals served at the College cater for a variety of dietary requirements, eg. vegetarian, diabetic. Eating a meal in the presence of friends should be a relaxed and enjoyable experience. The meal table provides an opportunity to discuss matters of mutual interest in a calm and civilised way. It is therefore important that each student observes the basics of 'Good Manners'.

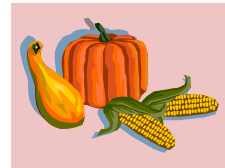
'Good Manners' simply means: 'Having consideration for other people around you'.

We also expect a reasonable standard of dress in the dining room. Dress for all meals will be, at the very least, shorts or jeans, 'T' shirts and footwear. Hair must be neatly combed or brushed. Long hair must be tied back. Bathers, singlets, etc. are not permitted and footwear must be worn correctly at all meals. On special occasions the appropriate dress (good casual) is to be worn.

For all meals students are to sit at a designated table except on Friday evenings, Saturdays and Sundays where the seating arrangements are flexible.

Thank you's are said before lunch and the evening meal. One table at a time collects its meals and students must return their dishes to the wash up bench when finished.

Please note that it is compulsory to attend **all meals** if you are in.



DRESS

Hair

Staff encourage girls to wear their hair tied back for school, as the spread of head lice is common. Girl's hair should be kept neat and tidy. Boy's hair must be kept to an acceptable standard, no longer than collar length and be kept neat and tidy. Hair **may not** be dyed, coloured, tinted or streaked in any unacceptable colours to the College.

Boys must be clean shaven.

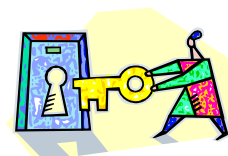
Clothes

Acceptable dress standards are required at all times ie. on a casual basis around the College, the dining room and socials/formal occasions.

Supervisors discretion applies to other issues that may arise.

ROOM KEYS

Students are responsible for their own room keys and are not allowed to leave their doors unlocked for security reasons. If misplaced, students will need to pay for a new key. Facilities are available at the College for students to leave their keys for safe keeping when they go out.



ROOMS



1. All students are to be out of bed by 7.00am Tuesdays and Thursdays, 7.30am Monday, Wednesday and Friday.
2. Beds are to be neatly made and the rest of the room kept tidy at all times.
3. Students will be rostered for cleaning the common rooms. Duties must be completed by 8.00am on school days.
4. Room inspection is held each morning. During inspection students are to be in their rooms with radio/cassettes off.
5. Pillow fighting, jumping on beds, climbing on wardrobes and similar foolery is not permitted.
6. Students are expected to be ready for bed at the designated time for lights out. After lights out, students will remain in bed and all noise will cease.
7. Students are not permitted to keep spear guns, knives, gidgies, bows and arrows, etc. in the dorm. Such items are to be locked away in the College sport store or Supervisors' office.
8. In the interests of others and in order that the PA may be heard, please keep CD players and radios turned down, or use headphones.
9. Do not leave monies or valuables in students rooms. Take them to the Supervisor's office for safe keeping. No televisions or fridges in rooms.
10. The common rooms were not built for recreation and/or sports - please use common sense.
11. Students must have a pillow case on their pillow and a mattress cover on their mattress at all times.
12. Students must have two sheets on the bed at all times.
13. Bed covers, pillows, doonas etc. are not to be taken out to common areas eg. courtyards, dining room.
14. Students are not permitted to enter another students room without staff permission.
15. Electric blankets and heaters are not permissible due to high risk safety factors.

ROOM INSPECTION

- Rooms are to be of a high standard.
- Students are to be in their rooms, fully dressed with radios/CD players off.
- Beds are to be made.
- Towels are to be hung neatly.
- Clean laundry put away, dirty laundry out to be washed.
- All shoes are to be put away neatly.
- Drawers and wardrobe to be neat and tidy.
- Desk tops and shelves to be clutter free, clean and organized.
- Empty rubbish bin.
- Floor is to be clean and vacuumed, no mess on floor.
- Turn all lights off.
- Blue-tac **only** to be used on cupboards and back of door.



From time to time staff may perform unannounced bag and room inspections. These inspections are designed to keep illegal substances and materials out of the college. Students will be present on these occasions.

DO NOT:

- **Do not** graffiti any part of your room.
- **Do not** use sticky tape or blue-tac on the walls.
- **Do not** stick glow in the dark products anywhere.



**STUDENTS ARE RESPONSIBLE FOR ANY DAMAGE THAT OCCURS
IN THEIR ROOM OR ANY OTHER PART OF THE COLLEGE.**

LEAVE

When leaving the College all students must sign 'out' in the appropriate way and, on returning must sign 'in'.

Leave to Rigtors IGA Supermarket is allowed on weekdays. Leave to the town shopping areas is permitted on one designated day a week after school until 5.00pm and on Saturday between 9.30 and 11.45am. (Year 12's are permitted town leave Monday to Friday, 3.30 - 5.30pm and Saturday morning 9.30 - 11.45am). The beach is out of bounds unless with a Supervisor. Students are not permitted in school areas after 3.30pm. Students are permitted on the oval, providing they stay clear of school buildings and bushes.

Suitable footwear is to be worn when leaving the College

DAY LEAVE PERMISSION

Whenever you leave the College, including going to the school grounds, it is most important that you gain permission from the Supervisory staff except when leaving to attend school. When you return to the College, you must notify the Supervisory staff. All student leave is monitored on the location board.

On leaving and returning to the College students shall indicate their intention on the location board.

FOR PARENTS/GUARDIANS

1. Please note that, providing a students' Visitors List is in order, Boarding Students are able to go on day leave with any persons such listed at the discretion of the boarding staff.
2. Please ensure that the persons you have listed on your son/daughters Visitors List are over 18 years of age, reliable, trustworthy and care about the well being and safety of your child/children.
3. Any variations to the above regulations MUST be accompanied by a written letter or fax from the parent/guardian.
4. There will be no leave granted during the week (Monday—Thursday) unless it is with family.
5. Please advise College staff if you intend picking your child up from school and taking them on day leave.
6. If students are signed out with parents/hosts it is their responsibility to advise the school if they are not going to attend.

WEEKEND LEAVE

Weekend leave MAY be granted from 3.30pm Friday until 8.30am Monday, providing the following conditions are observed.

1. Persons named are over 18 years of age and have been scrutinised, agreed to and listed by parents/guardian. Brothers and sisters must also be over 18 years of age.
2. The College has a fax or letter from your parents giving permission for you to visit the particular person. PHONE PERMISSION IS ONLY ACCEPTABLE THROUGH THE SUPERVISORS.
3. An "Application For Weekend Leave" form, which may be obtained from the office Monday morning, must be completed and returned no later than THURSDAY morning before school.
4. When leaving you must be signed out by your host. (Family or Friends over 18 years of age.) The only exception is when you are travelling home or to your friend's home by bus. In this case you must sign yourself out.
5. On returning, you must report to the Supervisory office and be signed in by your host, even if it means being late for school. If you return by bus or it is not possible for your host to sign you in you will need to sign yourself in. Please inform the supervisory staff if this applies to you. It is a serious breach of rules if you return to the College after your designated return time.
6. Midweek overnight leave is not permitted, unless for school purposes or excursions or to stay with parents/guardians or immediate relations. THE PROCEDURE FOR SUCH IS AS FOR WEEKEND LEAVE. PENALTIES FOR INCORRECT MID WEEK OVERNIGHT LEAVE ARE THE SAME AS FOR WEEKEND LEAVE.

**PARENTS/GUARDIANS: THE COLLEGE CARES FOR YOUR SON/
DAUGHTER.
PLEASE ENSURE HOSTS ARE EQUALLY CARING.**

PERSONAL MATTERS

POCKET MONEY



New students are encouraged to open a bank account with one of the Banks, prior to their arrival at the College. The responsibility of the amount of money to be given each term to the students rests with the parents, however staff are happy to liaise with the parents and give suggestions in this area. We strongly recommend that students do not hold cash in their rooms and lodge it with staff, to be held in the office cabinet. Key cards can also be held in the supervisors office under lock and key if the students wish. The College will not be responsible for cash that is held in students rooms.

WORSHIP

The College welcomes students from any religious background and encourages students to maintain their beliefs and traditions. However, it is not compulsory for students to attend any religious meetings. Students wishing to attend religious services are permitted to do so. If special circumstances exist then parents are welcome to consult with Supervisors.

OUT OF BOUNDS

Students **are not** permitted in the following areas:

- Supervisors office
- Staff quarters
- Holland Street school
- Geraldton Senior College buildings



STUDENT CLOTHING LIST

SUGGESTED CASUAL CLOTHING BOYS

- 1 Dress shirt with collar
- 1 Pair dress trousers/jeans
- 1 Pair of dress shoes/boots
- 2 Pairs casual jeans/shorts
- 2 Casual jumpers
- 4 T-shirts (one white)
- 6 Pairs casual socks
- 1 Pair bathers
- 1 Pair joggers
- 1 Pair thongs/masseurs
- 3 Towels (one beach towel)
- Underwear as required

SUGGESTED CASUAL CLOTHING GIRLS

- 1 Dress skirt/trousers/dress
- 1 casual skirt/trousers/dress
- 3 pairs shorts
- 2 pairs jeans
- Tops to match above
- 2 casual jumpers
- 1 pair bathers
- 1 pair joggers
- 1 pair thongs/masseurs
- 1 pair dress shoes
- 3 towels (one beach towel)
- Underwear as required

BEDDING

- 3 Sheets for 'King Size Single Bed'
- 2 Pillow cases
- 1 Doona and cover
- 1 Pillow
- 2 Pairs pyjamas (Summer/Winter)

MISCELLANEOUS

- 1 Mug (suitable for hot/cold drinks)
- 1 School bag
- Essential school supplies (glue, rubber, textas, pencils, biros etc)
- 1 Small medical kit (antiseptic cream, bandaids, bandage)
- 1 Small sewing kit (needles, pins, thread, scissors)
- 1 Laundry basket (for storing dirty laundry)
- Pegs/washing powder
- Toiletries as required (**NO aerosol cans allowed**)
- 12 Plastic coat hangers/skirt hanger
- 1 Small stereo or CD player (optional)
- 1 Laundry marker pen



PLEASE NOTE

All items of clothing must be clearly and permanently labelled or marked for easy identification.

PERSONAL PROPERTY



Private property, especially clothing must be clearly and permanently marked. Whilst every reasonable care will be taken, staff accept no responsibility, nor will make restitution for any article of clothing or private possession that may be damaged or lost. Valuables and monies should be kept in the main supervisory office at all times.



Any damage or breakage to College property caused by a student, other than normal wear and tear, shall be made good by the parent.

INSURANCE—College insurance policy does not cover students' personal effects. All valuables should be handed into the supervisor's office for safe keeping and/or individual insurance policies taken out.

EMPLOYMENT

In consultation with the College Manager or Senior Supervisor, students may be permitted to take an outside casual job. The student must take the responsibility to get to and from their place of employment.

The College Manager or Senior Supervisor has right of termination of employment.

MOBILE PHONES/COMPUTERS/INTERNET



Students may bring a mobile phone or computer to the College, however, the office will not take responsibility for their safekeeping.

If a student is found to be using the mobile phone during study, after lights out, during meal times or at other inappropriate times, the phone will be confiscated.

The college provides computers with internet access in the study/computer room for homework purposes only. ***If students wish to have internet access in their rooms they will need to provide their own wireless connection.***

Inappropriate use of the internet, e-mail or the loading of games or pornographic material will also result in computers being confiscated.



TRANSPORT

BUS

Whilst travelling in the College bus all students will be expected to conduct themselves in an appropriate manner. The College will ensure the safety of the students at all times. Always remember that when travelling on the bus students are representing the College.

MOTOR VEHICLES

Riding in cars etc. is not permitted without permission. In most circumstances, staff will not grant permission to ride in a car (other than one driven by your parents/guardian) unless the College has permission in writing from your parents/guardian and/or the driver is listed on the student's Visitors List and must be over 18 years of age.

Students are NOT permitted to have their own vehicles at the College whilst still a boarder at Geraldton Residential College. Students are not permitted to loiter in or around cars that are parked outside the College.



DAILY ROUTINE



Monday to Friday

AM

| | |
|-----------|---|
| 6.45-7.00 | Tuesday, Thursday—all students out of bed |
| 6.45-7.30 | Tuesday, Thursday—Compulsory cooked breakfast. All students need to be accounted for by 7.30am |
| 6.45-7.30 | Monday, Wednesday, Friday—Continental Breakfast at students leisure |
| 7.00-7.30 | Laundry to be put out, make lunches, notify staff of any illnesses, book bus runs |
| 7.50-8.00 | Room inspection |
| 8.00-8.15 | School notes, medication, Grammar, Strathalbyn, John Willcock leave for school |
| 8.30 | All other students leave for school |

PM

| | |
|------------|---|
| 3.30-5.00 | After school activities—includes town leave every Tuesday |
| 5.00 | After school activities cease—return to College |
| 5.30 | Years 8, 9 and 10 called to dining room for dinner |
| 6.00 | Years 11 and 12 called to Dinner |
| 6.30-7.30 | Students leisure |
| 7.15-7.30 | Supper for all students |
| 7.50-9.15 | Study for all students |
| 9.15 | Lights out—years 8/9/10's |
| 9.15-10.30 | Years 11/12 continue study or go to bed |

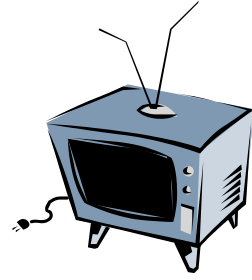
Years 8/9/10 students requiring additional study time to approach Supervisor prior to study finishing.



Friday**PM**

6.30-10.30 Videos/recreation/social events

11.00 Lights out for all students

**Saturday****AM**

8.00-9.15 Breakfast

9.00-11.45 Town leave/recreation

PM

12.00 Lunch

12.30-5.30 Recreation

5.30 Called to dinner

6.30-10.30 Videos/recreation/social events

11.00 Lights out

**Sunday****AM**

8.00-9.15 Breakfast

9.30-noon Recreation

PM

12.00 Lunch

12.30-5.30 Recreation

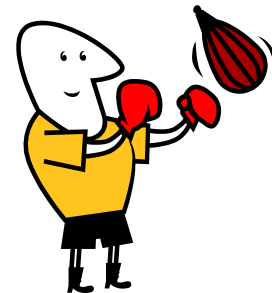
5.30 Called to dinner

7.30 Supper

7.50 All students called in for room inspection

8.00-9.15 Study for all years

9.15 Lights out all years



Please note: These hours may vary slightly according to circumstances.

CODE OF CONDUCT

GENERAL BEHAVIOUR

It is expected that at all times students will display sound personal behaviour and demonstrate a positive respect for themselves, other students and College staff. Equally, a student can expect to receive the same code of conduct from staff and other students associated with Geraldton Residential College.

Students failing to comply with this request can expect to receive some form of 'In-House' disciplinary action from Supervisory staff. This may entail 'work-party', 'kitchen duties', 'gating', 'extra duties', 'withdrawal of privileges' or other disciplinary action appropriate to the offence committed.

Supervisory staff are able to gate a student for up to one week's duration. Disciplinary action exceeding a week's gating will be taken after consultation with the College Manager.

FURNITURE

Students are expected to take care of all College furniture. The cost of any damage done to College furniture by students will have to be met by the parents and may result in disciplinary action.

CHEWING GUM

Chewing Gum is not permitted within the College due to damage caused to carpets, furniture etc.

COLLEGE RULES TO BE STRICTLY ENFORCED

As soon as possible after entering the College each student must familiarise themselves with the College rules and guidelines.

The following could result in immediate suspension pending further action. This action could be either a written contract or expulsion, after consultation with the College Manager and (Board) Disciplinary Committee.

If a boarder:

1. Leaves or returns to the College at any time without the necessary permission having been completed.
2. Fails to return to the College at the designated time after Weekend/Overnight leave without notifying the College.
3. Uses, supplies or is in the possession of drugs, alcoholic drink or other inappropriate illegal substances. (refer drug policy)
4. Is continually insubordinate over a period of time.
5. Is found shoplifting or stealing.
6. Is found to be overly physically aggressive or verbally abusive. Swearing is not acceptable and will not be tolerated at the College.
7. Behaves inappropriately while on leave.
8. Vandalises College property with purposeful intent.

STUDENTS PLACED ON 'CONTRACT STATUS'

Students who have been placed on a 'written contract' (a written agreement to abide by all College rules and signed by student, parents, Chairperson or College Manager) and whom continue to contravene College rules may be asked to permanently leave the College. Students may be placed on contract status for first time breach of 'College Rules To Be Strictly Enforced'.

All students placed on contract status will receive a 'review' of their contract. At the discretion of the Manager, a student may be released from contract status pending the seriousness of the initial offence and student behaviour over the period of the contract.

STUDENTS SUSPENDED FROM SCHOOL

Students who have been suspended from attending school are not necessarily suspended from the Residential College. This will depend upon the circumstances concerning suspension from school.

STUDENTS SUSPENDED FROM COLLEGE

Students that have been suspended from boarding at the College may still attend school.

COLLEGE DISCIPLINE POLICIES

Please refer to page 21

PLEASE NOTE:

The Code of Conduct, as outlined, will be enforced for misbehaviour both within the College, the school and the general community. Students on leave and/or away from the College will NOT be exempt from the rules of the Code of Conduct.

REVIEW PROCEDURES

The contents of this booklet, rules and regulations, Code of Conduct, boarders guidelines and general information are subject to an annual review. Input for each review is gathered from the Board of Management, College Manager, Supervisory Staff, Parents and Student Council.

Appendix 1.

Geraldton Residential College

Behaviour Management Policy

Geraldton Residential College seeks to create a pleasant and enjoyable residential experience for all our students and staff. We work together to create this positive environment and we expect each individual to contribute to College life. However there are occasions when the behaviour of students requires responses which are both reasonable and appropriate. This Behaviour Management Policy outlines these responses for students, staff and parents.

The Behaviour Management Policy of students ensures that all students are treated equally and in a just and fair manner. All efforts are made to evaluate situations and ensure appropriate decisions and sanctions are made.

The Policy will always take into consideration the needs of the student, however priority will be given to the effect negative behaviour has on other residents.

Senior Supervisors and Supervisory staff manage general day to day behaviour. Serious breaches of guidelines are referred to the Manager for further evaluation e.g. Smoking, Alcohol, Bullying, Drugs.

The College Manager (or delegated person) shall have the discretion to suspend students in appropriate circumstances for up to a maximum of two weeks duration.

In all cases where it is considered necessary that a student(s) is to be suspended or excluded from the College, the following shall take place:

1. The College Manager (or next senior staff member in the absence of such person) shall take immediate and appropriate steps to protect the College, its property, students and reputation.
2. This may involve the student(s) being required to leave the College.

Within 24 hours of an incident occurring which warrants action in accordance with 1. and 2. above:

The Chairperson (or in their absence, the Deputy Chairperson) is to be advised of the incident and provided with all relevant information.

All staff and students involved in the incident shall provide a full written report, appropriately signed and dated.

The College Manager will evaluate each situation by interviewing staff and students and make the appropriate decisions and sanctions.

The College Manager shall prepare a full written report of the incident.

The College Manager shall ensure that the appropriate Parent/Guardian is contacted, and arrangements made for the transportation and accommodation of the student(s).

The College Manager shall make the decision as to whether the student shall be placed on contract and the duration of the contract after suspension.

On return from suspension students will be given counselling and guidance to assist with their transition back into College life.

Disciplinary Panel is convened when the Manager has assessed the situation and considers the seriousness of the situation warrants further consultation.

1. The Chairperson shall convene the Disciplinary Panel when the seriousness of the situation warrants further consultation. The Panel shall be convened within 72 hours.
2. The Chairperson will confine membership of the Panel to current members of the Board of Management and the Manager.
3. The Panel shall consist of the Chairperson, one other Board member and the Manager. In the absence of the Chairperson the Panel shall consist of any two Board members and the Manager.
4. The Chairperson shall preside over all meetings of the Panel, unless absent in which case those Panel members in attendance shall determine which Board member shall preside.
5. At the Panel hearing the student shall be represented by at least a parent, guardian or some other delegated responsible adult, either in person or by telephone conferencing.
6. All staff and students involved in the incident are to make themselves available to the Panel.
7. A full written record of the proceedings of the Panel hearing shall be taken by the College Manager, and kept as a record, along with supporting documentation of the incident, a copy will be placed in the students file.
8. Copies of their student, staff and Managers reports shall be made available to parents/guardians prior to the disciplinary panel meeting.
9. The result of the Panel hearing shall be communicated verbally and then in writing as soon as possible after the hearing to parent(s) or guardian, irrespective of their attendance at the hearing.
10. A summary of the Panel hearing shall be included in the Managers report within the Agenda of the next Board meeting.
11. Parents/Guardians also have the right of appeal on the decision of the disciplinary panel to a full Board meeting.
12. Parents/Guardians also have the right of appeal, after completing the above procedures, to the Country High School Hostels Authority.

Policy adopted Date 11th November 1999

Appendix 2.

Geraldton Residential College**Anti Bullying Guidelines**

Geraldton Residential College has an obligation to its residents to provide a safe and secure environment, which ensures at all times students are free from intimidation and stress.

Definition.

Harassment: The perception of a person being persistently disturbed, tormented or manipulated by another. This leads to the person feeling offended, humiliated or intimidated.

Bullying: wilful conscious desires to hurt, threaten, or frighten. It can be physical and/or verbal in nature and can include racial, religious and sexual harassment, rude gestures, intimidation and extortion. It must be recognized that bullying is ongoing in nature and that another's pain, fear and humiliation reinforce bullies.

Violence: Any action, physical, verbal, sexual or psychological, used against a person, which is injurious, unjust or unwarranted.

- In very basic terms bullying is the process where a persons space is invaded to such an extent that it cause that person distress, discomfort, fear, or injury.
- Physical or verbal bullying is unacceptable whilst a student is in the care of the Geraldton Residential College and also is unacceptable within the wider community.

The policy of Geraldton Residential College is to ensure by the following means that such behaviour does not occur.

- A process of ongoing education with students, ensuring they have a good understanding of the rights of others and their responsibility to respect other people, their needs and their property.
- Annual counselling sessions conducted by a professional counsellor shall occur at the beginning of each year.
- As an essential part of the induction of students, reinforcement of the responsibility to treat each other with compassion and understanding.
- Establishing a clear understanding of the consequences for any form of bullying.

Consequences:

- Mild forms of bullying such as, name calling, pushing, annoying behaviour, interference with another's property will incur counselling and negotiation to resolve the dispute
- Serious and ongoing forms of bullying such as, hitting, slander, destruction of property, vicious and derogatory remarks may incur suspension plus counselling and negotiation.
- Extremely serious forms of bullying such as, facials, cold burning, physical violence, Chinese burns, royal flush, will incur immediate suspension and attendance at disciplinary panel for evaluation of the student's future residence at the College.

The Manager is responsible for the interpretation of the seriousness of each situation and will make the appropriate decision/ recommendation for each case.

Adopted 19/8/99

Appendix 3

GERALDTON RESIDENTIAL COLLEGE

WATER SAFETY POLICY

This document has been produced in conjunction with the Country High School Hostels Authority Water Safety Policy

A duty of care is owed by the College Board of Management and College Supervisory staff to the students residing in the college. This duty is to take reasonable care for the health and safety of those students.

In relation to water safety, reasonable care means that in any situation where students are in or near water a supervisor must take all reasonable steps to foresee likely injuries and areas of danger and then undertake the necessary reasonable precautions so that risks to students are minimised. There should be a clear briefing as to safety rules and expectations for behaviour and there should be adequate supervision.

What constitutes adequate supervision will depend on the particular circumstances and will vary according to the circumstances. The standard of care required of a supervisor during these circumstances may be greater than that required in relation to sedentary activities in the college. This higher standard of care is a reflection of the increase in potential danger. Factors to be considered in assessing whether reasonable care has been taken include:

- 1 The ages, number and abilities of the students.
- 2 The number and abilities of supervisors and their qualifications.
- 3 The purpose of the activity.
4. Careful prior planning, inspection of location, instructions to students, safety equipment, the number of *other* qualified instructors in attendance holding a Surf Rescue certificate, weather conditions.

The College Manager, when deciding whether a supervisor might assist in the supervision of students in or near water, should be satisfied that that person is suitably qualified for the tasks to be assigned. Other Non-College staff may be utilised when swimming at a beach, which is patrolled by Council/City, qualified lifeguards, surf lifesavers or a Council/City public swimming pool with qualified attendants.

It is the College Board of Management's responsibility to ensure that college supervisory staff are equipped with the knowledge to provide an adequate level of care for each supervisory situation in or near water. Each College Board is responsible for determining the number of supervisory staff within the College who are required to hold a Surf Rescue qualification.

Under no circumstances will a student be able to go to the beach unsupervised.

A more detailed copy of the Water Policy is available for your perusal upon request.

WATER SAFETY POLICY PROCEDURES

In assessing and managing the risks associated with the conduct of any water-based excursion, the principal shall ensure that the teacher-in-charge will:

1. Assess and minimise potential risks relevant to the:
 - a. water-based environment
 - b. students' water skills and abilities
 - c. activities to be conducted
 - d. capabilities of the supervisory team
 - e. need to use external providers
2. Determine the required level of supervision.
3. Establish supervision strategies that consider the range of student abilities and skills in the context of the water-based environment.
4. Develop a means of identifying students, the teacher-in-charge and supervisors.
5. Provide parents with written information about the excursion to enable them to provide informed consent.
6. Develop a communication strategy for students and supervisors involved in the excursion.
7. Complete emergency response planning.
8. Request and receive written information from the venue or facility manager describing roles and responsibilities of the school personnel and the employees of the venue or facility.
9. Ensure that students and supervisors are aware of the responsibilities and obligations during the water-based excursion.

Policy adopted 29th January 2001

Appendix 4**BIKE AND SKATEBOARD POLICY**

The Geraldton Residential College allows students to have their own bicycles and skateboards at the College under the following conditions.

Students must be aware that the bikes and skateboards are their responsibility and the College will not be held responsible for any loss, damage, or illegal use.

Bikes, Safety Equipment and Locking Devices must be inspected on arrival, if not up to standard, permission will be not given for the bike to be used.

Students are required to wear the appropriate safety equipment when riding or skating.

Students must demonstrate their capability to ride the bike in a safe and responsible manner before using the bike at the College.

Staff will evaluate the student's capability before permission is given to ride the bike on the roads and will document the result of their appraisal.

The College will not take responsibility for the use of the bike or skateboard by other students, this is the owners responsibility. The bike should be kept in the storage area provided.

All bikes must be provided with an appropriate locking device to ensure its security.

Inappropriate and dangerous use of the bike or skateboard will warrant immediate withdrawal of permission to use them and a return of the bike or skateboard to the student's home as soon as possible.

Once permission to use the bike or skateboard is revoked permission will not be reinstated.

Students are required to sign this policy accepting conditions as stated.

Student..... Staff Member.....Date.....

CLOSED WEEKEND (EXEAT) POLICY

Geraldton Residential College has the following policy on closed weekends.

- ◆ The opportunity for closed weekends may present themselves. Approval from the Board must be obtained in the first instance and must be planned well in advance (two months) Parents must be notified at least six weeks in advance.
- ◆ If any students are unable to leave the College, the College will remain open to care for these students. It is essential that staff provide the duty of care at all times in relation to these weekends.

Policies adopted 25 May 2000.

DRUG POLICY

GERALDTON RESIDENTIAL COLLEGE

RATIONALE

This policy is consistent with the Western Australian Drug Strategy Policy which emphasizes:

- Opposition to drug abuse

Harm reduction where strategies are needed to reduce the risks and harm to those continuing to use drugs, while taking care to ensure that such strategies do not encourage or normalize drug abuse.

DEFINITION

A drug is defined as any substance, with the exception of food and water, which when taken into the body, alters its function physically and/or psychologically. This definition includes all drugs eg. prescribed medication analgesics, tobacco, cannabis, amphetamines, ecstasy and alcohol. Solvents, while not classified as drugs, are included in this policy.

PREVENTION

The prevention of unsafe and unlawful drug use is a key role of Geraldton Residential College. The following preventative measures will be implemented:

- Regular professional development for staff
- Involvement of community members in health and drug education programs
- Relevant resources made available to parents and students

INTERVENTION

Geraldton Residential College does not permit students while on College premises, at any college function, excursion or camp to:

- Smoke and/or possess tobacco products
- Consume and/or possess alcohol
- Be under the influence of alcoholic beverages
- Deliberately inhale solvents/volatile substances
- Possess and/or use pharmaceutical drugs for non-medicinal purposes
- Possess drug related equipment, for example syringes, bongs, pipes etc.
- Be under the influence of illegal drugs
- Possess, use, sell or supply prohibited drugs

PROCEDURE

- Parents will be notified
- Managing Director of Country High School Hostels Authority will be informed
- Chairperson of the Board will be informed of the situation
- If a student is suspected of drug use he/she will be referred to the Manager/Senior Supervisor

- All Board members shall be informed
- A written report shall be prepared by the staff member on duty which shall be signed by the Manager/Senior Supervisor
- Appropriate action will be taken against the student
- In all cases involving illicit substances and drug related implements, the police may be notified
- Student and Parent to meet with Manager before returning

This policy recognizes that punishment alone is inadequate and therefore counselling and education are important in dealing with drug issues. Counselling will be mandatory in all cases of student alcohol/drug use.

Community Education Officer, Midwest Drug Service Team
Telephone: 99 562424

Policy adopted 16th November 2006

CRITICAL INCIDENT POLICY GERALDTON RESIDENTIAL COLLEGE

RATIONALE

This policy has been created to assist staff manage incidents that are critical to the well being and protection of students under the care of the College. Geraldton Residential College is committed to the provision of a safe learning environment for all students.

DEFINITION

Critical Incidents such as:- Attempted Suicide, Self Harm, Accidental Serious Injuries, Fire, Road Trauma and other incidents that could be considered life threatening to residents of the college.

PREVENTION

The college has employed the following strategies to help prevent the critical incidents which may occur:

- Professional Development – development of staff awareness and knowledge by qualified representatives from the wider community.
- Student awareness – workshops conducted for students by health professionals.
- Availability of relevant resources.
- Supportive pastoral care from the college and associated schools.
- Parent/Guardian support.
- Established links with local health services.

PROCEDURE

In all circumstances the first response will be to establish and respond to the immediate health and welfare of the student, staff and bystanders.

In the first instance the following shall occur:-

- Staff have seen the incident or been informed by others of a serious incident.
- Staff make a judgment of the seriousness of the situation and respond appropriately.
- Staff immediately ensure critical incident student and others are safe, call ambulance if necessary, or remove student to hospital in college vehicle.
- Staff inform Manager and Senior Supervisor of situation who if not on duty will attend to offer assistance.
- Manager/ Senior Supervisor will take charge of the situation and delegate appropriate responsibilities to staff.
- Parents of student will be informed by Senior Supervisor or Manager.

- Assistance will be obtained from School Chaplains. Mental Health staff if necessary. Support and counseling will be provided to staff and students as required.
- Managing Director of Country High School Hostels Authority will be informed.
- Chairperson of the Board will be informed of the situation.
- Parents of students who were closely involved in the incident shall be informed of the situation.
- All School Principals shall be informed.
- All School Chaplains will be informed.
- All Board members shall be informed.

A written report shall be prepared by the staff member on duty giving full details of incident and outcome, this to be countersigned by Manager/Senior Supervisor.

Ongoing counselling shall be provided for all students if required.

Debriefing for staff will be carried out within 24 hours by Manager/Senior Supervisor.

Student and Parents involved to meet with Manager before returning to College.

All Staff have a Senior First Aid Certificate and should be confident in dealing with critical incidents until the Manager or Senior Supervisor arrive.

Confidentiality is crucial in managing these situations and all people who have been informed of the situation are to maintain strict confidentiality.

Lifeline (24 hour help line) – 13 11 14

Midwest Public Health Unit – 9964 4299

Policy adopted 16th November 2006

Serious Offences

Complaints relating to serious offences against students, or of corrupt or criminal action, will be referred to external agencies as and when appropriate. This could include the Police, the Corruption and Crime Commission, the Department of Community Development, the Department of Health, and/or the Equal Opportunity Commission.

Where the matter is serious, but relates to misconduct that does not fall under the jurisdiction of an external agency, the matter will be dealt with in accordance with the policies of the Country High School Hostels Authority. Allegations of serious breaches of conduct by staff can result in their suspension pending investigation. Staff found guilty of serious misconduct face a range of disciplinary consequences, including making reparation, demotion or termination of their employment as appropriate.

Allegations of serious misconduct by students can also result in their suspension pending investigation. Students found guilty of serious misconduct face a range of disciplinary consequences, including making reparation, suspension, or termination of their residency as appropriate, for example:

All allegations of sexual misconduct or other criminal act perpetrated by staff against students will be referred to the Police for investigation. Parents and students are encouraged to refer any sexual misconduct concerns directly to the Police for investigation.

Allegations of sexual misconduct by one student against another student will be dealt with according to college policies. Parents will be informed. Where a breach of the law appears to have occurred, the matter will be referred to the Police for investigation (as and when appropriate).

Allegations from parents relating to the supply of illegal substances to a student by a member of staff, or by another student (e.g. drugs) will be referred to the Police.

Allegations relating to physical or emotional abuse and/or bullying by or against a member of staff or a student will be dealt with according to college policies and procedures.

Allegations relating to the supply or use of substances by students not of a legal age (e.g. alcohol, cigarettes) are serious matters and will be dealt with according to college policies and procedures.

