

LEICHHARDT HOUSE STUDENT HOSTEL CODE OF CONDUCT

FOR INTERACTING AND WORKING WITH CHILDREN & YOUNG PEOPLE.

2021

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REVIEW

THIS POLICY WILL BE REVIEWED AT THE END OF EACH SCHOOL YEAR (ALL STAKEHOLDERS WILL BE ADVISED OF ANY AMENDMENTS VIA EMAIL). ANY CHANGES IN PERTINENT COMMONWEALTH OR STATE LEGISLATION OR ANY INCIDENTS/POLICY BREACHES THAT OCCUR BEFORE THE NEXT FORMAL REVIEW WILL INITIATE IMMEDIATE REVIEW AND AMENDMENT (ALL STAKEHOLDERS WILL BE ADVISED VIA EMAIL).

TABLE OF CONTENTS

1	LEICHHARDT HOUSE: CODE OF CONDUCT ¹	2
2	MANAGEMENT OF PERSONAL/CONFIDENTIAL INFORMATION	3
3	HOSTEL STAFF/BOARDER RELATIONS	4
	3.1 LANGUAGE	4
	3.2 COMMITMENT TO CULTURAL DIVERSITY & EQUAL OPPORTUNITY	4
	3.3 HOSTEL STAFF/BOARDER: RELATIONSHIPS	4
	3.4 HOSTEL STAFF/BOARDER: ONE-ONE CONTACT	5
	3.5 HOSTEL STAFF/BOARDER: PHYSICAL CONTACT	6
4	SUPERVISION OF BOARDERS	8
5	SAFETY & EMERGENCY MANAGEMENT	10
	5.1 FIRE SAFETY MANAGEMENT PLAN	10
	5.2 LOCKDOWN MANAGEMENT PLAN	10
	5.3 ONSITE SECURITY	11
6	ORGANISATIONAL STANDARDS, POLICY & GUIDELINES	12
	6.1 ALCOHOL, TOBACCO PRODUCTS & ILLICIT DRUGS: POLICY	12
	6.2 BOARDER AS DRIVER/PASSENGER IN PRIVATE VEHICLE: POLICY	12
	6.3 HOSTEL VISITORS: POLICY	12
	6.4 PHOTOGRAPHY: POLICY	13
	6.5 PRIVACY/SEARCH OF ROOMS/WARDROBES	14
	6.6 BEHAVIOUR MANAGEMENT: POLICY	14
7	COMMUNICATING THIS POLICY TO THE HOSTEL COMMUNITY	18
8	COMPLAINTS	18
9	REVIEW	18
10	STAND ALONE DOCUMENTS (CAN BE FOUND AT HOSTEL WEBSITE)	
	• ICT: BOARDER USE OF COMPUTERS/DIGITAL DEVICES & ONLINE SERVICES POLICY	
	• ICT: BOARDER USE OF MOBILE PHONES: POLICY	
	• FIRST AID POLICY	
	• BULLYING & HARRASSMENT POLICY (INCL. CYBERBULLYING)	
	• WORKPLACE DISCRIMINATION & HARASSMENT POLICY	

¹ Leichhardt House: 'Code of Conduct' is evidence of the Hostel's commitment to the safety and wellbeing of children and the protection of children from harm in fulfilment of the requirements of Section 171 Part 3 (1b) 'Code of Conduct' of the Working with Children (Risk Management and Screening) Regulation 2011 (Qld).

1. LEICHHARDT HOUSE: CODE OF CONDUCT ²

The Leichhardt House: 'Code of Conduct' applies to all people involved with Leichhardt House, including: Hostel Staff (permanent, temporary, and casual); CSAA Committee members; Parents; volunteers; visitors; Boarders and other children and young people.

In accordance with Sections 171 and 172 of the Working with Children (Risk Management and Screening) Regulation 2011 (Qld), Chinchilla Student Accommodation Association Inc. T/A Leichhardt House Student Hostel Inc. is dedicated to eliminating and minimising risks to child safety through the 'Leichhardt House: Code of Conduct'. The Code, which includes and refers to various other policies and procedures, is designed to effectively ensure the safety and wellbeing of children in the Hostel's care.

² Leichhardt House: 'Code of Conduct' is evidence of the Hostel's commitment to the safety and wellbeing of children and the protection of children from harm in fulfilment of the requirements of Section 171 Part 3 (1b) 'Code of Conduct' of the Working with Children (Risk Management and Screening) Regulation 2011 (Qld).

2 MANAGEMENT OF PERSONAL/CONFIDENTIAL INFORMATION

Chinchilla Student Accommodation Association Inc. (CSAA) collects personal information for a number of purposes, including:

- Assessing an application for enrolment;
- Assisting Hostel staff to plan and maintain the good order and management of the Hostel, and to fulfil their 'duty of care' to all boarders;
- Optimize communication between Hostel staff and parents/carers'.

CSAA commits to not sharing personal/confidential information in any circumstance unless where required through legislation, for example:

- To meet reporting obligations required under Commonwealth Government and Queensland State Government funding arrangements;
- Personal information must be supplied to Centrelink, whenever requested, in compliance with sections 194 and 195 of the Social Security (Administration) Act 1999.

CSAA collects your child's medical information in order to address her/his medical needs during her/his time in residence as a boarder at the Hostel, or when taking part in activities outside the Hostel, whilst the Hostel has a 'duty of care'.

Your child's medical information will be used by Hostel staff in the event that your child requires medical attention. Mandatory (e.g., Medicare number) and relevant (e.g., existing medical condition) information only, will be disclosed to Queensland Health staff on a need-to-know basis and only when required to meet the immediate medical needs of your child. It is essential that the Hostel is advised of any existing medical conditions before the prospective boarders' first day of boarding.

It is the responsibility of parents/carers to notify the Hostel, in writing, of any changes to a boarder's medical conditions/information. Please remember that incomplete or inaccurate health information may put your child's health at risk.

Your information will be stored securely and is only directly accessible by the Hostel Managers.

If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact the Hostel staff in the first instance. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact the Hostel in the first instance.

3 HOSTEL STAFF/BOARDER RELATIONS

3.1 LANGUAGE

CSAA encourage the use of positive Language at the Hostel. By using positive language to convey your belief in children's abilities and intentions, you help them internalise a positive identity and develop more awareness and self-control. The use of positive language also helps those within earshot form a positive perception of the child, which further enhances the child's own self-perception and helps to promote positive behaviour and relationships with others. Using positive, clear, and direct language can communicate calmness and respect and keep the focus on the positive behaviour you want to see, the likelihood of power struggles is reduced. Using positive, reinforcing language identifies that the adult has noticed the child's positive efforts which affirms the child's specific positive actions and encourages them to continue their appropriate behaviour;

3.2 COMMITMENT TO CULTURAL DIVERSITY & EQUAL OPPORTUNITY

Chinchilla Student Accommodation Association Inc. is committed to creating a boarding community where all members of that community are welcomed, accepted, and treated equitably and with respect regardless of their backgrounds or personal attributes such as race (including Aboriginal and Torres Strait Islanders), language, religious beliefs, gender identity, disability, or sexual orientation so that they can participate, achieve and thrive at the Hostel.

Chinchilla Student Accommodation Association Inc. acknowledges and celebrates the diversity of backgrounds and experiences in our Hostel community, and we will not tolerate behaviours, language or practices that label, stereotype or demean others.

It is unlawful for any person or group of people to be treated less favourably because they possess any of these personal characteristics. No member of the school community will be treated less favourably should they possess any of these personal characteristics, nor will such characteristics affect access to the benefits and services Chinchilla Student Accommodation Association Inc.

3.3 HOSTEL STAFF/BOARDER RELATIONSHIPS

It is important to note that it is the student's perception of a hostel staff members behaviour, and not the intention of the hostel staff member, that is important. Hostel staff must, therefore, always think carefully about their own conduct and the way in which they build relationships.

Hostel staff must develop and maintain professional relationships with students at all times; some of the principles that can help this process are:

- Build relationships but maintain boundaries. By all means share information about yourself and learn about boarders in order to build a rapport; but never be 'over familiar' and endeavour to become the boarders 'best friend.'
- Maintain a safe environment: Hostel staff must make sure that they and the boarders speak and act in ways that are inclusive, respectful, and affirming.
- Uphold confidentiality: Hostel staff are obligated to protect confidential information about boarders and any breach could have grave consequences for the boarders social, physical, and mental well-being.

Teachers should build strong relationships with their students but never in a manner that compromises on their role and duties as person in a position of trust. It is, therefore:

- totally unacceptable for a Hostel staff member or volunteer (and, therefore, a person in a position of trust), to develop an overly familiar relationship with any boarder (including any adult boarder), that the hostel staff member is responsible for providing pastoral care within the hostel community raises serious questions of conflict of interest, trust, confidence, dependency, and of equality of treatment.
- totally unacceptable for a Hostel staff member or volunteer (and, therefore, a person in a position of trust), to develop a relationship with any boarder that is, or can be misinterpreted as, a romantic or sexual relationship rather than a relationship on a professional, basis. This is regardless of whether the relationship is consensual, non-consensual, or condoned by parents/carers. Such relationships not only have a negative impact on the lives of both individuals but may also carry a serious legal risk for the hostel staff member and significant reputational risk for the hostel.

The professional relationship of hostel staff and boarders may be breached by:

- flirtatious behaviour or dating
- development of an intimate personal relationship
- sexual relations
- the use of sexual innuendo, inappropriate language and/or material with students
- unwarranted and inappropriate touching
- unwarranted and inappropriate filming or photography
- deliberate exposure to sexual behaviour of others (e.g., pornography)
- having intimate contact without a valid context via written or electronic means (e.g., email, letters, telephone, text messages, social media sites or chatrooms)
- going out, whether alone or in company, to social events such as the movies or dinner
- exchanging gifts of a personal nature that encourages the formation of an intimate relationship.

3.4 HOSTEL STAFF/BOARDER: ONE-ONE CONTACT

- Where possible one-one contact with a boarder must take place in the office (rooms with closed doors should always be avoided).
- Depending on circumstances it may be best for a sibling/peer of the boarder to also be present in the room. If for example, the one-one situation was to ask questions in relation to the boarder being a witness to an incident then it might be best to speak to the boarder alone; if the one-one situation was to administer first aid, then a sibling/peer would need to be present.
- When transporting boarders and a one-one situation arises, the boarder should never be allowed to sit in the front seat of the bus.
- All forms or threats of corporal punishment are unlawful, and the use of unwarranted physical force is likely to constitute a criminal offence.

The use of physical intervention should be avoided if possible. However, by law, boarding staff, and other staff who are authorised to have control or charge of students, may use such force

or physical contact as is reasonable and proportionate in the circumstances to prevent a boarder from doing, or continuing to do any of the following:

- committing a criminal offence;
- injuring themselves or others;
- causing damage to property, including their own;
- engaging in any behaviour prejudicial to good order and discipline at the hostel or among any of its boarders, wherever that behaviour occurs.

There is no legal definition of "reasonable force"; it will always depend on the circumstances. Note that:

- any use of force should be proportionate to the behaviour of the boarder involved and the seriousness of the harm prevented;
- physical force could not be justified to prevent a boarder from committing a trivial misdemeanour;
- any force should always be the minimum needed to achieve the desired result;
- whether it is reasonable to use force and the degree of force that could be reasonably employed might also depend on the age, understanding and sex of the boarder.

You should inform the CSAA Management Committee immediately following an incident where force has been used. This is to help prevent any misunderstanding or misrepresentation of the incident, and it will be helpful in the event of a complaint. You should provide a written report as soon as possible afterwards. This should include written and signed accounts of those involved, including the boarder. The parents/carers should be informed the same day and the incident will be logged by the CSAA Management Committee.

3.5 HOSTEL STAFF/BOARDER: PHYSICAL CONTACT

- When congratulating a boarder, a handshake, pat on the shoulder or brief hug are acceptable as long as the boarder is comfortable with this action.
- Assessing a boarder who is injured or ill, may necessitate touching the boarder. If the boarder is conscious, advise of what you intend doing and seek their consent.
- Administering first aid will probably necessitate touching the boarder. If the boarder is conscious, advise of what you intend doing and seek their consent.

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4 SUPERVISION

The hostel manages the supervision of boarders appropriately to ensure that there is adequate supervision of boarders. The hostel follows the CSAA information on supervision of boarders procedure and has appropriate supervision ratios to ensure the safety of boarders and prevent unsupervised access to children and young people in our care.

The hostel has reasonable visibility of our bathroom facilities for general supervision purposes. When and where a hostel staff member is required to enter the boarders bathroom facilities, where possible, that hostel staff member will be of the appropriate gender. Before entering they will clearly announce their entry into the facilities.

5 FIRST AID

6 SAFETY & EMERGENCY MANAGEMENT

The CSAA Management Committee has a legal obligation to ensure the health and safety of Boarders, Hostel Staff, and anyone else that 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.

6.1 FIRE SAFETY MANAGEMENT PLAN ³

Fire is identified as a considerable risk in any organisation that has a large physical 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 any 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 undertakes regular fire-drill rehearsal in order to ensure all staff and residents are aware of signals, movements and methods of communication should an evacuation be required. In addition, the Hostel is subject to six-monthly audits of emergency lighting, alarms and equipment and annual on-site inspections by Queensland Fire Service to ensure adherence to Queensland Fire & Emergency Services guidelines.

6.2 LOCKDOWN MANAGEMENT PLAN ⁴

A lockdown is a protective action strategy employed to safeguard Boarders, Hostel Staff and visitors from mitigating threat, 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;

³ Leichhardt House: 'Fire Safety Management Plan' (FSMP) is a stand-alone document located in the Leichhardt House 'Safety & Emergency Kit' (Green Box in cupboard underneath printer in office).

⁴ Leichhardt House: 'Lockdown Management Plan' (LMP) is a stand-alone document located in the Leichhardt House 'Safety & Emergency Kit' (Green Box in cupboard underneath printer in office).

- 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.

7 ORGANISATIONAL STANDARDS, POLICY & GUIDELINES

7.1 ALCOHOL, TOBACCO PRODUCTS, MEDICATION & ILLICIT DRUGS: POLICY

In addition to being banned under Hostel guidelines, relevant Federal and State legislation makes it illegal for young people, under the age of 18 years, to have in their possession, alcohol, or tobacco products. The CSAA Management Committee has noticeably clear expectations with regard to use of drugs and alcohol by Boarders in the care of the Hostel as well as Hostel staff responsible for the care of Boarders at the Hostel.

- CSAA Management Committee reserve the right to immediately withdraw the enrolment of any Boarder in cases where the use of illicit drugs or alcohol whilst in residence as a boarder at the Hostel, or outside the Hostel whilst the Hostel maintains a 'duty of care' for the boarder, has been proven.
- CSAA Management Committee reserve the right to immediately terminate the contract of any Hostel staff member/Volunteer in cases where the use of illicit drugs or alcohol whilst attending work has been proven.

ALL medication, including paracetamol/ibuprofen, 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.

7.2 BOARDER AS DRIVER/PASSENGER IN PRIVATE VEHICLE: POLICY

In general, boarders are discouraged from having cars at the hostel. However, if parents/carers choose for their child to drive to/from the hostel the privilege is permitted for Year 12 boarders only.

The first step in the process is to submit a 'Leichhardt House Boarder/Driver Application' form at the hostel website ⁵

In addition, if the boarder/driver will be carrying passengers (who reside at the hostel) in the vehicle, a 'Leichhardt House Passenger Consent' form, available at the hostel website ⁶, must be submitted.

7.3 HOSTEL VISITORS: POLICY

We must maintain a safe environment for our boarders and due to the physical layout of the accommodation at the Hostel, allowing visitors into boarders' rooms and communal areas is not possible. Visitors are, however, encouraged but must adhere to the following conditions:

⁵ www.hostel.net.au

⁶ www.hostel.net.au

- Parent/carer of the boarder being visited must advise hostel staff of the date/time of any intended visit; the name of the visitor and the visitors mobile phone number;
- Parent/carer of the boarders being visited must advise whether the visitor is picking up the boarder to take them out of the Hostel (in which case a clear return time must be arranged) or intends to visit the boarder at the hostel;
- If picking up the boarder:
 - the visitor must sound the bell at the front door and wait there until invited in by a hostel staff member;
 - the visitor must sign in (recording time of arrival) using the daily diary and then wait at the front door for the boarder;
 - the boarder is to sign out using the sign in/out sheet, the visitor is to sign out using the daily diary (recording time of exit) and advise a clear return time;
 - visitor must be given the hostel phone contact details.
- If visitor is visiting at the Hostel:
 - Upon arrival, the visitor must sound the bell at the front door and wait there until invited in by a hostel staff member;
 - the visitors must sign in (recording time of arrival) using the daily diary and then be guided, out of the front door and down the driveway, to a public area (e.g., deck in courtyard or BBQ area) by a hostel staff member;
 - visitors are not to enter the girl's or boy's accommodation, or rec/study shed at any time;
 - at the conclusion of the visit, the visitor is to be guided from the common area they have been in, up the driveway and into the front door to sign out (recording time) using the daily diary.

Visits involving any type of court order or contact restrictions will take more complex planning and will be arranged on a case-by-case basis.

Any visitor that arrives unannounced and does not meet with these requirements will be asked to leave hostel grounds.

7.4 PHOTOGRAPHY: POLICY

Consent in advance, re: the use of images of boarders taken at the hostel, is sought from parents/carers prior to their child/young person commencing boarding at the hostel. The consent will always incorporate specifications as to how the image will be used and that the boarders' best interest will not be compromised, and their confidentiality will be maintained.

For example, approximately every three years, the hostel runs a marketing campaign and generally uses images of boarders taken by the journalist who has written the editorial, or perhaps an exceptional image taken by a boarder or hostel staff, in our promotion. By having parent/carer permission prior to the journalist taking images allows us to only have approved subjects in the photo-shoot.

Images that may need parent/carer permission are of boarders, generally taken by other boarders and occasionally by hostel staff, are those taken on special occasions such as sports

and swimming carnivals/year 12 leavers BBQ/waterslide etc. The images taken on the hostel camera are saved to the hostel's hard-drive and occasionally used 'internally' in the framed collages seen on the walls around the Hostel.

Where boarders request copies of images, the following applies:

- If the images requested is the boarder's own image, then the image may be download onto a personal USB drive;
- If the image requested is the boarder with four (or less) other boarders, hostel staff will ask the parents/carers of the other children/young people in the group if the requested image can be shared;
- If the images requested is a group of six or more children/young people, then the image may be downloaded onto a personal USB drive.

Where boarders take images of each other on mobile devices, hostel staff refer them to the Leichhardt House policies pertaining to appropriate use of mobile devices etc.

7.5 PRIVACY/SEARCH OF BEDROOMS/WARDROBES

In rare cases, it may be necessary for hostel staff, with CSAA Management Committee approval, to conduct a search of a boarder's rooms/wardrobe, where there is strong evidence that items that contravene the stated aims and objectives of the hostel guidelines and/or relevant legislation, are present. Whilst every effort will be made to gain the prior consent of the parent/carer (the parent/carer being seen as having primary responsibility in regard to what their child is bringing with her/him into the Hostel) and have the boarder present during the search, in the most extreme cases this may not always be practicable. So, to this end, hostel property such as a boarders' desk or wardrobe can be searched without permission IF there is a reasonable concern for, for example: the possession of a banned item (e.g., a weapon of some sort); a threat of self-harm to the individual; a threat to the welfare and safety of others.

Staff should be trained regarding how to and when they can conduct a search of student property, if they are made aware of a contraband item being in a student's bag, desk or locker. Staff who have not been trained in how to conduct a search should seek the assistance of someone who has been appropriately trained, so that the school cannot be held liable or accountable for inappropriate staff actions.

7.6 BEHAVIOUR MANAGEMENT: POLICY

In accordance with Sections 171 and 172 of the Working with Children (Risk Management and Screening) Regulation 2011 (Qld), Chinchilla Student Accommodation Association Inc. T/A Leichhardt House Student Hostel Inc. is dedicated to eliminating and minimising risks to child safety through the 'Leichhardt House: Child & Youth Risk Management Strategy'. The Strategy which includes and refers to various other policies, procedures, is designed to effectively ensure the safety and wellbeing of children in the Hostel's care.

Leichhardt House: 'Behaviour Management Plan' is evidence of the Hostel's commitment to the safety and wellbeing of children and the protection of children from harm in fulfilment of the requirements of Section 171 Part 3 (1 b) 'Code of Conduct: Behaviour Management' of the Working with Children (Risk Management and Screening) Regulation 2011 (Qld).

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 fundamental 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.

LEVELS OF RESPONSE TO BEHAVIOURAL ISSUES

It must be considered that all Boarders have signed-off on two documents upon commencing boarding at the Hostel:

- Leichhardt House: 'Residential Agreement' which clearly outlines the code for acceptable behaviour whilst a Boarder at the Hostel;
- Leichhardt House: 'Boarder Responsible Use of Computers/Digital Devices & Online Services Agreement' which clearly outlines the code for being a safe, responsible, and respectful user of digital devices and online services facilities at the Hostel.

LEVEL 0: GOOD BEHAVIOUR/NO BEHAVIOURAL ISSUES

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

LEVEL 1: LOW RISK BEHAVIOURS

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

Low-Level general incidents, i.e.:

- not following basic instructions from Hostel Staff;
- being defiant/answering back to Hostel Staff;
- being disrespectful to others;
- using unacceptable language;
- disruptive behaviour (i.e., disturbing others at study time);
- constant teasing/annoying others;
- Low-Level, innuendo (the making of a remark or remarks that suggest something sexual or something unpleasant but do not refer to it directly);
- Low-Level breach of the Leichhardt House: 'Boarder Responsible Use of Computers/Digital Devices & Online Services Policy' (i.e., attempting to download a game to a Hostel computer);
- Low-Level breach of the Leichhardt House: 'Boarder Mobile Phone Policy' (i.e., not handing phone in when required);
- Low-Level 'out of bounds' incidents (i.e., not signing out/in).

RESOLUTION OF A LEVEL 1 INCIDENT

Resolution of a LEVEL 1 incident is through informal interview involving Boarder/relevant others and Hostel Staff. LEVEL 1 incidents generally incur a logical 'in house' consequence (i.e., downtown incident = no downtown the following week) and do not require Parent notification. Following resolution, the Boarder returns to LEVEL 0 status, i.e., with a 'clean sheet'.

LEVEL 2: HIGH RISK BEHAVIOURS

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

- ongoing incidents of LEVEL 1 behaviours;
- more serious breach of Leichhardt House: 'Boarder Responsible Use of Computers/Digital Devices & Online Services Policy' (i.e., making disparaging remarks about the Hostel or Hostel Staff on social media);
- more serious breach of the Leichhardt House: 'Boarder Mobile Phone Policy' (i.e., undisclosed possession of a second phone);
- more serious 'out of bounds' incidents (i.e., not being truthful about whereabouts when signing out);
- Low-Level incidents of vandalism/graffiti.

RESOLUTION OF A LEVEL 2 INCIDENT

Resolution of a LEVEL 2 incident is through formal interview involving Boarder/relevant others and Hostel Staff. Parent is notified of LEVEL 2 incidents and logical consequences are applied (i.e., mobile phone incident = denied use of mobile phone for remainder of term). All details are recorded and kept on the Boarder's file. LEVEL 2 Boarders are placed on a Leichhardt House 'Behaviour Monitoring Record' whereby Hostel Staff monitor and record Boarders general attitude and behaviours for a period of time (depending on the seriousness of the incident) after which time, assuming behaviour is satisfactory, the Boarder returns 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 for a period of time (depending on the seriousness of the incident); Boarders suspended from the Hostel are permitted to continue to attend school for the duration of the Hostel suspension; they can only return to the Hostel once the entire period of the Hostel suspension has been served.

LEVEL 3: SERIOUS BEHAVIOURS

LEVEL 3, serious behavioural issues, include, but are not limited to, issues such as:

- repeat incident of Level 2 behaviour;
- serious breach of Leichhardt House: 'Boarder Responsible Use of Computers/Digital Devices & Online Services Policy' (i.e., putting others at risk by interfering with internet security settings or cyberbullying);
- serious breach of the Leichhardt House: 'Boarder Mobile Phone Policy' (i.e., taking pictures, video, or audio recordings of others without their consent);

- more serious 'out of bounds' incidents (i.e., not being truthful about whereabouts when signing out);
- serious incidents of vandalism/graffiti;
- incidents of threatening behaviour; bullying, sexual harassment/harassment of any other kind;
- putting the safety of self and others at risk (i.e., interfering with alarm/security systems etc.);
- incidents involving the use of tobacco products;
- stealing.

RESOLUTION OF A LEVEL 3 INCIDENT

Resolution of a LEVEL 3 incident is through formal interview involving: Boarder/relevant others; Hostel Staff; CSAA Management Committee representatives and Parent. Prior to the interview, CSAA Management Committee and Hostel Staff will determine whether to involve external authorities such as the Office of the eSafety Commissioner or Queensland Police Service etc.

Consequences applied to incidents of serious behaviour will range from suspension from the Hostel for a period of time (depending on the seriousness of the incident) or, in more serious cases, the withdrawal of the Boarder's enrolment at the Hostel.

LEVEL 4: EXTREME BEHAVIOURS

LEVEL 4, extreme behavioural issues, include, but are not limited to, issues such as:

- repeat incident of Level 3 behaviour;
- putting the safety of self and others at risk (i.e., incidents involving lighters/fire);
- incidents involving the use of alcohol or illicit drugs whilst Hostel Staff have 'Duty of Care' for the Boarder;
- physical violence.

RESOLUTION OF A LEVEL 4 INCIDENT

Resolution of a LEVEL 4 incident is through formal interview involving: Boarder/relevant others; Hostel Staff; CSAA Management Committee representatives and Parent. Prior to the interview, CSAA Management Committee and Hostel Staff will determine whether to involve external authorities such as the Office of the eSafety Commissioner or Queensland Police Service etc. Consequences applied to incidents of extreme will, in almost every case, result in the withdrawal of the Boarder's enrolment at the Hostel.

8. COMMUNICATING THIS POLICY TO THE HOSTEL COMMUNITY

The Hostel community will be advised [via email] that the **Leichhardt House: Code of Conduct (for Working with Children & Young People)** and all other Hostel policy documents are available at the

Hostel website⁷; An outline of the different sections of the website and the content of each section, will be included.

The **Leichhardt House: Code of Conduct (for Working with Children & Young People)** is available in hard copy if requested.

9. COMPLAINTS

If anyone has a complaint in relation to the content or any other matter related to the **Leichhardt House: Code of Conduct (for Working with Children & Young People)**, they should, in the first instance, follow the Hostel's Complaint Management Process; the first step being to submit a complaint form via the Hostel website.⁸

10. REVIEW

The **Leichhardt House: Code of Conduct (for Working with Children & Young People)** will be reviewed at the end of each school year; stakeholders will be notified of any amendments via email. Any changes in pertinent Commonwealth/Qld State legislation or Education Qld/other regulatory body directive, or policy breaches that occur before the next scheduled review, will initiate immediate review and amendment; stakeholders will be notified via email.

This policy was adopted by the Hostel on: January 2020
This policy was last updated on: February 4th, 2021.
Next review: End of 2021 or if/when breach of policy occurs.

⁷ www.hostel.net.au

⁸ www.hostel.net.au