



Leichhardt House Student Hostel: Chinchilla, Queensland

Boarding Handbook (Services, Guidelines & Expectations)

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Review

This document will be reviewed at the end of every school year; any changes required before the annual review will be made and all stakeholders advised via email.

Leichhardt House Student Hostel: Boarding Charter

At Leichhardt House, our core role in education is to support isolated families across the Western Downs region of Southern Queensland through enabling their children to attend school. Only by providing high quality physical infrastructure and employing qualified and experienced professional staff, can we encourage our community to move away from the trend towards urban schooling and ensure the existence of the farmers, graziers, professionals and tradespersons of the future by ***'Keeping Kids in the Country'***.

We strive to make residential life a positive experience for all Boarders by providing systems of care that recognise the individual and provides a nurturing, supportive environment based on trust, co-operation and open communication. We believe that:

- Every member of the boarding community has a role to play in the creation of a caring 'boarding family' where we all look after each other and our environment;
- *Autonomy, Resilience, Honesty and Integrity* are important life skills for all Boarders to learn and apply both as a Boarder at the Hostel and throughout later life.

Section 1: Organisational Contexts

1.1 Governance

Leichhardt House Student Hostel (the Hostel) is governed by Chinchilla Student Accommodation Association Inc. (CSAA); the primary function of CSAA is to take responsibility for the business issues associated with the Hostel. The CSAA Management Committee is responsible for defining and realising benefits for all Hostel stakeholders, monitoring risks, quality and timeliness, approving budgetary strategy and helping balance the ongoing conflict between needs, priorities and resources.

CSAA is a 'not for profit' organisation, primarily financed by the quarterly fees paid by Boarders. These funds provide payment for the Hostel staff as well as food supply costs and other operational expenditure such as power and other utilities. Additional expenses incurred, including ongoing improvements and maintenance etc., are fulfilled by successful grant applications, donations and gifts/services-in-kind.

1.1.1 CSAA Committee Membership

Upon enrolment, the Parent/Carer of Boarders become member[s] of CSAA and as such can attend general meetings to offer feedback in a structured manner and contribute to relevant Hostel decision making processes. CSAA members can opt for positions on the CSAA Management Committee at the Annual General Meeting (AGM). CSAA Management Committee is comprised of:

- President;
- Vice President;
- Treasurer;
- Secretary;
- Education Queensland Representative;
- Western Downs Council Representative;
- Committee Members.

CSAA General Meetings are held once per term; in addition, CSAA Management Committee hold management meetings as and when the need arises to address important/critical incidents or significant economic decisions/strategy.

1.2 Duty of Care/Loco Parentis

The term *loco parentis*, Latin for 'in the place of a parent', refers to the legal responsibility of a person or organisation to take on some of the functions and responsibilities of the child's parent whilst in the care of the organisation. It is a term that applies when parents allow an organisation [student hostel/boarding house] to act in the best interests of their child [Boarder], in the parents' absence, as the organisation best sees fit. In this case the Hostel staff act in *loco parentis* for all Boarders whilst resident at the Hostel.

- ***Effective communication with Parent/Carer and proper use of the Sign-In/Sign-Out system are critical in our undertaking of a role acting 'in loco parentis' to any Boarder whilst resident at the Hostel.***

1.3 Sharing of Information

Acting *in loco-parentis* for a Boarder requires that, from time to time, we are required to share information with other stakeholders, almost exclusively with Chinchilla State High School, in the pursuit of the Boarders' general health, safety and well-being and educational objectives.

Information shared will always be undertaken with due consideration of the rights, confidentiality and privacy of the Boarder and their family, and will only be in pursuit of the objectives indicated above and as required by the role and responsibilities of both parties.

1.4 Staff Code of Conduct

Student Hostels/boarding houses are communities that function through principle centred learning and by actively applying the core values of respect, patience and acceptance. Hostel staff agree to abide by our Code of Conduct and as such are committed to:

- following organisational policy and guidelines for the safety of everyone;
- endeavouring to provide the best possible pastoral care for all Boarders, particularly those in need (i.e. having difficulty adjusting themselves into their new environment);
- effectively listening to the needs of all Boarders and establishing a relevant plan of action;
- ensuring that all Boarders are treated equally;
- establishing a sense of community amongst Boarders who may come from a variety of backgrounds, cultures and family situations;
- endeavouring to be a positive role model in all elements of conduct with Boarders.

1.5 Safety & Emergency Management

The CSAA Management Committee has a legal obligation to ensure the health and safety of Boarders, Hostel staff and anyone else who enters the Hostel. This involves ensuring that fire safety and lockdown systems and procedures are properly maintained, and that training requirements are undertaken to ensure staff are fully aware of their safety and emergency management responsibilities.

1.5.1 Fire Safety Management Plan (FSMP)

Fire is identified as a considerable risk in any organisation that has a large building infrastructure. The Leichhardt House Fire Safety Management Plan (FSMP) has been prepared so that the Hostel staff can appropriately manage this risk. The FSMP is primarily designed to provide information on how the Hostel staff manages fire risks and how the Hostel community may become informed about fire safety measures. There are four main objectives of the FSMP:

- To ensure that a comprehensive fire risk management process is applied across the Hostel to ensure a high level of safety for persons and property;
- To ensure that fire safety problems, that arise, are quickly and effectively contained and resolved;
- To ensure that appropriate training and information is provided on fire safety to the Hostel community; and,
- To ensure that the Hostel complies fully with its legal obligations in relation to fire safety.

The Hostel is subject to a six-monthly audit of emergency lighting/alarms/equipment and undertakes regular fire drills and on-site inspections that exceed Queensland Fire & Emergency Services guidelines.

1.5.2 Lockdown Management Plan (LMP)

A lockdown is a protective action employed to safeguard Boarders, Hostel staff and visitors when there is an imminent threat approaching the Hostel, for example an intruder/dangerous person or extreme weather. The Leichhardt House Lockdown Management Plan (LMP) has been prepared so that the Hostel staff can appropriately manage such risks. The LMP is primarily designed to provide information on how the Hostel staff manages an imminent threat and how the Hostel community may become informed about lockdown safety measures. There are three main objectives of the LMP:

- To ensure a comprehensive lockdown risk management process is applied across the Hostel to ensure a high level of safety for persons and property;

- To ensure that imminent threats that arise are quickly and effectively contained and resolved, and;
- To ensure that appropriate training and information is provided on lockdown procedures to the Hostel community.

The Hostel undertakes rehearsal of the lockdown procedure in order to ensure all staff and residents are aware of signals, movements and methods of communication should a lockdown be required.

Section 2: Enrolment

- ***Leichhardt House has an open enrolment policy meaning that students are accepted into the Hostel regardless of race, religion, disability, or the school they attend.***

2.1 Application for Enrolment (Process)

As numbers are limited, prospective Boarders are asked, at their earliest convenience, to return the completed Application for Enrolment Form, the [non-refundable] booking fee and a copy of their most recent school report to commence the enrolment process. The next stage, preferably during the term prior to the Boarders' Hostel start date, requires the Boarder and Parent/Carer to attend an enrolment interview with the Hostel staff.

2.2 Expectations & Boarder Agreement

After the enrolment interview the Hostel staff will guide the Boarder and Parent/Carer, clearly, through behavioural expectations and academic obligations detailed in relevant sections of the Leichhardt House Student Hostel: Boarding Handbook. Written commitment to abide by Hostel guidelines, regardless of the source of the relevant guidelines, is expected of all Boarders. Boarder and Parent/Carer will be expected to sign off on their understanding of what is expected at the Hostel as well as their understanding of how breaches of guidelines will be dealt with in accordance with behaviour management policy. Boarder and Parent/Carer will be provided with a copy of the signed Boarder Agreement.

- ***All Boarders are required to have, on file, the details of a [contactable] emergency contact person in case of sickness/other unforeseen circumstances.***

2.3 Fees

- ***It is a condition of enrolment that Centrelink Assistance for Isolated Children (AIC) funding is paid directly to the Hostel.***

2.4 Hostel opening times/Drop-off and Pick-up times

At the commencement of the school week; The Hostel is open to drop-off bags/bedding etc. between 08:00 a.m. and 09:00 a.m. on Monday (or first day of the school week) morning, for Boarders arriving by private vehicle. For Boarders arriving by school bus, the Hostel bus will be waiting in the school bus zone

to pick up Boarders' bags/bedding from 08:30 a.m. every Monday (or first day of the school week) morning

At the end of the school week, all Boarders are picked up, by Parent/Carer, from school at 3:00 p.m. on Friday (or last day of the school week) afternoon; The Hostel bus will be waiting in the school bus zone with all Boarders' bags/bedding etc.

- ***The Hostel is closed between 3:00 p.m. on Friday and 8:00 a.m. on Monday. To leave a message for Hostel staff during these times please call 07 4668 9571***

2.5 Withdrawal of Boarder

Where boarding is no longer required at the Hostel, four (4) weeks' notice is required in all cases; CSAA requests that Parent/Carer notify the hostel as soon as possible.

- ***Under no circumstances are CSAA able to process a refund of Centrelink AIC funding to families for 'unused' boarding fees. Strict Centrelink AIC guidelines require us to notify Centrelink when a Boarder leaves the Hostel and (after the four weeks' notice period has been deducted), at our discretion, to return any remaining fees to Centrelink.***

Section 3: Communication

At the Hostel, we endeavour to keep communication channels open and transparent and encourage feedback from all stakeholders, particularly Boarders. Hostel staff encourage Boarder feedback in relevant areas such as: food/recreation/[relevant] policy etc.

Very occasionally an issue will arise that is not brought to the attention of the Hostel staff or the CSAA Management Committee. On such occasions, it is greatly appreciated if the Parent/Carer can contact the Hostel, as soon as possible, for the issue to be appropriately investigated and resolved. Misinformation/idle gossip can cause a great deal of harm to the Hostel, Hostel staff and Boarders and their families, reputations.

As outlined in Section 2.1.1, upon enrolment, the Parent/Carer of Boarders can become member of CSAA, and as such can attend general meetings in order to offer feedback in a structured manner and to contribute to relevant Hostel decision making processes.

- ***It is critical that all communications relating to boarder arrangements, issues or concerns are directed, in the first instance, to Hostel staff.***

Section 4: Boarding Life

4.1 Living Away from Home

Hostel staff will endeavour to make the environment at the Hostel as comfortable for all Boarders as possible. However, for many Boarders this may mean living in an environment quite different from their own home. For example, Boarders need to quickly adapt to a structured regime which requires them to be at pre-determined places at specified times (i.e. meal times), to do their homework effectively and to go to bed according to the Hostel schedule. Boarders also need to undertake tasks, on a daily basis, that they may have not had to do before, live with people they might not necessarily associate with and accept instructions from people other than their parents.

The nature of boarding life requires that boarders are compliant and considerate. A positive attitude and a willingness to 'give it a go' should ensure that Boarders get the most out of the boarding experience. Boarders with a sense of responsibility and who take pride in themselves and their environment will find the transition easier.

Any type of boarding in the initial stages is a huge step for children and their parents, particularly for younger children and those who may have not spent time away from home and family. Parents can best assist their children (and Hostel staff) in making the transition easier if they are already familiar with fundamental life-skills. For example, Boarders need to be able to make their own bed, tidy up effectively after themselves, be able to use a school diary and organise their study as well as their leisure time.

- ***Good hygiene, both personal and clothing/bedding, is essential.***

4.2 Homesickness

It is normal for children to feel homesick at times. We recognize and understand these feelings and we (as a team) work together to get Boarders through these difficult periods. It is important that the Boarder knows it is quite normal to feel homesick and it is nothing of which to be ashamed or embarrassed. It is our experience that homesick children will often ring home when they are feeling their lowest and the worst features of boarding may be exaggerated in an effort to convince Parents/Carers of their [the Boarder] unhappy state. Please encourage your child to limit his/her phone calls in the initial stages.

Boarders who involve themselves in the various activities on offer, both in and outside the Hostel, generally settle into boarding life more readily. Please encourage your child to take advantage of the many opportunities on offer such as extra-curricular school activities and community team sports

and activities. In the initial stages, difficulty with new/different learning expectations may also contribute to homesickness.

- ***Please encourage your children to seek assistance before small problems become large problems.***

4.3 Privacy

The very nature of boarding dictates that Boarders enjoy far less privacy than they do at home. We actively encourage our Boarders to be respectful of the property and personal space of others, but, given the confines of the boarding environment, this may sometimes prove difficult. Boarders should treat others personal space in the way in which they would like to be treated; this entails not entering other Boarders' personal space or touching/using the possessions of others, without their permission.

Although individual privacy is maintained as a right of each boarder at the Hostel, occasionally it may be necessary for Hostel staff, with CSAA Management Committee consent, to conduct a search of rooms and/or wardrobes, where Hostel staff have strong evidence that a Boarder is in possession of items that contravene the stated aims and objectives of the Hostel guidelines and/or relevant legislation.

By enrolling as a boarder at the Hostel, Parents/Carers automatically consent to room/wardrobe searches where every effort will be made to have the relevant Boarder present; however, this may not always be practicable. We see the Parent/Carer as having the primary responsibility in knowing what their child is bringing with him/her into the Hostel in terms of items that contravene the stated aims and objectives of the Hostel guidelines and/or relevant legislation.

4.4 School Extra-Curricular Activities

Weekly boarding at the Hostel enables boarders to take part in before and after school activities that, as a day student (travelling home on school bus etc.), they would not normally have the opportunity to do; boarders can be transported to and from any before/after school activities if required.

4.5 External Activities

Weekly boarding at the Hostel enables boarders to take part in activities in the community that, as a day student (travelling home on school bus etc.); they would not normally have the opportunity to do. Current activities in Chinchilla include a broad range of sporting and music/dance clubs and programs. Boarders can be transported to and from any community-based activities as required.

4.6 Boarder Employment

The Child Employment Act 2006 states that “... a school-aged person can work a maximum of 12 hours during a school week (starting on Sunday), with a maximum of four (4) hours work permitted per school day”. We also have restrictions regarding work hours; with boarders’ generally unable to work after 9 p.m. Boarders can be transported to and from any before/after school work as required.

- *Years 10 - 12 boarders who wish to find casual employment may do so provided details are discussed with, and agreed to by the Hostel staff, Parent/Carer and employer, prior to any firm commitment being made.*

Section 5:

What Boarders Need to Bring to Leichhardt House

Bedding & Linen

- One set of 'fitted', if possible, sheets (*Rooms have either Single or King Single beds – please confirm with Hostel staff);
- Doona/doona cover;
- Pillow[s]/pillowcase[s];
- Towel[s]/Face washer;
- Towel/bathers for pool visits during Summer.

Uniform

- Uniform as per school requirements; minimum of two uniform shirts and two pairs uniform shorts;
- School socks (minimum of five pairs).

All uniform items must be clearly marked with name tags or permanent/laundry marker

Clothing

- Casual clothes/footwear;
- Underwear/socks for weekly stay.

Underwear, socks, casual clothing and bed linen/doona covers etc. (on sheet day/end of term) are to be taken home for laundering each weekend.

Miscellaneous

- Toiletries (soap; shampoo; deodorant; toothbrush/toothpaste), toiletry bag;
- Sunscreen/insect repellent, tissues etc.;
- Minor medical items: i.e. Panadol; vitamins/minerals.
- ***ALL medication, including over-the-counter painkillers, must be clearly named and handed in to the Hostel staff immediately on entering the Hostel. Under no circumstances are boarders permitted to keep medication and administer it themselves. Prescribed medication must be administered by the Hostel staff as prescribed/required and a record kept.***

Section 6: Residential Services

The Hostel staff are responsible for all catering, cleaning and laundry operations at the Hostel. Emphasis is placed on the hygiene and cleanliness of the Hostel with dormitories/amenities/communal areas serviced daily. Ongoing, routine inspections are undertaken by the Hostel staff to ensure that the desired minimum standards are maintained. Each boarder is expected to play a helpful role in maintaining a clean, hygienic and tidy community by taking responsibility for their own living space and communal areas after use.

6.1 Accommodation

All Boarders are allocated rooms on arrival at the start of each term. The allocation of single rooms to Year 12 boarders (and to Year 11 boarders when available) is at the discretion of the Hostel staff and is based on a number of criteria including:

- potential to live with a high degree of autonomy (responsibility for personal organisation/maintaining personal space, time management, personal hygiene etc.);
- time already spent successfully at the Hostel (including a demonstrated history of respect for Hostel guidelines/respect for others/respect for Hostel property etc.);
- demonstrated history of commitment to Hostel study program;
- current academic pursuits/obligations.

Single rooms are not to be assumed as a 'given' at any time. Boarders may be asked to vacate a single room for a number of reasons including: inappropriate behaviour; failing to appropriately maintain their own living space or simply to rotate the privilege to Boarders' of similar status.

Although individual privacy is maintained as a right of each boarder at the Hostel, occasionally it may be necessary for Hostel staff, with CSAA Management Committee consent, to conduct a search of rooms and/or wardrobes, where Hostel staff have strong evidence that a Boarder is in possession of items that contravene the stated aims and objectives of the Hostel guidelines and/or relevant legislation.

By enrolling as a boarder at the Hostel, Parents/Carers automatically consent to room/wardrobe searches where every effort will be made to have the relevant Boarder present; however, this may not always be practicable. We see the Parent/Carer as having the primary

responsibility in knowing what their child is bringing with him/her into the Hostel in terms of items that contravene the stated aims and objectives of the Hostel guidelines and/or relevant legislation.

6.2 Bathrooms/Showers

The Hostel provides sufficient shower facilities to service all Boarders in residence. Due to local conditions, all showers are on timers. Whilst supervised and offered direction/guidance re: shower times, Boarders themselves (particularly senior Boarders) must take responsibility for their day to day personal hygiene regime.

6.3 Dining Room/Food

We are committed to providing quality meals to meet the nutritional needs of boarders with variety/balance/nutrition being the focus of the menu planning; Boarders are provided with breakfast, afternoon tea and dinner at the Hostel. Meals are taken in the Hostel's dining room and attendance is compulsory (arrangement for early/late meals and absence from meals due to other commitments etc. must be made in advance with the Hostel staff).

School lunches and morning tea (selection of rolls/sandwiches, muffins/cake, fresh fruit and snacks etc.) are prepared fresh to order by Hostel staff every morning.

Boarder's personal food and ingredients for school hospitality/cookery classes is permitted on-site but must be stored in the student fridge in an airtight container that is clearly named. Ingredients may also be purchased on 'downtown' days.

- ***Food of any kind is only to be consumed in the dining room and outside areas; food in all other internal areas, particularly bedrooms, is strictly forbidden.***

6.4 Laundry

School uniforms and towels are routinely laundered by Hostel staff. Boarders need to keep their uniform/towels organised/rotated by placing in the laundry baskets provided by the appropriate time each evening.

- ***Underwear, socks, casual clothing and bed linen/doona covers etc. (on sheet day/end of term) are to be taken home for laundering each weekend.***

Section 7: Leave/Visitation

7.1 Day Leave

Family or friends are welcome to take boarders for leave from the Hostel at any convenient (pre-arranged) time.

- *In all instances, fully detailed, written permission is required from the Boarder's Parent/Carer giving permission for the leave and approving the relevant person[s].*

7.2 Overnight Leave Arrangements

Boarders are welcome to take midweek overnight stays with family or friends at any convenient (pre-arranged) time.

- *In all instances, fully detailed, written permission is required from the Boarder's Parent/Carer giving permission for the leave and approving the relevant person[s].*

Section 8: Health/Medical

8.1 Health Care

We require full medical information for all boarders at the Hostel. It is critical that any allergy/known ongoing medical condition is brought to the attention of the Hostel staff so that relevant details can be discussed/clarified and planned for. The Hostel does provide basic medical items such as generic brand band-aids and paracetamol/ibuprofen products for boarders for one-off requirements. However, if you require specific items such as Johnson & Johnson band-aids/premium brand Panadol and Nurofen etc. products these must be individually purchased.

- ***ALL medication, including over-the-counter painkillers, must be clearly named and handed in to the Hostel staff immediately on entering the Hostel. Under no circumstances are Boarders permitted to keep medication and administer it themselves. Prescribed medication must be administered by the Hostel staff as prescribed/required and a record kept.***

Parents/Carers are encouraged to contact the Hostel staff about all matters pertaining to their sons'/daughters' health or whenever they have concerns about their child, so that appropriate treatment/support can be given. All medical and dental appointments made by Parents/Carers must be brought to the attention of the Hostel staff to ensure that the appointments are not missed; appointments also need to be scheduled into the daily planning for transport purposes.

- ***Parents'/Carers' are asked not to make appointments during school hours unless they are able to arrange transport/supervision themselves.***

8.2 Immunisation

It is requested that all boarders be fully immunised to the schedule of the Queensland Health Immunisation Program (QHIP), before arriving at the Hostel. Please consult your GP/School Nurse if you require further information.

8.3 Infectious Diseases

There are a number of infectious diseases that are common in situations where groups of people live together. If your son/daughter contracts any type of infectious disease the timeframe and signs/stages of recovery needs to be discussed with the Hostel staff before the Boarder is permitted to return to the Hostel. As a general guideline, boarders will not be permitted to return to the Hostel until fully recovered as advised by your GP/health professional.

8.4 Medicare Cards

It is important for medical, optical and pharmaceutical purposes, that boarders have their own Medicare Card (minimum requirement is that the boarder's Medicare card number is kept on record at the Hostel).

8.5 Medication

- ***ALL medication, including over-the-counter painkillers, must be clearly named and handed in to the Hostel staff immediately on entering the Hostel. Under no circumstances are boarders permitted to keep medication and administer it themselves. Prescribed medication must be administered by the Hostel staff as prescribed/required and a record kept.***

8.6 Hostel Contact with Parents/Carers if Boarder Sick/Injured

Please keep in mind that it is not practical to contact Parents'/Carers' about every minor ailment or injury that occurs whilst a boarder is at the Hostel; Parents/Carers will be notified, immediately, of any significant sickness or injury.

- ***Please advise Hostel staff as soon as you are aware that your son/daughter will not be arriving at the Hostel at the beginning of the week due to sickness;***
- ***Boarders must not return to the Hostel unless they have recovered fully from any illness/injury.***

If a boarder is sent home from school due to *genuine* sickness/injury, then the Hostel staff will assess whether the boarder needs to return home. If the boarder needs to return home the Hostel staff will discuss travel arrangements with the Parent/Carer in terms of whether the Parent/Carer needs to collect the boarder from the Hostel, or the boarders' emergency contact person is required, or whether the boarder returns home on the school bus.

- ***In short, if a boarder is too sick to attend school, it goes without saying that they are too sick to be living in a close-knit, communal, boarding environment.***
- ***In medical/sickness situations where Parents'/Carers' are unable to be contacted, the nominated emergency contact person will be contacted to discuss relevant options.***
- ***Boarders must not return to the Hostel unless they have recovered fully from any illness/injury.***

8.7 Pharmaceutical/Other Medical Bills

Where Boarders are required to visit one of the Chinchilla medical centres for treatment, payment of the account is the responsibility of the Parent/Carer.

- ***No arrangements are in place for medical centre/GP accounts to be paid by the Hostel.***

We recommend that Boarders open an account with one of the pharmacies in Chinchilla in order to have access to medical items as required; payment of the account is the responsibility of the Parent/Carer, please ensure a payment option is arranged.

- ***No arrangements are in place for pharmacy accounts to be paid by the Hostel.***

Section 9: Academic Obligations

Boarders at the Hostel (particularly senior Boarders), whilst guided and encouraged towards achieving positive academic outcomes, must accept responsibility for their own education. This means organising and managing time effectively and reporting to teachers/Hostel staff/parents if they are encountering problems in particular areas. Each deficit of hours can quickly accumulate and, often, result in work being rushed or incomplete, results which do not reflect ability, stress levels rising and/or ill health.

Monday–Thursday evenings (5:00p.m. to approx. 6:15 p.m.) is the Hostel compulsory study time with sessions supervised by qualified and experienced tutors two nights per week.

- ***Boarders are expected to be prepared before study, in order for minimal walking around/disturbance of others during study time. We insist that study is undertaken in an atmosphere conducive to study and boarders will, under no circumstances, be permitted to disrupt the learning of others.***

Senior boarders are trusted to work autonomously. Special permission to study after lights out must be sought and will be considered by the Hostel staff in terms of the diligence of individual boarders.

- ***Boarders who use compulsory study time inappropriately will not be permitted to study late at night.***

In addition to the Hostel ‘in-house’ study sessions; Chinchilla State High School provide study sessions in Maths, English and Science on Monday, Wednesday and Thursday afternoons between 3.15 p.m. and 4.00 p.m. All boarders are advised to make use of this support in order to achieve their personal best.

Section 10: Hostel Expectations

10.1 Bounds/Out of Bounds

Being out of bounds is strictly forbidden. Boarders are deemed to be out of bounds in the following instances:

- off-site at any time without the express permission of Hostel staff/signing out;
- out of his/her permitted area after lights out/before 6.30 a.m., without the express permission of Hostel staff. This includes going to other buildings (i.e. dining room/recreation room) or other rooms within the same building at these times;
- entering Hostel grounds during school time/weekends/school holidays without formally leaving the school/gaining the express permission of Hostel staff to enter hostel grounds.
- ***Being Out of Bounds is deemed to be a serious breach of trust which the Hostel places in all boarders. Each matter will be considered individually and be referred to the Leichhardt House Behaviour Management Plan, from which a relevant consequence will be applied.***

10.2 Sign-In/Sign-Out

No Boarder shall leave the Hostel without permission and must always Sign-In/Sign-Out upon entering/leaving the Hostel; this process allows Hostel staff to remain fully aware of the whereabouts of all Boarders, at all times.

- ***Sign-In/Sign-Out records are classified as legal documents and, as such, the Sign-In/Sign-Out process must be taken seriously at all times. Failing to Sign-In/Sign-Out formally is deemed to be a serious breach of trust which the Hostel places in all boarders. Each matter will be considered individually and be referred to the Leichhardt House Behaviour Management Plan, from which a relevant consequence will be applied.***

10.3 Contacting Boarders by Phone

Parents are asked to observe the following preferred times to call the Hostel:

- ***7.30 a.m. - 8.30 a.m.***
- ***3.10 p.m. - 4.50 p.m.***
- ***7.15 p.m. - before 8.50 p.m.***

10.4 Boarder Mobile Phones

Boarders are permitted mobile phones at the Hostel under certain conditions as outlined at the enrolment interview.

- All Boarders, without exception, must hand in mobile phones to the Hostel staff prior to evening study session; phones are returned after dinner;
- Year 7-11 Boarders must hand in their mobile phones, laptops and other electronic devices to Hostel staff before lights out; phones are returned at 8.00 a.m. the following morning.
- ***Due to the risk of fire from cheap/non-authorised phone chargers; charging of mobile phones is only to take place during the day time in the power boards provided by the Hostel.***

10.5 Boarder Vehicles

The practice of allowing Boarders to drive private motor vehicles to the Hostel and return home is a significant concession and is at variance with normal procedures. It follows, therefore, that if the practice is to be allowed it must be under specific conditions that are agreed to (on a case by case basis) by CSAA Management Committee, Hostel staff; Boarders' Parent/Carer and the individual Boarder.

- Conditions generally require that the boarder hands over the keys to the vehicle [to Hostel staff] upon signing in to the Hostel at the start of the week, and then has the keys returned when signing out for the weekend on Friday morning;
- breach of any vehicle conditions may result in restricted use/withdrawal of permission to have a vehicle at the Hostel. Parents/Carers are requested to discuss this matter carefully with Boarders, in full, before this situation arises.
- ***In all instances, fully detailed, written permission is required from the Boarder's Parent/Carer giving permission for the Boarder's use of a private vehicle;***
- ***Failure to comply with this guideline is deemed to be a serious breach of trust which the Hostel places in all boarders. Each matter will be considered individually and be referred to the Leichhardt House Behaviour Management Plan from which a relevant consequence will be applied.***

10.6 Boarder as Passenger in Boarder/Other Vehicle

- *In all instances, fully detailed, written permission is required from the Boarder's Parent/Carer, giving permission for the Boarder to be transported as a passenger in a vehicle and approving the relevant driver of that vehicle;*
- *Where the driver of the vehicle is also Boarder at the Hostel written permission is additionally required from the Parent/Carer of the driver of the vehicle giving permission for the passenger to be transported;*
- *Failure to comply with this guideline is deemed to be a serious breach of trust which the Hostel places in all boarders. Each matter will be considered individually and be referred to the Leichhardt House Behaviour Management Plan from which a relevant consequence will be applied.*

10.7 Security of Personal Belongings

Every care is taken to protect valuable items. Parent/Carer and boarders are expected to do their part by labelling all items of value including phones, scientific calculators etc. Expensive items such as watches, jewellery, etc. are to be left at home or, if inadvertently bought to the Hostel, handed in to the Hostel staff for safe keeping upon arrival.

10.8 Borrowing/Lending of Valuables

CSAA does not condone the borrowing/lending or buying/selling of valuables between Boarders' and we take no responsibility in this area.

10.9 Boarders Financial Arrangements

As a guide, \$20 should be adequate to cover a week of boarding at the Hostel; we suggest opening a bank account, with key card facility, that can be accessed at school and during 'downtown' days.

- *Any larger sums of money that are in the Boarder's possession when entering the Hostel (for example, payment for school camp) must be handed over to the Hostel staff for safe keeping upon arrival. CSAA take no responsibility for sums of money not handed in to Hostel staff.*

10.10 Damages/Graffiti/Vandalism

Boarders are personally responsible for their immediate personal space including wall and floor space, bed, wardrobe, desk and chair amongst other things. All areas, particularly rooms/dorms are thoroughly inspected on a weekly basis, so it is important that each area is well kept, and that Hostel staff remain informed of any maintenance requirements.

Boarders are responsible for their actions and are expected to use reasonable care when using any Hostel equipment; all breakages and damages must be reported immediately to Hostel staff. Naturally, we expect a certain amount of wear and tear, however Boarders' may be required to pay for damage which is not accidental or is the result of foolish, deliberate or careless action or could have reasonably been anticipated and prevented. If the damage is deliberate then, in addition to costs, the incident will be considered individually and be referred to the Leichhardt House Behaviour Management Plan from which a relevant consequence will be applied.

Damage found in rooms, for which no one claims responsibility, will be charged equally to the occupants of that room.

- ***In more serious cases of deliberate damage, boarders will not be permitted to return to the Hostel until the damage bill is paid in full.***
- ***Boarders should not attempt repairs or modification of furniture/fittings themselves.***

10.11 Banned Items

The possession of dangerous materials is strictly forbidden at the Hostel. Possession of any of the following, substances/items in any form, may have serious consequences for those involved:

- weapons of any description (including knives);
- inappropriate/unsuitable material in any format (i.e. printed material/digital material);
- matches, lighters etc.;
- accelerants of any type.

Aerosol cans are permitted; however, misuse of any kind will result in individuals being denied the use of aerosols of any description.

The following items are not to be bought into the Hostel:

- electric fans; electric blankets/heaters;
- energy/caffeine based drinks;
- chewing gum.

10.12 Alcohol, Smoking & Other Drugs

- *The CSAA Management Committee has very clear expectations with regard to use of drugs and alcohol by Boarders in the care of the Hostel. Boarders' involved in the misuse of any drugs or alcohol, place their position at the Hostel in jeopardy. In addition to Hostel guidelines, relevant legislation makes it illegal for young people, under the age of 18 years, to have in their possession alcohol or tobacco products;*
- *ALL medication, including paracetamol, must be clearly named and handed in to Hostel staff immediately on entering Hostel. Medication will be administered by the Hostel staff as prescribed/required and a record kept;*
- *The Hostel reserves the right to immediately withdraw the enrolment of any student in cases where there has been a breach of the Alcohol, Smoking & Other Drugs guideline.*

Section 11: ICT (Expectations & Policy)

11.1 Purpose

The Hostel provides an extensive range of computing and communication facilities for use by Boarders. The conditions and obligations associated with authorised, acceptable use by Boarders of the Hostel's computing and communication facilities are set out in this policy. The objectives of this policy are to:

- facilitate the efficient, effective, responsible and lawful use of the Hostel's computing and communication facilities;
- safeguard the interests of the Hostel and all authorised users of its computing and communication facilities; and,
- provide guidelines and instructions to Boarders in the appropriate, ethical and respectful use of the Hostel's computing and communication facilities.

11.2 Specific Provisions for Student Use

The Hostel supports access to a wide range of appropriate resources and encourages Boarders to develop the skills to use these resources. These resources are made available to Boarders, primarily, for school-initiated educational use. It is expected that a Boarder/user of the Hostel computing and communications facilities will:

- abide by each of the conditions of acceptable use;
- maintain the confidentiality of own/others log-in ID's/passwords where appropriate;
- preserve the settings for virus protection, spam and filtering that have been applied by the Hostel;
- immediately inform the Hostel staff if he/she suspects he/she has received a computer virus or spam (i.e. source unknown email/attachments);
- immediately inform the Hostel staff if he/she receives inappropriate messages, behaviour, data or material.

It is expected that a Boarder/user of the Hostel computing and communications facilities will refrain from knowingly initiating or forwarding email, social media forums or similar messages containing:

- computer viruses or [i.e. source unknown] viral attachments, hoax emails or spam etc.;
- unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments;

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- information that threatens, bullies or harasses another person or which make excessive or unreasonable demands upon another person;
 - information that is sexually explicit or sexually suggestive material or correspondence;
 - knowingly initiating or participating in social networking sites and other technologies to generate or exchange real or fictional information about him/herself, other boarders, Hostel staff and other members of the community;
 - creating, downloading or storing prohibited data or material;
 - wilfully/knowingly damaging or disabling computers, computer systems, networks or peripherals.
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- ***Students should be aware that a breach of all or part of this policy is deemed to be a serious breach of trust which the Hostel places in all boarders. Each matter will be considered individually, be referred to the Leichhardt House Behaviour Management Plan from which a relevant consequence will be applied. Penalty or disciplinary action may include, but is not limited to, withdrawal of access to computing and communication facilities.***
 - ***The Hostel reserves the right to immediately withdraw the enrolment of any student in cases where there has been a serious breach of ICT Policy/Guidelines.***

Section 12: Bullying (Expectations & Policy)

12.1 Rationale

All Boarders and Hostel staff have the right to feel safe and happy, within a safe and just environment. All members of the Hostel community will have the opportunity to become committed to ensuring a safe and caring environment, which promotes personal growth and positive self-esteem for all.

12.2 Definition

Bullying is repeated intimidation, over time, of a physical, verbal or psychological nature of a less powerful person by a more powerful person/group of people. The behaviour, often repeat behaviour, is regarded as unjustified and oppressive by the target of the aggression. This may cause distress, not only at the time of the attack, but, because of the threat of future harassment, the target is always in a state of distress.

12.3 Policy Statement:

- The Hostel will take action to address any incident of alleged bullying;
- The Hostel will always approach each case individually;
- The Hostel's first priority is to support the victim of bullying;
- The Hostel will also provide support for the alleged offender;
- For some first offences, a shared responsibility model is used which focuses on making the victim feel safe and supported at the Hostel in the future.

12.4 Policy Implementation:

- Each incident will be dealt with according to the circumstances and severity of the matter;
- Initial incidents and reports will be dealt with by the Hostel staff;
- If the bullying is a potentially significant first offence, the matter will be referred to the CSAA Management Committee;
- A written report, which includes the outcomes of any interviews or discussions, will be provided to the CSAA Management Committee;
- ***There will be appropriate disciplinary action against the perpetrator[s] that may lead to their suspension or withdrawal from the Hostel.***

12.5 Preventative Measures

We believe the key to discouraging bullying lies less in legal remedies or disciplinary action than in the Hostel creating a culture in which that sort of abuse does not flourish; a culture that enhances self-worth and builds caring relationships. To this end the relevant behavioural expectations and role modelling within the Hostel provides a structure through which students learn to respect others, the value of relationships and the development of positive conflict resolution skills.

- ***The Hostel reserves the right to immediately withdraw the enrolment of any student in cases where there has been a serious breach of Bullying Policy/Guidelines.***

Section 13: Sexual Harassment (Expectations & Policy)

13.1 Rationale

All Boarders and Hostel staff have the right to feel safe and happy, within a safe and just environment. All members of the Hostel community will have the opportunity to become committed to ensuring a safe and caring environment, which promotes personal growth and positive self-esteem for all.

13.2 Definition

Sexual Harassment is where one or more of the following acts occur by the actions of one or more people subjecting another person[s] to:

- any unwelcome conduct of a sexual nature in relation to the other person, carried out with the intention of offending, humiliating or intimidating the other person, or in circumstances where a reasonable person would have anticipated the possibility that the other person would be offended, humiliated or intimidated by the conduct.

13.3 Policy Statement:

- The Hostel will take action to address any incident of alleged sexual harassment;
- The Hostel will always approach each case individually;
- The Hostel's first priority is to support the victim of sexual harassment;
- The Hostel will also provide support for the alleged offender;
- For some first offences a shared responsibility model is used which focuses on making the victim feel safe and supported at the Hostel in the future.

13.4 Policy Implementation:

- Each incident will be dealt with according to the circumstances and severity of the matter;
- Initial incidents and reports will be dealt with by the Hostel staff;
- If the sexual harassment is a potentially significant first offence, the matter will be referred to the CSAA Management Committee;
- ***There will be appropriate disciplinary action against the perpetrator[s] that may lead to their suspension or expulsion from the Hostel.***

13.5 Preventative Measures

We believe the key to discouraging sexual harassment lies less in legal remedies or disciplinary action than in the Hostel creating a culture in which this sort of abuse does not flourish, a culture that enhances self-worth and builds caring relationships. To this end the relevant behavioural expectations and role modelling within the Hostel provide a structure through which students learn to respect others, the value of relationships and the development of positive conflict resolution skills.

- ***The Hostel reserves the right to immediately withdraw the enrolment of any student in cases where there has been a serious breach of Sexual Harassment Policy/Guidelines.***

Section 14: Behaviour Management

14.1 Behaviour Management

Central to successfully living in any communal setting are the guidelines, systems and structures put in place to ensure the safety and well-being of all. However, occasionally situations arise where Boarders choose not to follow our [what we consider to be simple and reasonable] guidelines. At such times, the Hostel staff and CSAA Management Committee need to apply relevant and appropriate consequences, and administrative intervention, as illustrated in the following three-tiered structure:

Hostel staff are experienced in the field of residential education and trained in behaviour management. The CSAA Management Committee fully supports the judgement of Hostel staff and to this end, has every confidence in directing them to use their discretion in assessing and identifying both the type and level of behavioural issue of concern.

14.1.1 LEVEL 0: Good Behaviour/No Behavioural Issues

All boarders are considered to be behaving at LEVEL 0 unless/until a behavioural issue arises.

14.1.2 LEVEL 1: Low Level Behaviours

LEVEL 1 behavioural issues include, but are not limited to, issues such as:

- lower level incidents of: not following acceptable direction; defiance/answering back, disrespect to others, unacceptable language, disruptive behaviour, constant teasing/annoying others;
- sexual/other inappropriate innuendo;
- lower level vandalism/graffiti;
- lower level breaches of ICT Acceptable Use Policy (i.e. attempting to download inappropriate content) or mobile phone guidelines;
- low level 'Out of Bounds' misdemeanours;

Resolution of a LEVEL 1 incident is through one on one [informal] interview involving boarder/relevant others and Hostel staff. LEVEL 1 incidents generally incur a logical 'in house' consequence and do not require Parent/Carer notification. Following intervention, the boarder returns to LEVEL 0 status, i.e. with a 'clean sheet'.

- ***Boarders' are warned that if similar LEVEL 1 behaviours continue then their status will be elevated to LEVEL 2, and the incident resolved as such.***

14.1.3 LEVEL 2: High Level Behaviours

LEVEL 2 behavioural issues include, but are not limited to, issues such as:

- Ongoing incidents of LEVEL 1 behaviours;
- more serious incidents of LEVEL 1 behaviours;
- lower level threatening behaviour/bullying;
- harassment of any kind;
- more serious incidents of vandalism/graffiti;
- more serious breaches of ICT Acceptable Use Policy, making [public] disparaging remarks about the Hostel/Hostel staff/fellow Boarders (the publication of defamatory matter in non-permanent form); knowingly initiating or participating in social networking sites and other technologies to generate or exchange real or fictional information about him/herself, other students, Hostel staff members and other members of the community;
- more serious 'Out of Bounds' misdemeanours;
- drug/alcohol issues.

Resolution of a LEVEL 2 incident is through one on one [formal] interview involving boarder/relevant others and Hostel staff. Parent/Carer is notified of LEVEL 2 incidents, logical consequences are applied, and all details are recorded and kept on the boarder file. LEVEL 2 boarders are placed on a Behaviour Monitoring Record whereby staff monitor and record general attitude and behaviours for a period of one week after which time, assuming behaviour is satisfactory, they return to LEVEL 0 status, i.e. with a 'clean sheet'.

- ***Any boarder recording a second LEVEL 2 incident in any one school term, or whose behaviour is viewed as being unsatisfactory, whilst being monitored following a LEVEL 2 incident, will be suspended from the Hostel.***

14.1.4 LEVEL 3: Gross Misconduct

LEVEL 3 incidents are usually extremely serious types of behaviour that include, but are not limited to, issues such as:

- serious bullying/harassment;
- taking/possessing any form of illicit drug (i.e. marijuana)/drinking alcohol;
- sexual activity;
- physical violence;

- stealing;
- putting the safety of self and others at risk (i.e. setting fires, interfering with alarm/security systems etc.).
- ***Gross misconduct (LEVEL 3) behaviours are those rare occurrences which result in automatic exclusion from the Hostel.***

14.2 Suspension from Hostel

- ***Students suspended from the Hostel are permitted to continue to attend school for the duration of the Hostel suspension (making their own way to/from school each day); they can only return to the Hostel once the entire period of the Hostel suspension has been served.***

14.3 Suspension from School

- ***Students suspended from school are not permitted to remain at the Hostel and can only return once the entire period of the school suspension has been served.***