St Stanislaus College Bathurst
Creating and Maintaining a Safe and Supportive School

Introduction
St Stanislaus College – Educating Tomorrow’s Men within a Vincentian Educational Context

In 2016 St Stanislaus College celebrates 149 years of Catholic education for day students from Bathurst and surrounding towns and suburbs as well as for boarding students from major and regional cities and towns across NSW. Students from Catholic families, as well as from other faith traditions, are welcomed and supported as they grow from young boys to young men within a safe and supportive environment.

As a Catholic school in the Vincentian tradition, the College is committed to proclamation of the Good News of Jesus Christ. Students are welcomed and supported as they respond to the College experience of Religious Education, prayer and worship.

The College has a commitment to nurture compassionate hearts and open minds that respond to the needs of others. It continues to provide students with opportunities for service and involvement in works of social justice within and beyond the College community.

With its focus on the education of boys, the College strives to ensure that every student is encouraged, challenged and supported to do his best. With its combination of committed, expert teachers, a broad range of subject and co-curricular options, an expansive site and modern teaching and learning facilities, the College celebrates a proud record of academic achievement and pursuit of personal excellence. With encouragement, support and challenge the College aspires to ensure that students graduate as confident, compassionate citizens with the skills, abilities, knowledge, wisdom and understanding to contribute to their world and to work for good.

College Mission Statement (Appendix A)

Vincentian Philosophy of Education (Appendix B)

Vision (From National Safe Schools Framework, updated 2013)
All Australian schools are safe, supportive and respectful teaching and learning communities that promote student wellbeing

Guiding principles (From National Safe Schools Framework, updated 2013)
Australian schools:
- Affirm the rights of all members of the school community to feel safe and be safe at school
- Acknowledge that being safe and supported at school is essential to student wellbeing and effective learning
- Accept responsibility for developing and sustaining safe and supportive learning and teaching communities that also fulfil the school’s child protection responsibilities
- Encourage the active participation of all school community members in developing and maintaining a safe school community where diversity is valued
• Actively support young people to develop understanding and skills to keep themselves and others safe
• Commit to developing a safe school community through a whole-school and evidence-based approach

Safe and Supportive Framework

1 Leadership commitment to a safe school

1a. Roles and Responsibilities

Relevant College Documents and Policies:

   i. College Board of Directors
   ii. Head of College
   iii. Deputy Head of College
   iv. College Chaplain
   v. Director of Curriculum
   vi. College Counsellor
   vii. Head of Boarding
   viii. Management Team
   ix. Pastoral Care Leadership Team
   x. Faculty Heads Leadership Team
   xi. Classroom Teacher
   xii. Tutor
   xiii. Head of Boarding
   xiv. Houseparent
   xv. Duty Houseparent
   xvi. Residential Staff Member
   xvii. College Matron
   xviii. Buildings and Grounds Supervisor
   xix. College Accountant
   xx. College Support Staff
   xxi. Responsible Persons

   ○ Staffing Policies
      i. Recruitment and appointment
      ii. Induction
      iii. Professional Review and Development
      iv. Legislative Requirements for Teacher Accreditation

1b. Regular review of all policies and practices

Relevant College Policy
• Policy of Policy Development and Review (Appendix C)

1c. Regular review of the College Vision and Mission and resources to support its implementation
Relevant College Documents and Processes

- College Strategic Plan (Appendix D)
- Annual Vincentian Formation Day for all Staff
- Regular evaluation of teachers’ understanding of Vincentian Philosophy of Learning and its implications for classroom practice
- 2016 Focus on Development of College Statement on Learning (under development, to be tabled and discussed at October Board of Directors’ Meeting along with draft educational goals for the next College Strategic Plan)
- Development of Units of Work based on Vincentian Pedagogy (under development and implementation throughout 2016)

1d. Ongoing data collection to inform decision making and evaluate effectiveness of policies, programs and procedures

- Online Student Surveys
- Parent Surveys
- Teacher Surveys
- Data Collection and Review

2. A Supportive and Connected School Culture

Relevant College Policies (Appendices E-H)

- Complaints and Grievances
- Managing Unsatisfactory Performance
- Staff Discipline
- Student Anti Bullying
- Workplace Bullying

3. Policies and Procedures

Relevant College Policies (Appendices I-N)

3a. For supporting safety and wellbeing

- Boarding House Policies and Procedures
- Child Protection
- Code of Conduct
- Privacy
- Records Management/Record Keeping
- Student Attendance
- Visitors Policy

3b. Policy on responsible use of technology by staff and students

Relevant College Policy

- Internet and Email Use

3c. The school’s physical environment

- Accident and Hazard Reporting and Investigation
o Building and Facilities
o Chemical Safety
o Electrical Tagging
o Faculty Room Access
o Fire Evacuation
o Lockdown/Lockout
o Plant Management
o Risk Management
o Safety Procedures
o Security
o Visitors
o Workers Health and Safety (WHS)
o Attachments
  i. Grounds Map
  ii. Classroom Layout
  iii. Boarding House Layout

4. Professional Learning
Relevant College Process
  Self Administered Legal Training (SALT) online training for all staff in Child Protection and Discrimination and Harassment.

5. Positive Behaviour Management
Relevant College Policies
  o Discipline – Student
  o Mobile Phones
  o Student Responsibility and Behaviour
  o Suspension

6. Engagement, skill development and safe school curriculum
Relevant College Policies
  o Academic Staff Development
  o Additional Needs
  o All My Own Work
  o Assessment Notification and Feedback
  o Assessment Policies and Procedures for HSC
  o Bookwork
  o BOSTES
  o Careers Education
  o Class Placement
  o Disability Support
  o Examinations provisions
  o Excursions
  o External providers for HSC Courses
  o Homework
7. **A focus on student wellbeing and student ownership**

Relevant College Policies
- Participation and Rights of Children
- Pastoral Care
- Student Leadership and Participation

8. **Early intervention and targeted support**

8a. **Effective processes for the early identification of students and families who need or could benefit from additional support**

Relevant College Processes
- Communication and collaboration between schools is an essential part of the process of early identification of students and families with additional needs.
- The Learning Support Teacher and the School Counsellor contact the families and appropriate personnel from the previous school to gain background information on new students to ensure a smooth transition.
- Transition Programs take place in Term 4 with an additional transition program for students with additional needs.
- Year Coordinators, Tutors and class teachers monitor new students to identify any unidentified additional needs and refer issues to the Pastoral Care Team if required.

8b. **Appropriate early intervention for students when needed**

Relevant College Processes
- Students with additional needs are referred to the School Counsellor, Learning Support Teacher and Year Coordinators through the Pastoral Care Team.
• Parents and teachers can contact the Year Coordinators or the Tutor of the student at any time with concerns where it will be referred to the appropriate personnel.

8c. Ongoing and follow up support for students and families in times of need

Relevant College Processes
• Communication with families through Tutors, Year Coordinators and specialist support staff is ongoing to monitor and respond to the additional needs of students and their families.

9. Partnerships with families and community
Relevant College Processes
• Partnerships with families and community is continued through the social calendar of the school – family days, speech nights, events, exhibitions, information evenings and sporting events
• Active participation in local interschool organisations such as Aboriginal Education Consultative Group (AECG), School-Link (collaboration between Schools and Dept. of Health Services Health), Headspace, Charles Sturt University.
MISSION STATEMENT

Stanislaus' College seeks to proclaim the gospel in the spirit of St. Vincent de Paul through the formation of our students and all associated with the school, with special emphasis given to the spiritual, intellectual, social and physical growth of each person within the College community and for the larger community.

The College aims to work with parents in the task of education; creating an environment which reflects the spirit of Christ in a strong and faithful way, and calls forth the best in those who are part of the school.
VINCENTIAN PHILOSOPHY OF EDUCATION

(a) PREAMBLE
The Vincentian Philosophy of Education seeks to proclaim the Gospel in the spirit of St Vincent de Paul and in so doing to form people that they may bring the Good News to the poor and stand with them in solidarity.

The following principles are regarded as fundamental to the task of assisting young people to develop a synthesis of faith and culture and a personal integration of faith and life.

(i) Jesus Christ sent by God, the Person in Whom all human values find their fulfillment and unity, is the Model of authentic human life which we offer.

(ii) In the certainty that the Holy Spirit is at work in every person who seeks the truth we offer our catholic faith and culture to all, non-christians included.

(iii) Since faith is a gift of God and cannot be imposed, we proclaim the Gospel and offer a formation based on the values of that Gospel while respecting the religious freedom and personal conscience of individual students and their parents.

(iv) Formation for living according to the Gospel message is continually fed and stimulated by its Source of Life, the Saving Word of Christ. This is expressed in the Scriptures, in tradition, especially liturgical and sacramental tradition, and in the lives of people, past and present who bear witness to that Word. Mary the mother of God is a singular model and excellent example of that which we as Christians desire and hope wholly to be in faith, charity and union with Christ.

(v) The justification for a catholic college is its sharing in the evangelizing mission of the Church; as such the mandate for our apostolic undertaking is given by the Bishops to whom we are responsible in the person of the local Bishop.

(vi) The promotion of the fundamental equality and dignity of all persons is the basis for our preferential option for the poor, for those who, regardless of the reason, are marginalised in our society, and for those who are deprived of family help and affection.

(vii) Since parents are primarily and principally responsible for the education of their children a Vincentian College community forms and fosters a partnership with them in the context of the local ecclesial community.

(viii) Witness to the integration of faith and vocation in life takes place in a genuine community of faith in which the complementary vocations of lay and religious women and men are recognised, welcomed and fostered.

(ix) A good educational environment is one where young people gradually learn to open themselves continually to life as it is and to create in themselves a clear meaning of life; hence students are to be active agents in their own formation and in the formation of their peers.
(x) Ongoing formation of all involved in the apostolate of educating young people is necessary prerequisite for maintaining the self-criticism needed to evaluate and improve the formation that is offered. Such ongoing formation will seek to develop the educator humanly, professionally, religiously and spiritually in the tradition of Vincent de Paul.

(xi) The educational program is directed to the integral formation of each student so that he, whatever his ability, is extended to the fullest degree possible in all areas of his formation.

(b) AIM
To proclaim the Gospel in the spirit of St Vincent de Paul and to offer an integral human formation for living according to that same Gospel with due emphasis given to the spiritual, intellectual, psychological, physical, moral and social growth of each person in order that students may reach the maturity and inner-directedness required for meeting the commitments of their vocation within and for the larger community.

This formation is offered to all via the provision of an environment that contributes to the wholeness of each in a Vincentian College community. We aim, furthermore, to give special attention to those who are disadvantaged and poor.

(c) GOALS
(i) General Goals
We aim:
1. To impart a knowledge of God and of God’s activity in our world.
2. To deepen each person’s relationship with God, and with others.
3. To take the Gospel of Jesus Christ as our charter of life and in accordance with it to promote the dignity and worth of each person.
4. To lead all to a deeper life, of worship.
5. To be a people of prayer both as individuals and as a community.
6. To bear witness to our personal integration of faith and life in our daily lives.
7. To sustain and foster a community in which people are responsible and inner-directed, capable of choosing freely in conformity with their informed conscience.
8. To encourage the pursuit of excellence in all areas of human endeavour.
9. To foster the Vincentian spirit as an integral part of the Vincentian College life. Manifestations of this spirit are: a trust in God’s providence; unpretentiousness; a generous, gentle and unwavering care for the weak and marginalised, transparency and loyalty in one’s relationships; a friendliness to all, staff and students alike.

(ii) Specific Goals
1. In the area of Spiritual Formation we aim:
   (a) To assist each student to come to a personal commitment to the Lord Jesus and to preserve in that commitment.
   (b) To provide a thorough and reflective knowledge of the catholic faith and the opportunities to practice it.
(c) To develop in students a reverence for the presence of Christ in the Sacred Scriptures, in the Sacraments, especially in the Eucharist, and in the Community gathered together to pray in Christ’s name.
(d) To assist students to discover in themselves meaning for their lives and hope for the future.
(e) To develop in students a sense of belonging to the universal Church and to the local church community.

2. In the area of Intellectual Formation we aim:
(a) To instill in students the desire and the will to search for the truth at all times.
(b) To develop each student’s intellect to its fullest academic, creative and aesthetic potential.
(c) To foster an appreciation for cultural values and for learning in all its forms.
(d) To encourage students to see the knowledge that they acquire as a call to serve, to be responsive to others, responsible for others and to work together in fulfilling that responsibility.

3. In the area of Physical Formation we aim:
(a) To provide an environment which is healthy and conducive to good health.
(b) To provide an experience of physical activities not simply as an exercise for the body, but as an opportunity for the development of moral and social virtues.

4. In the area of Moral and Social Formation we aim:
(a) To develop in students a spirit of solidarity, particularly with respect to the weak, the fragile and the outcast.
(b) To assist students to reflect critically on our society’s values and foster in them the courage to oppose its elements of materialism, pragmatism, hedonism and technocracy.
(c) To enable students to become self-disciplined, to take progressive responsibility for their lives and actions to work with others for the betterment of our world.
(d) To assist students to embrace a set of coherent values centred on love, justice, truth and fidelity.
(e) To develop leadership and community building skills in students and to provide opportunities to exercise those skills.
(f) To develop in students an appreciation of how their work shares in God’s creative activity and to foster in them a respect for the environment and an attitude of care for our world.
POLICY REVIEW & DEVELOPMENT POLICY

Intended Audience: College Employees

BOSTES Reference: Registered and Accredited Individual Non-Government Schools (NSW) Manual 3.6 and 3.9

Distribution: College Staff Room, Staff Induction Folder, College Policies and Procedures Manual

<table>
<thead>
<tr>
<th>Responsibility for Policy:</th>
<th>Head of College</th>
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<tr>
<td>Last Reviewed:</td>
<td>August 2015</td>
</tr>
<tr>
<td>Policy Revision Date:</td>
<td>August 2017</td>
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1. Policy Introduction and Purpose

St Stanislaus College is required to develop and evaluate a range of policies. The purposes of College Policy are as follows:

- To ensure College compliance with all Commonwealth and State Government legislative requirements
- To support implementation of the Mission and Vision of the College
- To implement directions set through the College Strategic Plan
- To provide a framework for school planning
- To maintain direction for the College, including during changes of personnel
- To clarify roles and responsibilities of all staff
- To guide decision making
- To provide a framework for specific actions
- To ensure the ongoing provision of a quality education for all students within a safe and supportive environment

2. Procedures

- Development of Policies
  - Relevant policies will be tabled at Board of Directors’ meetings for comment, advice and endorsement
  - College Policies will be written following an identified need
  - College Policies will be written and published following approval by Head of College
  - Draft College Policies will be circulated to relevant personnel/members of the College community for feedback prior to final publication

- Format of College Policies
  - College Policies will generally follow the following format:
    - Front Page
      - Name of Policy
      - Intended Audience
      - Policy Responsibility
      - Date of Policy
      - Policy Revision date
    - Introduction and Purpose
      - This explains why the policy is being written. This may also contain or refer to background materials or contain more explanatory details regarding other factors (e.g. educational, environmental, legal, regulatory) that led to the development of the policy.
    - Policy Principles
      - These outline the principles/understandings on which the policy is based
    - Roles and Responsibilities
    - Procedures
      - This section details ‘how’ the policy statement will be accomplished. It may set different procedures for different members of the College community as well as outlining who will be responsible for various parts of the implementation of the policy
    - Definitions
      - Policies should be clear and precise and easy to follow. Sometimes terms used in the policy will need to be defined to clarify meaning
    - References
      - There may be relevant additional resources/materials/publications that can be cited in this section
3. **Storage and Circulation of College Policies**
   - Head of College Secretary is responsible for the formatting, publishing and digital storage of all College policies
   - College policies relevant to parents, carers and members of the community will be placed on the College Website. This will include all policies required for publication through the Annual School Report.
   - Digital copies of all College Policies will be accessible by staff through Edumate.
   - A hard copy of all College Policies will be placed in the following school locations:
     - Office of Head of College Secretary
     - Office of Head of College
     - Office of Deputy Head of College
     - Office of Head of Boarding
     - Office of College Registrar
     - Office of College Accountant
     - Staff Lunch Room

4. **Evaluation and Review**
   - As a general rule, College policies will be reviewed every two years
   - Date for review will be recorded on the front cover of the policy
   - Where a legislative change/development informs or impacts on a College Policy, it will be reviewed/amended as soon as practicable
   - Changes to College Policies
     - Any amendment, addition or change must be approved by the Head of College before any amendment, addition or change is made.
     - Secretary to the Head of College will ensure that this approval is provided
COMPLAINTS & GRIEVANCES POLICY

Intended Audience: College Employees

BOSTES Reference: Registered and Accredited Individual Non-Government Schools (NSW) Manual 3.6 and 3.9

Distribution: College Staff Room, Staff Induction Folder, College Website, College Policies and Procedures Manual

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<td>Previous Revision Date:</td>
<td>November 2012</td>
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<tr>
<td>Current: Policy Revision Date:</td>
<td>January 2013</td>
</tr>
<tr>
<td>Policy Revision Due:</td>
<td>November 2015</td>
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1. **Policy Introduction and Purpose**
The community of St Stanislaus College commits itself to creating and maintaining a safe and supportive environment, underpinned by Vincentian values.

When a member of the College community wishes to raise a complaint or grievance this policy ensures that it is responded to in confidence, and as soon as possible, with respect and procedural fairness for all involved.

**Roles and Responsibilities**
The relevant staff members responsible for addressing complaints and grievances in particular areas are as follows:
Classroom matters - the Classroom Teacher
General matters - the Tutor
Personal matters - the College Counsellor
Behaviour matters - a Year Co-ordinator
Academic matters - the relevant Faculty Head
Appeals on Academic matters - the Director of Curriculum
Boarding House matters – House Parent or Head of Boarding
Appeals on Behaviour matters - the Deputy Head of College

On matters where, after parents/students have accessed the above, and believe the concern has still not been resolved or addressed properly – the Head of College.

2. **Principles that govern this policy are:**
Complaints will be dealt with responsibly and confidentiality will be preserved.

Procedural Fairness: The principles of procedural fairness will be followed in all aspects of complaint handling. This includes:
- giving the complainant the opportunity to put forward a complaint
- offering reasonable assistance to enable the complaint to be made and to know the complaint handling procedures
- informing the respondent of the substance of the complaint investigation process including outcomes
- handling the complaint process confidentially
- determining complaints as quickly as possible and advising the complainant and the respondent of the outcome of the investigation
- assessing the facts and circumstances of the situation objectively and determining the complaint fairly
- providing details of the determination and reasons
- informing the complainant and the respondent of any avenue for review

Parents and students have the opportunity to communicate complaints or grievances through direct contact by phone, email or through appointments at the College. Meetings are also organised at the College at which parents are welcome to express concerns or to suggest improvements in College processes for the benefit of their son.

The Head of College, Head of Boarding and other staff also make regular visits to areas from which boarding families live, to be involved in direct conversation with families.

Formal grievance procedures are in place in areas such as assessment programs for the Higher School Certificate.
3. Procedures
Anonymous complaints will not be responded to by the College. Where an anonymous complaint concerns matters of child protection or a serious legal matter it will be forwarded to the appropriate authorities.

Complainants are encouraged to commence as follows:

- **Approach the other party**
Where appropriate, the complainant is encouraged to try to resolve any complaint directly with the person/s concerned. This may be the easiest way of resolving the issue if the complainant feels comfortable speaking to the other person involved. The complainant needs to explain to the person concerned why their behaviour, decision or actions caused concern. Through discussion, the issues may become clear and the parties have a chance to address the problem. Many complaints can be resolved at this level.

- **Approach a member of staff designated to act on the specific matter.**
If the complainant is not comfortable approaching the person/s directly concerned or if they are not satisfied with the outcome, they may approach member of staff designated to handle specific issues. A meeting can be arranged by the designated staff member to address the concerns and work towards a resolution of the problem.

- **If a parent has a complaint about a student other than their own son they should raise it with the relevant Year Coordinator.**

- **Make a formal complaint**
If the complaint is not able to be resolved directly or in the above meeting or if the complainant is not happy with the College response to the complaint, the complainant may lodge a formal written complaint with the Head of College. It is advised that the Complaint or Grievance Lodgment Form be used (Appendix A). The Head of College or designated staff member will examine the issue and a written response will be made.

- **What will the Head of College or supervisor who handles the complaint do?**
*As soon as possible after you report your complaint, the following will happen:*

The Head of College or designated person receiving the formal complaint will obtain information from the complainant about the issue and document this information.

That person will explain how the rest of the complaints procedure works (including what will be done to protect the complainant).

As soon as possible after the initial interview, the Head of College or designated person will address the complaint(s) with the other party/parties. All parties are welcome to have a support person present at any meeting.

If more information is required, the Head of College or designated person may need to speak to witnesses.

If he/she decides to speak to witnesses, this should be done in such a way as to safeguard confidentiality. In the interests of confidentiality, only relevant witnesses will be interviewed.

The Head of College or designated person will decide how the complaint should be resolved and will inform all parties.
The Head of College or designated person will inform the complainant in writing of the resolution and of any changes that will be made to procedures to help prevent this situation reoccurring.

The Head of College or designated person involved will monitor the situation for an appropriate period of time.
APPENDIX A

4. Complaint or Grievance Lodgement Form

1. YOUR DETAILS
FAMILY NAME: ____________________________

GIVEN NAME: ____________________________

ADDRESS: ________________________________________________________________

PHONE NUMBER: (HOME) _________ (WORK) ___________ (MOBILE) ___________

2. Have you discussed your matter with a designated staff member?
   □ Yes  □ No

   If Yes when? __________

   Who dealt with the matter? __________________________________________________

   What was the result?
   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________

3. Please give details of the complaint and outcome you are seeking.
   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________

   Date: __________________________ Signature: ________________________________

Please mail this form or hand it in at the College Office marked for the attention of the Head of College.

PRIVACY NOTICE:
The information provided on this form will be used by the College to follow up your complaint. The provision of this information is voluntary. It will be stored securely. You may correct any personal information provided at any time by contacting the school office.
WORKPLACE BULLYING POLICY

Intended Audience: College Employees

BOSTES Reference: Registered and Accredited Individual Non-Government Schools (NSW) Manual 3.6 and 3.9

Distribution: College Staff Room, Staff Induction Folder, College Policies and Procedures Manual

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1. Policy Introduction and Purpose

The College aims to provide a safe and healthy work environment in which all College Employees are treated fairly, with dignity and respect.

The College recognises that workplace bullying creates a risk to health and safety and in serious cases may also constitute a criminal offence. Workplace bullying will therefore not be tolerated at the College.

This policy applies to all College employees. It outlines the College commitment to ensuring, so far as is reasonably practicable, that College Employees are not subjected to any form of workplace bullying. It also details the responsibilities of College Employees to prevent workplace bullying.

2. Definitions/Glossary

What is workplace bullying?

Workplace bullying is repeated, unreasonable behaviour at work by an individual or group of individuals directed toward a person or group of people that creates a risk to health and safety.

Workplace bullying can include:

- verbal abuse and abusive, belittling derogatory, insulting or offensive language or comments (whether or not such language or comments are made in the presence of the person to whom they relate);
- aggressive behaviour;
- making threats;
- isolating or excluding behaviour;
- spreading misinformation, rumours or innuendo;
- inappropriate comments about a person’s appearance, lifestyle, their family or sexual preferences;
- teasing or regularly making someone the brunt of pranks or practical jokes;
- interfering with personal property or a person’s work equipment;
- sending inappropriate emails;
- engaging in offensive conduct towards a person on social media; and/or
- harmful or offensive initiation practices.

The above examples do not represent a complete list of unreasonable behaviours, however they are indicative of the type of behaviours which may constitute workplace bullying and therefore are unacceptable at the College.

A person’s intention is irrelevant in deciding if workplace bullying has occurred. In assessing whether behaviour is unreasonable, one should consider if an impartial person observing the situation, and having regard to all of the relevant circumstances, would think it is acceptable to behave that way.

A single incident of unreasonable behaviour does not usually constitute workplace bullying. However, such behaviour is still not acceptable and should not be ignored as it may have the potential to escalate into workplace bullying.

Employee – an employee is any person who is employed by the College, whether or not they are employed to work directly with children, as well as anyone from outside the College who is engaged to provide services to children such as contractors, volunteers, students on placement, instructors of religion, sports coaches, visiting musicians (Section 25A Part 3A of the Ombudsman Act 1974).

Serious – concerns or complaints are serious and will be treated as such.

Prompt – concerns or complaints will be dealt with promptly.

Impartiality – the College will act impartially when dealing with concerns or complaints.
Confidentiality – concerns or complaints will be treated confidentially, in so far as is possible, provided that maintaining confidentiality does not compromise the College ability to collect information during an investigation or conduct an investigation.

Victimisation – occurs where a person suffers or is threatened with any form of detriment after making a complaint of workplace bullying. Anyone who makes a genuine complaint will be supported and will not be penalised in any way because they have made a complaint, even if that complaint is ultimately not substantiated (unless the complaint was vexatious). Victimisation constitutes serious misconduct and may be grounds for disciplinary action (up to and including termination of employment/engagement). Anyone who feels they have been victimised should discuss the matter with the Head of College (or, if the victimisation relates to the Head of College, the Chair of the Board of Directors).

Vexatious complaints – complaints can have serious consequences and should only be made in good faith. Where it is found that intentionally inaccurate, misleading, malicious or false complaints have been made, disciplinary measures may be taken against the person making the allegations (up to and including termination of employment/engagement).

Support – the College will inform anyone involved in a complaint management process about the support services available at the College.

Breaching this policy – College Employees found to have breached this policy may face disciplinary action (up to and including termination of employment/engagement).

3. Reasonable management action is not workplace bullying (reference: Managing Unsatisfactory Performance Policy)

The College has the right and is expected to make a range of management decisions about the operation of the College. This includes directing the way in which work is performed, undertaking performance reviews, providing feedback (even if negative) and disciplining and counselling College Employees. As such, workplace bullying does not include reasonable management action taken in a reasonable manner.

For example, it is not workplace bullying if the Head of College or any employee in a leadership/supervisory role reasonably:

- manages a staff member’s performance;
- sets performance goals, standards and deadlines;
- assigns a particular class to a teacher;
- allocates a particular office to a staff member, or does not allocate an office at all;
- transfers a staff member from one department to another;
- decides not to select a staff member for promotion;
- informs a staff member about unsatisfactory performance or inappropriate behaviour;
- implements organisational change; and/or
- provides constructive feedback.

4. College Roles and Responsibilities

The Board of Directors endorses this policy. Board Directors will not engage in workplace bullying, or encourage or allow others to do so and will model appropriate leadership behaviours consistent with this policy. If a workplace bullying complaint is made about the Head of College, the Chair of the Board of Directors will be responsible for handling that complaint in accordance with this policy.

The Head of College is responsible for this policy. The Head of College has a duty to take reasonably practicable steps to manage risks to health and safety in the College. The Head of College will not engage in workplace bullying or encourage or allow others to do so and will model appropriate leadership behaviours consistent with this policy. The Head of College will be responsible for handling workplace bullying complaints, other than those concerning the Head of College, in accordance with this policy.
Other employees holding leadership positions are responsible for ensuring that this policy is adhered to in their respective areas. They will not engage in workplace bullying, or encourage or allow others to do so and will model appropriate leadership behaviours consistent with this policy. Any breaches of this policy will be addressed promptly in accordance with this policy.

Other College Employees also have an important role in the prevention of workplace bullying. They must take reasonable care for their own health and safety as well as that of others in the workplace. They must comply with this policy and they must not engage in workplace bullying or encourage or allow others to do so.

5. Procedures
Concerns about workplace bullying can be resolved in a number of ways. The approach taken by College employees with a particular concern should reflect the seriousness of the matter and the relationship between the person with the concern (the complainant) and the person who the concern is about (the respondent).

The College encourages an environment in which any complainant can comfortably, promptly and safely raise their concerns about perceived workplace bullying with a respondent directly, regardless of whether the complainant is actually the recipient of the alleged bullying. Such informal resolution increases the likelihood of a healthy and productive working relationship being maintained or re-established between a complainant and a respondent. This policy therefore sets out a procedure below that encourages the informal resolution of workplace bullying concerns at first instance. However, it also sets out procedures for employees to make complaints about workplace bullying if they do not feel comfortable resolving their concerns informally, or if informal attempts at resolution have been unsuccessful.

Taking informal steps
The first step should generally be to ask the respondent to stop the unwanted behaviour.

The complainant should identify the behaviour, explain that the behaviour is unwelcome, outline the reasons why that is and ask that it stop. The complainant should be frank during this conversation, but should focus on the outcomes they are seeking rather than being overly critical of the person they are speaking with.

However, a formal complaint should be made instead if:
- it is not appropriate to raise an issue directly with the respondent;
- a complainant does not feel comfortable doing so; or
- the behaviour continues.

Making a formal complaint
A formal complaint can be made in writing to:
- an employee holding leadership responsibility, who shall refer the complaint to the Head of College;
- the Head of College; or
- the Chair of the Board of Directors if the complaint is about the Head of College.

The written complaint should set out as much detail as possible, including:
- the nature of alleged workplace bullying behaviour;
- the name of the respondent(s) alleged to have engaged in the alleged behaviour;
- the names of any potential witnesses to the alleged behaviour;
- when and where each instance of alleged behaviour occurred;
- what was said or done on each occasion; and
- what steps, if any, have been taken to resolve the issue.
The Head of College or Head of College nominee (or the Chair of the Board of Directors or nominee if the complaint is about the Head of College) will review the written complaint and meet with the complainant to discuss it. The complainant may be required to provide more information at this stage and any options for informally resolving the complaint will be discussed. This might include speaking informally with the respondent(s) or facilitating a discussion or arranging mediation between the parties.

Outcomes of this initial complaint procedure may include:
- a complainant accepting that the complaint is not substantiated;
- an apology being made to the complainant;
- agreed forms of appropriate behaviour;
- disciplinary action being taken against the respondent(s); and/or
- counselling support for the complainant.

The person managing a formal complaint will confirm the outcome at this stage to the complainant and any respondent(s) in writing.

**Investigating a formal complaint**
Where the respondent disputes a formal complaint, or the complainant is otherwise not satisfied that his or her complaint has been resolved, or the College considers a complaint requires formal investigation, the complaint should be investigated.

Any investigation may be conducted by the College internally or using the services of an external consultant. However, a complaint about the Head of College will ordinarily be investigated by an external consultant.

If an investigation is deemed appropriate, the complainant will be informed of:
- how the matter will be investigated and the anticipated timeframe for the investigation;
- what support is available to the complainant;
- any interim measures which may be taken until an outcome is reached, to ensure the health and safety of all parties involved in the matter; and
- if the complaint requires a report to be made to a law enforcement agency.

An investigation will ordinarily involve interviews with the complainant, the respondent(s) and any relevant witnesses. The respondent(s) to a complaint will be informed of the relevant allegations and whether any interim measures will be implemented by the College (such as a respondent being stood down pending a resolution of the complaint) and will be provided with a reasonable opportunity to respond to the allegations.

Once the investigation is concluded, if the investigation was conducted internally by the College, the Head of College will determine whether there has been substantiated workplace bullying or other unreasonable behaviour and then decide on the outcome of the investigation. If the investigation is conducted by an external consultant, the investigation findings will be reported to the Head of College (or to the Board of Directors if the investigation related to a complaint about the Head of College) to determine the outcome.

**Potential outcomes of a formal complaint**
If a formal complaint is not substantiated, the outcome of the investigation will be communicated to the complainant and any respondent(s). Even when that happens, further action may nonetheless be taken by the College which may include counselling, mediation, changes to working arrangements and/or further training for the complainant and/or respondent(s).

If a complaint is substantiated, that finding will be conveyed to the complainant and the respondent(s). The Head of College will then decide on what actions should be taken to resolve the complaint. Depending on the findings, it may be appropriate for one or more of a number of steps to be taken, including:
• a request that a respondent provide an apology;
• a request that a respondent undertake that certain behaviour(s) will not be repeated;
• taking disciplinary action against a respondent (which may involve counselling, a formal warning and/or termination of employment/engagement);
• directing one or more parties to participate in training; and/or
• directing one or more parties to participate in mediation or a facilitated discussion.

In some cases, it may not be appropriate that the College inform the complainant about the exact actions taken to address a substantiated complaint.

6. Complaints about persons other than College employees
Workplace bullying complaints about persons other than College employees will be taken seriously by the College. Such complaints should be directed to the Head of College in the first instance and will be dealt with using the process outlined in this policy (as adjusted by the Head of College in his or her discretion to reflect the absence of an employment relationship between the College and the relevant respondent).
BOARDING HOUSE POLICIES, PROCEDURES & OPERATING GUIDELINES

Intended Audience: College Employees, Boarding Families

BOSTES Reference: Registered and Accredited Individual Non-Government Schools (NSW) Manual 3.6 and 3.9

Distribution: College Staff Room, Staff Induction Folder, College Website, Boarding Family Induction Documentation, College Policies and Procedures Manual

<table>
<thead>
<tr>
<th>Responsibility for Policy:</th>
<th>Head of College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous Revision Date:</td>
<td>January 2015</td>
</tr>
<tr>
<td>Current Policy Revision Date:</td>
<td>August 2016</td>
</tr>
<tr>
<td>Policy Revision Due:</td>
<td>January 2017</td>
</tr>
</tbody>
</table>

Boarding House Policies, Procedures and Operating Guidelines are regularly reviewed and updated. As changes occur, an updated version is posted on the College website at www.stannies.com and updated in the Policies and Practices Manual. It will also be emailed to Staff.

Copies of this document are located on the College Website and in Head of College Office, Deputy Head of College Office, Registrar’s Office, Administration Office and the Boarding Centre. It is issued to all Boarding families at the commencement of the new school year or on enrolment.
Boarding House – Policies, Procedures and Operating Guidelines

Introduction
Boarding house policies, procedures and operating guidelines are developed and reviewed to provide clear understandings and directions to ensure that all boarders experience a safe and supportive environment in which to live.
Student routines, rules, rewards and consequences support boarding students to develop a sense of community. Boarding policies, procedures and operating guidelines support boarding students to build initiative, self-discipline and self-respect.
Roles and responsibilities for all staff are clearly established and communicated in order that all boarders are well-cared for and treated with respect.
Policies, procedures and operating guidelines have been established to ensure that the physical, educational and social environment of the boarding house provides healthy, safe and supportive living, social, academic and recreational areas for all students.

Context
St Stanislaus College has been caring for Boarding students and their families since 1867. The College currently caters for full time and weekly boarders. Boarding and day school staff work with young men entering the Boarding House to ensure that this experience is a rewarding, supportive and memorable one where boarders are provided with many opportunities to use their skills, gifts and initiative in a supportive and structured environment. Boarding at the College provides the opportunity for a balanced academic, spiritual, sporting, co-curricular and social experience and the opportunity to make friends for life.

Safe and Secure Environment Information

Staff in the Boarding House have very significant legal and moral obligations to safeguard and protect the interests of young people in their care. Every staff member should be thoroughly conversant with the College Child Protection Policy. A copy of the College Policies & Practices Manual is located in the Boarding Centre and in the offices of Head of College, Deputy Head of College and Registrar. The Child Protection Policy is also readily available on the College website.

The following areas of Policy are connected directly to the Boarding House and are to be read in conjunction with the College Child Protection Policy.
Staff Roles and Responsibilities

NB ALL BOARDING HOUSE STAFF, PAID AND VOLUNTEER, ARE REQUIRED TO HAVE A VALIDATED WORKING WITH CHILDREN CHECK PRIOR TO COMMENCEMENT OF DUTIES IN THE BOARDING HOUSE.

ALL COLLEGE STAFF ARE REQUIRED TO COMPLETE AN ONLINE CHILD PROTECTION PROFESSIONAL DEVELOPMENT COURSE ON AN ANNUAL BASIS (CCER Self Administered Legal Training (SALT)) – SALT compliance enables organisations to inform their staff about compliance issues, while monitoring their level of understanding and activity through a simple three-step process of training, testing and reporting).

- All Staff working in the Boarding House play an important role in the development, wellbeing and supervision of boarding students. Staff are required to undertake regular professional development and to participate in regular Boarding staff meetings and briefings relating to legislative and College guidelines related to their roles as supervisors and specifically to their obligations in relation to Child Protection legislation.

- Parents and boarders are provided with mobile and email contact details for relevant members of the Boarding House staff.

Head of Boarding
The Head of Boarding is responsible for the direction and oversight of the Boarding House. The Head of Boarding reports directly to the Head of College (NB: The Head of College will at all times be contactable through mobile phone).

The Head of Boarding resides just outside the College grounds.

The Head of Boarding is a member of the College Pastoral Care Leadership Team.

Houseparent
The House Parent is the first point of contact point for boarding students, parents and staff about all matters related to a student’s Year Group in the Boarding House. The role has a specific pastoral care/wellbeing focus

Duty Houseparent:
The Duty Houseparent is the senior boarding staff member on duty who can meet the immediate needs of parents, students and staff when a Houseparent is not available. Duty Houseparent is responsible for the effective running of the Boarding House at a particular time. Duty Houseparent is also the after hours boarding house contact (0417 425 321). Some Duty House Parents reside on site.

Residential Staff
Residential staff provide care and supervision after school hours. They work on a normal supervision roster. Some residential staff live on site.
College Counsellor
The College Counsellor is a registered Psychologist and works closely with students and staff. The Pastoral Care Program focuses on the physical, social, emotional and spiritual wellbeing of all members of the College community.

In the Boarding House, the College Counsellor is present on Monday and Wednesday evenings. The College Counsellor is also available at the discretion of the Head of College to assist with a range of Pastoral Care matters. The Counsellor has links with a broad range of local services.

College Matron
College Matrons are registered nurses who are rostered to attend the Clinic during the set times. College Matrons also organise the regular Doctor’s Clinic three times per week, as required, as well as appointments with other Health Services and Professionals.

Volunteer Study Tutor
Volunteer study tutors, generally students from Charles Sturt University, Bathurst, assist junior students with study support under the supervision and direction of Head of Boarding and College Counsellor.

Dormitory Prefects
Senior students (usually Year 11 students) are appointed as Dormitory Prefects for the Years 7-9 students. They reside adjacent to the specific Year group dormitory. They are expected to act as a ‘big brother’ to the younger students in their dormitory and to ensure that they know each of these students well. Dorm prefects will assist with before school routines and evening routines. Dorm Prefects will work closely with the Houseparent and take advice and direction as well as offer ideas and show initiative in responding to the wellbeing of the young students in their dormitory. The dorm prefect is also a positive role model for the younger boarders. They also have specific responsibilities during an emergency procedure. Regular meetings between Dormitory Prefects, Houseparents and the Head of Boarding ensure that relevant information of a pastoral nature is communicated.

Pastoral Care, Safety and Wellbeing
- Day School Pastoral Care Policies, Procedures and Role Responsibilities apply to all Boarding House students.
- It is expected that College Child Protection Policies, Processes and Procedures are adhered to at all times within the Boarding House.
- The Head of Boarding, Counsellor and Head of College regularly review Boarding House operations to ensure that student wellbeing is maintained within a safe and supportive environment.

Student Notifications/Disclosures
- College policies and procedures for student notification processes extend to the Boarding House.
Disclosure of Abuse

- Students are advised that they have a right to feel safe. If a student has experienced any form of abuse by a fellow student, staff member, visitor or family member he should tell someone about it immediately. This can be the School Counsellor, House Parent, Head of Boarding, Tutor, Parents or Head of College. If a student has disclosed this information to another student, that student is encouraged to report this immediately. Head of College is responsible for following up this allegation swiftly and confidentially using published College processes.

Complaints/Grievances/Bullying

The above procedures applies for any student who needs to report a situation where he feels unsafe for any reason.

The message to all Boarding students is very clear:

If you are being hurt or harmed in any way, tell someone!

Boarding House Accommodation

Junior Boarders

- The student boarding community is organised across year group lines. Junior Year Groups (Years 7-9) are assigned to a particular Year group dormitory. All students have their own private bed/workspace area.

- Each Junior Dormitory is equipped to comfortably accommodate the students allocated to the area. Each student is allocated to a particular area that becomes his specific responsibility and his own private space.

- Each student’s area has a bed with ample rack storage and a lockable box underneath it. There is also a desk with shelf as well as a large press with hanging space and shelves. This press is also lockable. There is a maximum space for storage in the press and under the bed. It is requested that students do not store unnecessary clothing, equipment or other items at school. It makes it very difficult to keep presses and rooms/areas clean when students have excessive amounts of clothing and other items.

- Students are issued with a padlock for their press and a key. There are spare keys available through the Boarding Centre, however, students are encouraged to secure both their belongings and the key (in their safe) to assist in this process. There is a replacement charge imposed for lost keys and locks however the College accepts responsibility for normal wear and tear and maintenance.

- Junior students are also supplied with a small hotel safe in which to store valuables such as phones, iPods, wallets and the keys to the padlocks on their press etc. Senior Staff possess a master code and each student can program his safe to his own pin up to 6 digits. Students are advised to not share their code and are asked to change it regularly to enhance security.
• In each dormitory, there is a kitchenette containing sink, fridge and microwave. There is also a recreation area fitted with lounges, chairs and cushions as well as a flat panel colour television. Students share tidiness and cleanliness responsibilities for these general areas of the Dormitory.

• Students from other year groups are not permitted to enter the dormitories without expressed permission of the Duty Houseparent, Head of Boarding or Head of College.

• Junior boarders are required to hand in their mobile devices each evening at lights out and to collect them the following morning prior to commencement of the school day.

Senior Students
• Students in Years 10, 11 & 12 students reside in single rooms. Each has its own individual lock and students are issued with one key.

• The door to these rooms is to remain open apart from when students are changing clothes, after lights out, before wake up or when not in the room.

• On each senior wing there is a kitchenette containing sink, fridge and microwave as well as seminar rooms. There is also a recreation area fitted with lounges, chairs and cushions as well as a flat panel colour television. Students share tidiness and cleanliness responsibilities for these general areas.

Residential Staff Procedures regarding students living in single rooms
These procedures apply for wake-up, evening study, lights out time and any other time staff need to open the door of student single room accommodation. Any time that a student is in his room, the door is to be left open with the exception of getting changed, before wake up and after lights out. In extreme emergencies and where a student’s wellbeing is of particular concern, residential staff should take every precaution to protect themselves and the student. As a minimum requirement in these circumstances, other students should be present.

The following procedure is to be followed:

1. Staff are to knock on the door and seek a response from the student who belongs in the room by calling their name. Example: knock, knock, knock, “Peter, this is Mr/Ms/Mrs …, are you awake?”
2. If a student acknowledges you, there should not be a need to open the door.
3. If the student does not acknowledge you, you should repeat the process in 1 above. You should ask other students who may be in the corridor if they have seen the student in question. You should do this whenever you see another student in the area.
4. If there is still no response, you should knock 3 times again and announce your intention to open the door with an announcement similar to “Peter, this is Mr/MS/Mrs … and I am now going to open your door to make sure you are alright.”
5. If there is no response, you should insert the key in the door and open the door about 15-20 centimetres and knock on the door again and announce in a reasonably loud tone “Peter, this is Mr/Ms/Mrs ... and I need you to let me know you are here and are alright.”

6. If there is still no response you should open the door and remain in the corridor. If the room is empty, you must re-lock the door. If the student is there, you should ask for his attention and ascertain the reason for his lack of response previously.

7. **Staff must never enter a student’s single room accommodation while the student is present, unless accompanied by another staff member.**

Rarely should you need to get to point 6 above as the student will either be absent, will have acknowledged you or someone else will have informed you of his whereabouts.

Students who do not comply with the reasonable directions of staff in relation to acknowledging their presence in their rooms and subsequently place a staff member in an increasingly difficult situation will be referred to the Head of Boarding.

If staff have any questions regarding this procedure, they must clarify details with either the Head of Boarding, Duty Houseparent or the Head of College.

**Dormitories - Senior and Junior - General**

- **Wireless Internet Access** is available throughout the Dormitories. The use of this facility is monitored by the College ICT Department as well as by residential staff who are on duty when students are in their Dormitories. Access to the wireless system is restricted after 10.00pm for junior students and 11.00pm for senior students. Under special arrangements and for academic purposes, senior students may be granted later access from time to time. Students are not permitted to have their own wireless “dongles” through outside providers.

- Ball games and wrestling are prohibited in all dormitories, corridors, passages and rooms in the Boarding House.

- As part of the formation of boarding students, a sense of responsibility for the cleanliness of one’s own area is instilled in the students. Students need to ensure that they make their bed daily and keep their presses and dormitory/room clean and tidy. Clothes must be left neatly at all times and no clothes may be left lying on the floor. Dirty clothing needs to be placed in a washing bag. It is the responsibility of each student to ensure that his dormitory/room is kept clean and tidy.

- On specific occasions, particular students are rostered to perform specific cleaning duties. For example, students are responsible for washing up after each meal as well as the cleaning of the refectory. In the dormitory, different groups ensure the general cleanliness of the whole area, the removal of garbage and the vacuuming of the Dormitory.

- Footwear must be worn around the College at all times. Hats/caps are not permitted to be worn inside. Beanies are acceptable in winter, however, not in the refectory or chapel.
Out of Bounds after Lights Out

- Students found out of their areas after lights out will be referred to the Head of Boarding. It is the responsibility of all boarders to remain in their area after lights out. Misbehaviour after lights out will only disturb fellow students and possibly place students at risk.

- If support is needed after lights out, students are firstly to contact their Dormitory Prefect (juniors) or The Duty Houseparent. All boarders have the mobile number of Duty House in their mobile phones. Junior students have access to Duty House through the Dorm Prefect and residential staff living on site. The Duty Houseparent phone should only be used in emergencies.

Other Items
Television, bar fridges, heaters, standing fans and cooking devices are not permitted. Heated blankets are however permitted for students to use during winter and desk fans during summer. Students are not permitted to engage in the selling of drinks and other food items throughout the Boarding House.

Padlock System
When Boarders initially commence at the College, they will be provided with a padlock. Each padlock will have three (3) spare keys that will be kept secured in the Boarding Centre.

In the event that a student loses a key, he may obtain a replacement and his account will be charged the replacement cost of the key.

If a student loses all three replacement keys, for security reasons, he will be given a replacement set of locks and the cost of this replacement will be charged to his account. This procedure is in place to ensure students take responsibility for the security of their possessions. If there are a total of four (4) keys lost, this security is considered breached and the new locks are required to re-establish maximum security. At the end of each year, students are required to hand in their locks and keys to the Boarding Centre for maintenance and safe keeping. They are reissued at the start of the next year.

NO VISITOR IS PERMITTED IN ANY DORMITORY WITHOUT THE PERMISSION OF THE HEAD OF BOARDING OR THE HEAD OF COLLEGE.
AS A RULE, PARENTS AND STUDENTS PARTICIPATING IN AN ENROLMENT OR ORIENTATION PROCESS WILL ONLY BE TAKEN TO A DORMITORY DURING A TIME WHEN THERE IS NO STUDENT PRESENT (EG SCHOOL HOLIDAYS, DURING A SCHOOL DAY).
NO STUDENT IS PERMITTED TO ENTER THE VINCENTIAN CORRIDORS ON THE FIRST FLOOR OF THE BUILDING. AS A RULE THE ENTRANCE DOORS TO BOTH FLOORS ARE LOCKED AND THE SIGN ENGRAVED ON BOTH DOORS STATES CLEARLY “PRIVATE RESIDENCE. STRICTLY NO STUDENT ACCESS”.

Boarding House Policies, Procedures & Operating Guidelines
Staff Residential Areas Protocols
Care of the students and staff at the College is of paramount importance to all at St Stanislaus’ College. The following regulations have been implemented as direct measures to keep all members of the College community safe.

- NO Student is to enter a Staff Member’s Residence: - alternative venues need to be organised, for example, the Interview Room in the Boarding Centre, if discussion is required between a member of staff and student(s). Ideally the staff member should have a colleague assisting with any formal interview.

- NO Staff Member is to enter a student’s Room. In respect to Senior Student Rooms and Dormitory Prefect Rooms, it is a clear direction by the College that no staff member is to enter a student’s room. All directions to that student should be made from the entrance to the room. If it is necessary to enter the room it is required that a staff member follows Residential Staff Procedures Regarding Students Living in Single Rooms.

- Staff are not permitted to sign out boarding students without the direct permission of the Head of College or Head of Boarding or Duty Houseparent.

- Staff organising alternative activities not held at the College for boarding students should seek permission through the Head of Boarding before the activity proceeds. If this requires travel away from Bathurst, and variation to staffing roster or implementation of Excursion Policy Protocols, this will generally be communicated to the Head of College and Management Committee via a Variation to Routine (VTR ) application

Policy on Girls Visiting the College
- Girls may normally only visit students on Saturday and Sunday afternoons between 1.00 pm and 5.00 pm. Under no circumstances are girls to enter the residential areas of the College.
- On arrival at the College girls are to report to the Boarding Centre
- Boarders being visited will be paged from the Boarding Centre and on arrival they are normally to remain in the Quadrangle during the period of the visit.
- Normal courtesies and good manners are expected to be observed by both boys and girls. Girls are to be introduced to College Staff when the latter are present. Behaviour should be appropriate and must be within the College regulations at all times.
- The toilets off the Administration corridor are available for use by the girls.
- As a matter of courtesy the girls as well as the boys they are visiting are expected to inform the supervisor in the Boarding Office when they are leaving the College.

Female Visitors at Rugby and other Sporting and Cultural Events.
Girls are permitted to visit the College for the purpose of watching the rugby or other sporting or cultural events. Students and/or their visitors who do not co-operate are to be referred to the Head of Boarding
# Boarding House Routine

## Weekdays

<table>
<thead>
<tr>
<th>TIME</th>
<th>YEAR 7/8</th>
<th>YEAR 9</th>
<th>YEAR 10/11/12</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 am</td>
<td>Wake Up - Showered/Pack for school</td>
<td>Wake Up - Showered/Breakfast</td>
<td></td>
</tr>
<tr>
<td>7:40 am</td>
<td>Inspection</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:55 am</td>
<td>Breakfast</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:20 am</td>
<td></td>
<td>Inspection</td>
<td></td>
</tr>
<tr>
<td>8:45 am</td>
<td>School</td>
<td></td>
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</tr>
<tr>
<td>3:20 pm</td>
<td>Dormitory unlocked</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:45 pm</td>
<td>Dormitory locked/Sport/Activities</td>
<td>Sport/Activities/Study</td>
<td></td>
</tr>
<tr>
<td>5:00 pm</td>
<td>Dormitory unlocked/showered</td>
<td>Showered</td>
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</tr>
<tr>
<td>5:20 pm</td>
<td>Prepare for Study 1</td>
<td></td>
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</tr>
<tr>
<td>5:30 pm</td>
<td>Study 1 Begins</td>
<td></td>
<td></td>
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<tr>
<td>5:45 pm</td>
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<td>Dinner</td>
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</tr>
<tr>
<td>6:10 pm</td>
<td>End of Study 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:15 pm</td>
<td>Dinner</td>
<td>End of Dinner (option to stay until 6:30 pm)</td>
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<tr>
<td>6:45 pm</td>
<td>End of Dinner</td>
<td>Study 1 Begins</td>
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</tr>
<tr>
<td>7:00 pm</td>
<td>Study 2 Begins</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:45 pm</td>
<td>End of Study 2/Dorm/Area clean up</td>
<td>End of Study 1/Study break</td>
<td></td>
</tr>
<tr>
<td>8:00 pm</td>
<td>Area Inspection</td>
<td>End of Study 2/Dorm/Area clean up</td>
<td>Study 2 Begins</td>
</tr>
<tr>
<td>8:15 pm</td>
<td>Supper in the refectory &amp; free time in dormitory</td>
<td>Area Inspection</td>
<td></td>
</tr>
<tr>
<td>8:30 pm</td>
<td></td>
<td>Supper in the refectory &amp; free time in dormitory</td>
<td></td>
</tr>
<tr>
<td>8:45 pm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00 pm</td>
<td></td>
<td>End of Study 2/Optional extra study</td>
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### Saturday

<table>
<thead>
<tr>
<th>TIME</th>
<th>YEAR 7/8</th>
<th>YEAR 9</th>
<th>YEAR 10/11/12</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:15 pm</td>
<td>Lights Out</td>
<td>Supper in the refectory &amp; free time in dormitory</td>
<td></td>
</tr>
<tr>
<td>9:30 pm</td>
<td></td>
<td>Lights Out</td>
<td></td>
</tr>
<tr>
<td>10:30 pm</td>
<td></td>
<td>Lights Out</td>
<td></td>
</tr>
</tbody>
</table>

### Sunday

<table>
<thead>
<tr>
<th>TIME</th>
<th>YEAR 7/8</th>
<th>YEAR 9</th>
<th>YEAR 10/11/12</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 am</td>
<td>Wake Up - Showered/Breakfast</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00 am</td>
<td>Mass at the St Michael and St John’s Cathedral/Chapel (Either morning or evening Mass)</td>
<td></td>
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<tr>
<td>11:00 am</td>
<td>Weekend Activity/Free time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:00 pm</td>
<td>Lunch</td>
<td></td>
<td></td>
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<tr>
<td>12:30 pm</td>
<td>Weekend Activity/Free time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:00 pm</td>
<td>Dormitory unlocked/showered</td>
<td>Showered</td>
<td></td>
</tr>
<tr>
<td>4:50 pm</td>
<td>Mass in the Chapel (10am to 5pm) or Cathedral (10am)</td>
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<tr>
<td>6:00 pm</td>
<td>Dinner</td>
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<tr>
<td>6:30 pm</td>
<td>End of Dinner/Free time</td>
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<tr>
<td>Time</td>
<td>Activity</td>
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<tr>
<td>8:15 pm</td>
<td>Supper</td>
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<tr>
<td>8:30 pm</td>
<td>Supper</td>
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<tr>
<td>9:15 pm</td>
<td>Lights Out</td>
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<tr>
<td>9:30 pm</td>
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<tr>
<td>10:30 pm</td>
<td>Lights Out</td>
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**Evening Study Programme**

Listed in the standard Boarding House Routine above, are the times set aside for the evening study program for Boarders. These study periods are developed to align with and support the College Homework Policy allowing each student sufficient time to complete set homework and also complete other assessment, and assignment work. Students would normally also have enough time to complete comprehensive review and revision.

The Boarding House places high expectations on its students with regards to study. Study times are organised in order to ensure an appropriate environment exists for productive academic work to be completed. All students are expected to not only complete set homework but to constantly review previous work and extend themselves with the assistance of Boarding House staff. The overall atmosphere and productivity of study is the responsibility of the Duty Houseparent. He or she is assisted by the individual Houseparent and a number of Residential Staff.

All students study in their own rooms/dormitory. If students have completed all necessary work, they are expected to read a book or other appropriate reading material. The College Library is also open where students can work in smaller groups under the supervision of boarding staff. During study, computers and iPads may be used for academic purposes only, however, for junior students they may only be used during the second study session. Non-academic purposes include social media sites and applications, YouTube, movies, games, scrolling through images and websites or any use deemed inappropriate by staff.

The study environment is generally silent where individual, independent study is encouraged and supported. Students can also take advantage of support and advice from boarding staff as well as exploring other study options when appropriate, including peer group work and assistance from a friend in the same year group or older students. There are study spaces available for this work. Boarding staff will facilitate these options when appropriate.

Mobile phones must be turned off and placed in the wardrobe during study times and when they are not in use. At other times when mobile phones are left on charge, they are to be supervised and not left unattended. Students are not permitted to make or receive phone calls during study. Parents are asked not to call their sons during designated study times. In the case of emergencies, parents can contact the Duty Houseparent (0417 425 321).
The failure to adhere to these conditions for whatever reason will result in the immediate confiscation of the device/s.

To assist students in their study program, staff are rostered to each area of study in order to ensure an environment that is conducive to study and to also assist students with their academic work. Students identified as having learning difficulties will from time to time be given assistance through a tutor. At times throughout the year, volunteer Tutors, usually students from Charles Sturt University, attend study one night per week to provide additional study support to junior students.

**Student Study Rights, Responsibilities and Expectations**

During study all students have the right to:
1. Be able to study free of noise and any other disturbance.
2. Be able to study free of interruptions.
3. Be able to complete all homework set by teachers.
4. Be able to use study time to work towards accomplishing personal goals as outlined in their Personal Learning Plan.
5. Be able to work with other students where appropriate in responding to specific group work assignments.
6. Be able to seek advice/assistance from staff.
7. Be able to utilise other College study areas for specific homework/study requirements.
8. Be able to learn how to use study time effectively.

<table>
<thead>
<tr>
<th>Student Responsibilities</th>
<th>College Expectations</th>
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<tbody>
<tr>
<td>• Students are ready on time and prepared for study.</td>
<td>Students are expected to:</td>
</tr>
</tbody>
</table>
| • Study atmosphere is one that reflects an appropriate study environment. | \begin{itemize}  
  
  • Listen to the staff directions to start study.  
  
  • Exercise self-regulation – students know the expectations and follow them.  
  
  • Ensure that their Student Record Book is on the desk throughout each study period.  
  
  • Have all homework and assignment work recorded in their Student Record Books.  
  
  • Have all their books and material to use during study.  
  
  • Bring a wide range of reading materials (i.e. fiction or non-fiction book) to study so that reading can take place when homework/study requirements are completed.  
|
- Respect for others in study.  

<table>
<thead>
<tr>
<th>Students are expected to:</th>
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<tr>
<td>Study in silence.</td>
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<tr>
<td>Ensure that they do not engage in behaviour that disturbs the learning experience of others.</td>
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- Respect for Supervisors.  

<table>
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<th>Students are expected to:</th>
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<tr>
<td>Follow the reasonable directions of the supervisors.</td>
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- Make appropriate use of the study time and facilities available.  

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<th>Students are expected to:</th>
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<tr>
<td>Seek the appropriate permission to use other College facilities.</td>
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<tr>
<td>Seek permission to work with peers on collaborative learning experiences.</td>
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<tr>
<td>Leave the study area clean and tidy.</td>
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<tr>
<td>Follow school policy and reasonable expectations with regards to resources used.</td>
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### Library for Study Support
Between 5.30pm and 10.00pm on Mondays - Thursdays, the College Library is open to support students during evening study. During this time the Library is monitored by boarding staff.

### Boarding Staff Study Supervision Responsibilities
During study all staff are expected to be actively engaged in supervising students whilst they complete homework, do revision or complete assignments. Staff should ensure that students are following all study rules, responsibilities and expectations. Students who fail to adhere to these should be reported to the appropriate Houseparent or Duty Houseparent immediately. Boarding staff are to actively participate in study supervision— it is unacceptable for boarding staff to be engaged in personal work of any kind or in the use of any electronic device for personal use whilst on duty.

### Use of Electronic Devices
The College and staff accept no responsibility for the individual security of mobile phones and electronic devices. Electronic devices include: computers/laptops, IPads, mobile phones, IPods, PSP/Xbox, etc. The College reserves the right to refuse permission for a student to have a mobile phone or any other electronic device. The care of electronic devices is the responsibility of the respective owner.

Electronic devices are not to be taken to and/or used during:
- Meals/refectory
- Mass/Chapel
- After lights out
- Meetings
- Specific functions and outings
- Or at the discretion of staff

Mobile phones must be turned off and placed in the wardrobe during study times and when they are not in use. At other times when mobile phones are left on charge, they are to be supervised and not
left unattended. Students are not permitted to make or receive phone calls during any of the activities listed above. In the case of emergencies, parents can contact the Duty Houseparent (0417 425 321). Students cannot take incoming calls on school landlines or on the duty phones except in emergency circumstances when arrangements are made either through the specific Houseparent or the Duty Houseparent. On these occasions or if information needs to be passed onto a student, a message can either be left with the Business Office during office hours on 02 6331 4177 or with the Duty Houseparent on 0417 425 321.

Electronic devices are not to be used after lights out. Devices that are used after lights out will be confiscated for a period of time as deemed appropriate by the Head of Boarding and Houseparents. Repeat offences may result in a student losing the privilege of having a mobile phone at school.

The College Policy is quite clear on the misuse of Mobile Phones: *The College will take disciplinary action against any student who photographs or films other individuals without their consent, downloads and displays inappropriate material including pornographic material or who sends harassing or threatening text messages (sms) or multimedia messaging (mms) messaging.*’

There are State, National & International Laws governing the use of Mobile Phones & the Internet that safeguard individuals and their privacy. Subsequently students should ensure they adhere to such regulations. Students are not permitted to have individual wireless connections such as plug in “doggles”.

More details regarding Policies and Procedures regarding this type of equipment is outlined in the whole of school policies and procedures and this section for the Boarding House does not in any way override these policies but works in conjunction with them.

**Boarding House Facilities**

**Boarding Centre**
The Boarding Centre is located at the front of the College near the main Administration area. It is operational throughout Boarding House hours and acts as the main reception point for the College during weekends and after normal office hours.

The Boarding Centre also administers student banking, sign-out and leave procedures, dry cleaning, repairs and transport needs.

**Boarding Centre Hours of Operation**

- **Monday to Friday:** 3.25pm – 5.00pm
- **Saturday:** 7.00am – 5.00pm
- **Sunday:** 8.00am – 5.00pm

If the Boarding Centre is closed during these times, the Duty Houseparent can be contacted by picking up the white phone at the front window and pressing the button that corresponds with the Duty Houseparent.
**Student Services Times**

These publicised times are when students may collect money from their Student Services Accounts.

- **Monday – Friday:** 3:30pm – 4:00pm
- **Sunday:** 8:00am – 5:00pm

Students may deposit funds into their accounts at any time however withdrawals are restricted to those listed above.

**Refectory**

Students eat in the Boarding House Refectory. Currently the junior boarders commence their meal at 5.45pm and are joined by the seniors at 6.15pm. All meals are cooked on site by the Catering staff in the commercial kitchen adjacent to the Refectory. The menu is planned following nutritional guidelines and caters to the likes and needs of teenage boys. The menu is a four week menu and is publicised on the College Website. In addition to the hot meal served each evening, an extensive salad bar is provided. Fruit is available at all times.

The College Catering department adheres to the Australian Dietary Guidelines and the NSW Food Act 1989. Annual reviews and inspections are carried out by appropriate authorities to ensure a high standard of catering is maintained.

Boys receive breakfast, morning tea, lunch, afternoon tea, dinner. Although the meals are held in a relaxed, communal atmosphere, there are standards expected to be followed in terms of punctuality, courtesy, table manners, respect and attire. Closed in shoes and appropriate clothing must be worn in the refectory. Thongs, football boots, slippers, Ugg boots, singlets or sleeveless shirts, hats, caps and beanies are not permitted in the Refectory.

Under normal circumstance, if a boarding student is attending an excursion, meals such as lunch are provided by the Refectory. In the event that a packed meal is not appropriate, the Staff member in charge of the excursion will make arrangements with the Business Office to secure funds for the purchase of an appropriate meal.

**Recreation Facilities**

During the week, students can participate in co-curricular programs which generally are on a Tuesday and Thursday afternoon and include athletics, basketball, cricket, rugby and tennis (depending on the season). There are also appropriate times for Public Speaking and Debating, Creative and Performing Arts, Chess, Agriculture and Equestrian clubs. Students also have the opportunity to participate in their own recreational activities in the afternoons such as basketball and touch football. Saturdays generally are the day in which students will participate in their co-curricular matches against other schools. On Sundays students have free time to go out with friends and family, participate in their own recreational activities, use of the College pool (under supervision), study or go to town. Arrangements are made occasionally for boarders to be involved in activities such as the Bathurst golf club and driving range, ten pin bowling, lawn bowls, trampolining, kayaking at Chifley Dam, and other such activities.
Boarders have many opportunities to engage in recreational activities both formal and informal and have access to the following College facilities:

- Indoor Recreational Centre (IRC)
- College Pool
- Ovals
- Outdoor Tennis Courts
- Outdoor Basketball Courts
- Cricket Practice Nets
- Performing Arts Centre (PAC)

**Chapel**
Mass is considered a significant event in the weekly Boarding House timetable. The Boarding community joins together for the celebration of Mass every weekend. This will take place either in the College Chapel, celebrated by the Vincentian priest in residence or at the Cathedral of St Michael and St John in Bathurst. Students are requested to dress appropriately for Mass attendance and as such are expected to have at least one good set of clothes to wear to Mass.

The Boarding community also comes together for particular prayers and liturgies. Over five Wednesday evenings in Term 4, the boarding community comes together for the Miraculous Medal Novena. Local parishioners join the community in the Chapel led by one of the local priests for prayer, reflection and Benediction.

It is a Boarding House tradition that boarders form the nucleus of the College Cantor group, leading the singing at College Masses and Liturgies.

**Student Leadership**
Many opportunities are available for the boarders to become involved in student leadership. Students can offer to serve at College liturgical functions through altar serving, reading and singing roles at Mass and Liturgies. Some senior students are offered the opportunity to undertake formation as Special Ministers of Holy Communion.

Through the Boarders’ St Vincent de Paul Conference, students can exercise leadership through formal membership and meeting attendance and/or by participating in social justice outreach:

- Tutoring at iPads for the elderly classes
- Visiting residents at St Catherine’s Aged Care Facility
- Visiting local residents and engaging in gardening support through the Green Team
- Leading Fundraising efforts for specific appeals
  - Support for the Vincentian school and parish community in Natovi, Fiji
  - Project Compassion Lenten Appeal
  - St Vincent de Paul Winter Appeal
  - Australian Catholic Mission Annual Sock it to October Appeal
  - Christmas Appeal for Matthew Talbot Hostel
Some senior boarding students are College Prefects. There is also a Boarders’ Committee with representatives from each year group that meets regularly with the Head of Boarding and sometimes with the Head of College.

**Student Behaviour Expectations**

Summary: Boarding Student Rules and Expectations

In the Boarding House it is essential that there is an environment of trust and respect where everyone feels safe and supported. The following rules and expectations have been established so that all boarding students know and understand their responsibilities and the boundaries that should not be broken.

These rules and expectations are specific to the Boarding House and are in addition to all rules and expectations to be followed by all College students, boarding and day.

**Essential Rules**

NB Formal consequences will follow if a student breaks any of the following

- NO alcohol consumption
- NO illegal drugs – this includes use, possession or distribution or selling of such
- NO smoking
- NO being in any area of the College that is out of bounds, in particular after lights out.
- NO inviting any visitor into dormitories

**Essential Expectations**

- Boarders are to be punctual as per the daily timetable
- Boarders must follow the directions of boarding staff
- Staff, visitors and fellow boarders are to be treated with respect
- Boarders’ private dormitory spaces and their possessions are to be treated with respect
- Study is a priority and Study expectations and responsibilities must be adhered to
- Boarders must follow formal sign out and sign in procedures so that their whereabouts are known
- Boarders must fulfil their specific clean up and rostered responsibilities including in the dormitory areas shared with fellow boarders.

**Uniform and Grooming**

It is expected that boarders return after school holidays ready to commence the new school term. This means they arrive at the Boarding Centre to sign in well-groomed and with an appropriate haircut, clean shaven and without jewellery. It is expected that they have all College uniform items.

**Boarding Student Detentions**

Boarding House Detentions - These must be submitted into Edumate by the Duty Houseparent.

Demerits – These can be submitted by boarding staff into Edumate.

Positives – All boarding staff are encouraged to use the College positive system to acknowledge and affirm boarders’ positive behaviours. These can be submitted by boarding staff into Edumate.

**Corporal punishment is not permitted under any circumstances.**
Student Medical Care

Medical Emergency
Matron would normally be informed and would endeavour to contact the parents/guardians during her duty hours. After her duty hours but within school hours, the Year Coordinator will continue to endeavour to make contact if Matron is unsuccessful. After school hours, this responsibility will pass to the Duty Houseparent.

Admittance to Hospital: In the event that a student is required to be admitted to Hospital after normal hours, for example in the middle of the night, the following will occur:-

1. Under most circumstances, the student’s Medical Record Card or summary thereof, from the infirmary should go to hospital with him. This card has the student’s personal details and medical history and should be returned to the infirmary.
2. The parents/guardians of the student should be informed as soon as possible. Depending on the seriousness of the case, Medical Staff at the Hospital may take on this role however contact from Boarding Staff should occur as soon as reasonably possible.
3. Matron should be informed immediately upon her arrival at the College the following day
4. The Head of College, Head of Boarding and Houseparent should be informed as a matter of urgency.

Permission to Perform a Surgical Procedure
Under normal circumstances, the Head of College or Deputy Head of College (in the absence of the Head of College) will be informed of the need for a surgical procedure. Where the parents/carers cannot be contacted, the Head of College or Deputy Head of College will be responsible for authorisation. In the event where the Head of College or Deputy are not contactable, the Head of Barding will provide authorisation.

Student Medical Care – Matron and the Infirmary
(To be read in conjunction with the “Student Health Care Policy – Infirmary). The Infirmary is located partly within and adjacent to the Boarding Centre in the Administration area of the College.

Hours of operation are:

Weekdays: 7:30am to 6:30pm
Saturdays: 7:30am to 6:30pm
Sundays: 5:00pm to 7:00pm

The Infirmary is fully equipped to care for students who are unwell. The Doctors from the OCHRE Health Medical Centre attend a clinic in the Infirmary every Monday, Wednesday and Friday are “on call” for emergencies. Appointments can also be organised outside these times.

Matron is responsible for the distribution and storage of all medications. Matron is also able to organise specialist medical needs such as Orthodontist, Physiotherapy and Pathology etc. Matron liaises with local health authorities in relation to immunisations, screenings and Mental Health Teams.
**24 Hour Care and Supervision**
The Duty Houseparent is available at all times during the operation of the Boarding House. The Duty Houseparent carries a mobile phone. The Duty Houseparent’s mobile number is also made available to students so they can make contact via their own mobile phone if an urgent matter arises.

Staff living on site are also available to assist students in urgent need and senior students located in each junior dormitory are supplied with the contact details of the Duty houseparent and other “on-call” staff.

In the event of the serious illness of a student, the Duty Houseparent or other appointed staff will arrange for the student(s) to be transported to Bathurst Base Hospital.

From time to time and on a regular basis, the Head of Boarding will conduct or organise to be conducted, random checks of students during the night. Accurate rolls will be taken at these times. Students are regularly made aware of the College Policy with regards to behaviour and out of bounds after lights out.

At 10.30pm, all external doors to the building are locked. Gates on the main entrances also closed at this time to prevent unauthorised access to College grounds. Throughout the evening, regular checks of external doors are carried out by Staff. All external doors are able to be opened from the inside in the case of an emergency.

One Boarding Staff member has been appointed to be responsible for after-hours security. He lives on site and is responsible for every lock up and ‘after hours’ security issues.

**LEAVE**
There are a variety of leave options available to Boarding Students. On all occasions when a Boarder leaves the College premises, the “Sign-Out” procedure must be followed. This procedure varies depending on the type of leave and parents and students should note the particular conditions of each type of leave.

In all cases of leave, it is the expectation of the College that parents liaise with each other prior to the occasion to become informed of the details of proposed activities, level of supervision and arrangements in place to ensure the safety of their son.

**Day Leave Permission Procedures**
Day Leave includes all types of ‘social’ leave and does not include Overnight Leave, which can only be authorised by the Head of College. Examples of Day Leave include out to dinner with Parents/Family/Friends, visits to the homes of Day Boys or other family, outings with friends or relatives.

In order for a Boarder to obtain Day Leave Permissions, the following Procedure is to be followed:
1. The appropriate current Parental Permission note is on file with the College. The fact that this permission note is on file does not automatically allow the student to sign out as he wished.
2. The individual student’s Houseparent or the Duty Houseparent has given verbal permission for the leave to take place and it is noted on the Day Leave Sign Out Register.

3. The people who are taking the student out on leave must be adults (over 18) and must sign the Day Leave Sign Out Register, both when taking the student from the College and when returning the student to the College, noting the date and time of both departure and return.

4. The student is signed out in the presence of the Duty Houseparent.

5. If Mass is held in the morning, the student may not leave before Mass has concluded.

6. When the student returns, he must report to the Duty Houseparent and inform him/her of his return.

7. All students on weekend leave must return to the College by 5.00pm on Sunday unless permission for a later time has been granted by the Head of College.

8. Students will NOT be permitted on Day Leave during study time, sporting commitments or Boarding Community activities. When Leave extends into the evening of a weekend, in particular Saturday night, permission must be obtained by the student from the Duty Houseparent and this leave will extend no later than 10.30pm.

**Overnight Leave Permission Procedures**

Permission for any form of leave that involves being away from the College overnight can only be given by the Head of College.

In order for a Boarder to obtain overnight Leave Permission, the following procedure is to be followed:

1. Parents forward their consent for the leave to the Administration Office outlining the arrangements involved i.e. with whom, where, for what period of time and travel arrangements, on the set form which may be downloaded from the website.

2. This consent must be received no later than 3:30pm on the Wednesday prior to the leave taking place.

3. When leave is requested to be taken in the company of other families, a note as above needs to accompany the parental request.

4. If the student is staying with someone other than his parents/guardian, a note must also be received from the host family.

5. Host making the request MUST be adult (over 18) and MUST sign the Overnight Leave Sign Out Register, both when taking the student from the College and when returning the student to the College, noting the date and time of both departure and return.

6. The student MUST be signed out in the presence of the Duty Houseparent.

7. The student MUST report to the Duty Houseparent and inform him/her of his return.

8. Unless with the permission of the Head of College, all students on weekend leave must return by 4.45pm Sunday.

**Grounds for which leave may not be granted:**

1. Relevant Parental Permission notes are not on file in the Boarding Centre
2. Recent unacceptable behaviour in the Boarding House
3. A clash with Boarding House activities or routine.
4. Co-curricular commitments
5. Late submission of request for leave.
The only time a Parental Permission note is not required for day leave, is when a student is going on leave with his parents. In these cases, it is the student’s responsibility to seek permission from the Duty Houseparent or Head of Boarding. In normal circumstances, this permission can be expected, however the Duty Houseparent must always be informed and parents must use the Day Leave Sign Out Register when leave commences and ends.

‘At College Weekend’ Leave
The rationale behind an At College Weekend is to encourage parents of Boarding Students to visit Bathurst and the College for the weekend and be involved in the special activities of that weekend. These activities include: The Autumn Fair and Boarding Families Dinner held in Term 1, sporting events, Parent/Student/Teacher interviews, Parent Information sessions, Year 12 Dinner, Performing Arts Nights and Parent specific functions.

For At College Weekends, a Head of College Leave form and a written application from parents must be received no later than 3.30pm on the Wednesday prior to the weekend.

An integral part of an At College Weekend is the celebration of Sunday Eucharist which normally would be scheduled at 10.00 am Sunday in the College Chapel. It is an expectation that students would attend this Mass with their families. The specific time for Mass will be confirmed in the Weekly Newsletter.

Downtown Leave
Students have the opportunity to go downtown in the afternoon after school between 3.30 and 5.00pm. They are required to be in full College uniform, must sign out and in at the Boarding Centre and must leave from the front gate of the College.

Year 7, 8 & 9: Once per week and on a Sunday morning
Year 10, 11 & 12: Twice per week (though not on consecutive days) and on a Sunday

Sunday Morning Leave
At the discretion of the Head of Boarding and Duty Houseparent, students have the permission to go downtown on Sunday mornings from 9:30am – 12:00pm. This time will vary if Mass is to be celebrated at 10.00am. Seniors have permission to go downtown on Sunday afternoons for a limited period of time between 1:00pm – 4:00pm subject to the conditions and consent of their Houseparent or Head of Boarding. They are to be dressed in neat casuals and must check out and in at the Boarding Centre.

Any time that a student leaves the College premises he MUST be signed out and signed back in on returning by the Duty Houseparent, noting the date and time of both departure and return. If the Duty Houseparent is not in the Boarding Centre, the student must pick up the phone informing him/her of their return.

Movie Theatre Leave
Students may only go to the movies under the following conditions and at the discretion of the Head of Boarding or Duty Houseparent.
1. Their level of behaviour has been appropriate
2. Attendance at the movies does not interfere with any organised Boarding activity
3. Permission is not given for Friday Nights
4. Permission may be granted to Year 12 on a Saturday Night
5. Special Permission may be given on Sundays for students to see an afternoon movie and this assumes the students will have returned to the College by 4:45pm
6. Students must sign out at the Boarding Centre
7. Upon their return to the College to check in, students must present the ticket stub of the movie they attended showing the date and session time
8. Students must move to and from the Theatre by the most direct route available. The permission is not granted for students to be in any other location

The Sign Out Register
The Sign Out Register is a legal document that indicates that the care and responsibility of a Boarding Student has been transferred to persons other than the College authorities for a stipulated period of time with the permission of both the student’s parents and the College. Notwithstanding this, students are still expected to abide by College Rules and Expectations. All sign-out registers and permission notes are held in archives for a period of no less than 7 years.

The use of the Sign Out Register at the Boarding Centre presumes that the current and appropriate written parental permission is on file in the Boarding Office and that the relevant permissions have been obtained from the Head of College, Head of Boarding or Duty Houseparent.

Signing Out: - the person taking the student out must follow the procedure below
   1. Enter the day’s date
   2. Print the name of the Boarding Student
   3. Print the visitors name
   4. Signature of visitor
   5. Note time of departure

Signing In: - the person who the student has been with must return him to the College and follow the procedure below.

   1. Signature of visitor on return
   2. Time of return

Students granted Day Leave on a Friday or Saturday night are expected to return to the College by 10.30pm. On Sunday night, the return time is normally 4.45pm.

CRISIS CONTACT WITH PARENTS/GUARDIANS OF BOARDING STUDENTS.
The Head of College or Deputy Head of College (in the absence of the Head of College) should always be informed as a matter of urgency of any student who is absent without leave or experiencing a Medical emergency requiring hospitalisation and surgery.
Students Absent Without Leave (AWOL)

- **After School Hours:** The Duty Houseparent will endeavour to contact the Parents/Guardians of the student as soon as it is substantiated that the student is not where he is expected to be at a particular time and that all reasonable attempts to locate him have been exhausted.
- **During School Hours:** The Year Coordinator will endeavour to contact parents/guardians throughout the day. The Year Coordinator will advise the appropriate Duty Houseparent when contact has been made and the Parents/Guardians informed as to the status of the student. If contact has not been made during school hours, the Duty Houseparent will then endeavour to make contact. The Duty Houseparent will advise the Houseparent of the status of the student.

Travel
All travel arrangements are made through the College Administration Office

**FIRE EVACUATION/EMERGENCY PROCEDURE – Boarding House**

*The College Lockdown and Lockout Policy is available from the Policies and Practices Manual and the College website*

The College has a fire detection and alarm system throughout all accommodation areas.

In the event of an evacuation for any purpose, the Duty Houseparent assumes responsibility for and control of the procedures.

Head of College must be contacted immediately.

When the emergency services arrive, the Duty Houseparent will liaise with them and follow their directions.

Emergency Services should be contacted by the first available Staff member at the scene of a fire emergency. The Fire Control Box is located in the entry foyer of the Administration Corridor, opposite the Boarding Centre. This is linked directly to the Control Box in the foyer of the Performing Arts Centre and Trade Training Centre.

There are also “Break Glass” panels located in the Marble Hall on the eastern pillar and outside the Chapel on the eastern side of the Marble Hall stairs and at the fire control box in the main entrance foyer.

**Evacuation Procedure**

At the sounding of the Alarm, the following procedure should be followed:-

1. Staff attached to a particular area for supervision, if the students are awake OR residing adjacent to the dormitory or if the students are sleeping, should ensure all students move in a controlled manner from the area to the evacuation point.
2. In the event of a fire in the dormitories:- the evacuation point is the Undercroft
3. In the event of fire elsewhere - the evacuation point is the Performing Arts Centre (PAC).
4. When appropriate, the evacuation may be moved from either of the locations above to the Performing Arts Centre.
5. Students, if sleeping, should collect their doona/blanket and take it with them
6. At the Evacuation Point, the Duty Houseparent will give further directions to both staff and students
7. Staff members with mobile phones will take them with them plus any spare batteries they may have and phone chargers.
8. The Evacuation will not be vacated until clearance is received from Emergency Services.

**Responsibilities of the Duty Houseparent – Head Safety Officer**

1. The Duty Houseparent will organise the evacuation of the Vincentian Area of the College.
2. The Duty Houseparent will nominate a staff member to meet and direct the Emergency Services.
3. The Duty Houseparent will collect the following and take them to the Evacuation Point:-
   - Duty Houseparent Keys
   - Duty Houseparents Log
   - Sign-Out Register
   - Copy of Head of College Overnight Leave Information
   - Duty Houseparent Phone
   - Full Boarding House Roll
4. The Duty Houseparent will supervise the fulfilment of the Evacuation Plan ensuring that all steps are followed in an orderly and organised manner.

**Step by Step Procedures at the Evacuation Point**

The Duty Houseparent will set up the Evacuation Point. This area will be the centre of control and operation of the Evacuation Procedure.

The following procedure is to be followed:-

1. Ensure the Emergency Services have been informed – if this means another phone call then do so.
2. Assemble staff and allocate duties – roll check etc.
3. Inform the College Matron to proceed to the Evacuation Point with various First Aid equipment e.g. nebulisers. If the Matron is unavailable, then this duty should be assigned to a staff member.
4. Unaccounted for students and/or staff: in the event that there are students or staff unaccounted for, the Duty Houseparent or their nominee will where possible, contact relevant College authorities to ascertain if leave has been granted. If the missing people are still believed to be in the building, Emergency Service should be informed immediately.
5. Liaise with emergency Services and follow their directions

Other Staff who may be on the premises at the time of an evacuation but are not officially “rostered” on duty should follow the directions of the Duty Houseparent to assist in the evacuation procedure.

**Vincentians in Residence**

When an alarm is raised, the Duty Houseparent will inform the resident Vincentian priest and ask him to inform other visitors (according to the Vincentian Accommodation Log kept in the front office) that an evacuation is in progress.
When all in residence are evacuated to the Evacuation Point, the resident priest will report to the Duty Houseparent the status of those in the Vincentian residences, including any visitors that may be present at the time.

**OTHER INFORMATION IN RELATION FIRE AND EMERGENCY PROCEDURES – Boarding House**

**Student Rooms and Fire Detection and Prevention Material**

1. Senior Rooms located in the John Hall Wing, all have smoke detectors installed. Students must be conscious of the sensitivity of these devices to detect smoke. The excessive use of aerosols, especially when sprayed directly at the detector, will normally activate them. In such cases, students will be responsible for any cost incurred in relation to emergency services attending the College or repairs that may need to be carried out.

2. All Residential Areas of the College have smoke detection devices installed. Students must be conscious of the need to protect these devices and any faults or damage caused should be reported to the Duty Houseparent immediately. Failure to do so may mean an appropriate level of safety is not in place.

3. Fire Hoses and Extinguishers installed throughout the Boarding House and College are not to be unnecessarily interfered with. This safety equipment is only to be used in the case of an emergency. If Fire extinguishers are discharged then this should be reported to the Duty Houseparent immediately, who will inform the Building and Grounds Supervisor.

**Lockdown Procedure**

During lockdown the following procedure is to be followed:

Nb Head of College is to be contacted immediately.

1. Duty Houseparent will inform all student and staff with instructions
2. Follow instructions
3. Students and staff are to find the nearest building
4. Close and lock the door
5. Close windows
6. Lights off
7. Sit on the floor close walls
8. Sit away from doors and windows
9. Stay out of sight
10. Sit in silence
11. Keep calm

- **DO NOT** open the door to anyone unless you are certain that you can trust them
- Wait for further instruction by the Duty Houseparent
- At the end of Lockdown the Duty Houseparent will inform everyone and rolls will be taken in the quadrangle of the College
- If you are out on the ovals and not near a building, calmly move away as far as possible from the College

**New Boarders’ Orientation Program**

Boarders’ Orientation program commence in Term 4 of the year prior to arrival.
From time to time new boarders will arrive at the College throughout the school year after the initial intake at the beginning of the year. Under the direction of the Head of Boarding, these new boarders will participate in the New Student Orientation Program to ensure they are fully informed of their new surroundings.

**Parent Communication and Contact**

Parents are encouraged to maintain regular contact with their son, as well as with their son’s Boarding House Parent and Head of Boarding. The College Website is an important source of information on College events and important news. The College utilises the facility of the secure web based program Edumate. It contains a record of his timetable, the work he is doing in any given period of the day and his homework connected with that class as well upcoming assessments and marks for completed assessments. It also records his attendance at class and excursions as well as his marks for work completed. Parents can access all this information relating to their son through secured password identification.

Parents should email edumate@stannies.com for further details regarding access and to request a log on name and user password. The College also makes available student email accounts through the Stannies server providing for a safe and secure manner for information to be passed onto students from the College.

During the hours of operation of the Boarding House, the Duty Houseparent is available via mobile phone. The number is made available to parents on the website and through the Parent Handbook. At the beginning of each year and as new students and parents arrive, a contact number for the Houseparent is also made available to parents. The mobile phone number of the Head of Boarding is also provided to parents.

Other forms of communication available to boarding students and their families include the Head of College Weekly Newsletter as well as the “What’s New” section of the website. There is also the Head of College Activity report which is sent out each term and is available for viewing on the website. The Head of Boarding will also send updated information via email. Staff email addresses are readily available to parents and students as another form of communication.

Parents or indeed students who have concerns are encouraged to contact the appropriate staff member either via phone, email or in person. Matters raised will always be dealt with in a timely and efficient manner.

**Uniform and Dress**

*When travelling to and from the College*

Each Boarder must conduct himself in an orderly and well-behaved manner whilst travelling on public transport and when in uniform.

Upon return to the College at the end of holidays the following policy applies:

- Students arriving earlier than the main body of students will be expected to check-in to members of the Boarding House Staff, upon their arrival at either the Boarding Centre or Business Office.
- Students not complying with this policy will be referred to the Head of Boarding.
After Class Dress – Monday to Friday
Students have access to their Dormitories each weekday afternoon between 3:25pm and 3:45pm to change into casuals for the remainder of the day. The following guidelines should be adhered to:
- Casual clothing should be neat and tidy - no ripped items.
- Footwear must be worn at ALL times.
- Neatness and Cleanliness are to be immediately obvious in the dress of the particular student.
- Students need to ensure that appropriate clothing is worn to Chapel. Hoodies, singlets, rugby shorts, board shorts, tracksuit pants, thongs, slippers and Ugg boots are not acceptable dress.
- Closed in shoes and appropriate clothing must be worn in the refectory. Thongs, football boots, slippers, Ugg boots or singlets are not permitted.
- Hats/caps are not permitted to be worn inside. Beanies are acceptable in winter, however, not in the refectory.

When Hosting Home Rugby Fixtures
When hosting home rugby fixtures no student has permission to leave school or absent himself from the 1st XV fixture or the main fixture on that day. Boarding students must adhere to the following procedures:
1. When students leave their dormitory in the morning after breakfast they must be dressed in the following way:-
   i. Option 1: Full College Uniform - white shirt, tie, long grey trousers, grey socks, black shoes and blazer.
   ii. Option 2: College Tracksuit & Joggers - NO baseball caps except approved College Uniform. A white shirt or College footy jumper may be worn under the tracksuit top.
2. After a student finishes their own fixture (or if they have no fixture that day and are not wearing the Full College Uniform) they must return to the boarding house and get changed into the Full College Uniform and return to the ovals whereby they can watch other fixtures being played.
3. Immediately prior to the 1st XV fixture (or main game), students are to be seated in the designated area on the side of the No 1 Oval in Full School Uniform. Students are to remain in this area until the conclusion of the 1st XV fixture - including half time. No students are to be on the sideline, bank, basketball courts or any other area. ALL students are to be seated in the designated area for the 1st XV fixture.

Private Motor Vehicles
There may be special circumstances when the Head of College approves a Year 12 student having a private motor vehicle at the College. On these occasions, the following procedure must be adhered to:-
1. Parents need to apply in writing to the Head of College to obtain permission for their son to have a vehicle at the College. The application must outline clearly the reasons to be considered and the circumstances arising for the need of a private vehicle. (Appendix ...)
2. Normally approval is given when the student needs to regularly travel home on approved leave and public transport is not a convenient option.
3. The student may not travel with any other persons as a passenger in the vehicle. If he wishes to do so, parents will need to apply in writing to the Head of College to obtain permission.

4. If approval is given, the vehicle must remain on College property except when permission is given for the student to use it. The vehicle is to be parked in the area specified by the College.

5. There should only be one set of keys and this is to be handed to the Head of Boarding who will secure it in the Boarding Centre safe and issue on approval from the Head of College.

6. Students who do not adhere to the procedures noted above or any other conditions put in place by the Head of College may have their permission to keep a vehicle at the College revoked.

7. The College accepts no responsibility for the security of a student vehicle kept at the College and the relevant Personal Motor Vehicle Insurance Policies should be in place.

8. The College holds the right to refuse a student permission to drive the vehicle based on unsafe weather conditions.

Appendices
- Head of Boarding Role Statement
- House Parent Role Statement
- Enrolment Application
- Scholarship Application
- Weekend Leave Application
- Driving Application
- Medical Information Form
Child Protection Policy & Procedures

Summary: Child Protection Policy and Procedures

Intended Audience: Staff, Volunteers, parents and students

Updated: September 2016

BOSTES Reference: Registered and Accredited Individual Non-government Schools (NSW) Manual Reference 3.6.1 and 3.11.4

Distribution: College Website, College Policies and Procedures Manual

<table>
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<td>November 2012</td>
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<tr>
<td>Current: Policy Revision Date:</td>
<td>January 2013/August 2015</td>
</tr>
<tr>
<td>Policy Revision Due:</td>
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Child Protection Policy

1. Purpose
All organisations that care for and educate children and young people have significant responsibilities.

As part of their particular mission, Catholic organisations have strong imperatives for committing themselves to fostering the wellbeing of children and young people, and to protecting them from any form of neglect, harm or abuse.

St Stanislaus’ College is committed to maintaining practices that create a culture of safety and wellbeing within which children and young people are supported and protected. The creation of such a culture across the community of the College is the most effective means to prevent harm. Preventative programmes to raise the awareness of students, employees and the community about child protection issues are central to the development of this culture.

An important part of the maintenance and enhancement of this culture is the College Staff Code of Conduct. The Child Protection Policy of St Stanislaus’ College seeks to maintain and enhance a culture of safety and to also put in place appropriate and comprehensive measures to respond to circumstances where children may be harmed or put at risk of harm.

Involvement of all members of the community through regular dissemination of information is an important component of Child Protection.

To this end, the College has processes in place to ensure that all NSW Child Protection legislative requirements are met. Under the legislation in NSW, St Stanislaus’ College is a designated non-government agency.

2. Policy Principles
Within St Stanislaus’ College the approach to creating a safe environment and procedures for responding to allegations and disclosure of reportable conduct or risk of significant harm of children and young people, are based on the following principles:

- All children and young people have a right to safety and freedom from mistreatment of any kind.
- All adults working with children and young people have a responsibility to care for them, to promote their well-being and to protect them from risk of significant harm.
- When any action is taken to prevent or respond to the mistreatment of a child, the welfare and well-being of the child or young person are the primary concerns.

3. Legislative Requirements
For the purposes of this Policy and the various legislative requirements the Head of College or Acting Head of College is the College Head of Agency. A summary of the NSW legislation pertaining to Child Protection is listed at the end of this Policy.

4. Definitions
These definitions may alter and reference should always be made to the source documents for the latest content.
Allegation
An allegation against an employee might involve behaviour that is reportable conduct or behaviour that is exempt from notification to the Ombudsman but is required to be investigated by the College.

Apprehended Violence Order
An Apprehended Violence Order (other than an interim order) made by a Court under the Crimes Act 1900, or an interstate restraint order (within the meaning of the Crimes Act 1900) which is registered in NSW, and made on the application of a police officer or other public official for the protection of a child (or a child and others).

Behaviour that causes psychological harm
Behaviour that causes psychological harm is conduct that is obviously or very clearly unreasonable and results in significant emotional harm or trauma to a child. There needs to be a proven causal link between the inappropriate behaviour and the harm, and the harm must be more than transient.

Behaviour that does not constitute reportable conduct
Allegations against employees, that are exempt from notification to the Ombudsman, are:
  a) conduct that is reasonable for the purposes of the discipline, management or care of children, having regard to the age, maturity, health or other characteristics of the children and to any relevant codes of conduct or professional standards; or
  b) the use of physical force that, in all the circumstances, is trivial or negligible, but only if the matter is to be investigated and the result of the investigation recorded under workplace employment procedures, or
  c) conduct of a class or kind exempted from being reportable conduct by the Ombudsman under s. 25CA of the Ombudsman Act 1974. (There is a detailed process to observe to determine if alleged behaviour falls within this exemption and further information can be obtained from the Deputy Head of College).

Examples of conduct that would not constitute "reportable conduct" include:
  • touching a child in order to attract a child’s attention to guide a child or to comfort a distressed child
  • a teacher raising his or her voice in order to attract attention or to restore order in the classroom
  • conduct that is established to be accidental
  • providing appropriate medical care to a child who is hurt
  • not providing supervision where this was for good reason, and for a short period of time and where the risk of harm was reasonably perceived at the time to be low
  • actions found to have been appropriate physical contact in classes such as sport, drama, etc.

Child
Under the Child Protection (Offenders Registration) Act 2000, the Ombudsman Act 1974, the Child Protection (Working with Children) Act 2012 all children and young people up to the age of 18 years are defined as children. The Children and Young Persons (Care and Protection) Act 1998 includes children up to the age of 16 years.

Conviction of reportable conduct
This means any conviction of a person, in NSW or elsewhere, of an offence involving reportable conduct, and includes a finding by a court that a charge for such an offence is proven even though the court does not proceed to a conviction.
Disqualified Person

The Children’s Guardian must not grant a Working with Children Check (WWC) clearance to the following persons ("disqualified persons"):

a) a person convicted before, on or after the commencement of relevant legislation of an offence specified in Schedule 2, if the offence was committed as an adult,

b) a person against whom proceedings for any such offence have been commenced, if the offence was committed as an adult, pending determination of the proceedings for the offence. See CHILD PROTECTION (WORKING WITH CHILDREN) ACT 2012 - SCHEDULE 2 for a list of offences that disqualify a person from receiving a clearance

Employee

An employee is any person who is employed by the College, whether or not they are employed to work directly with children, as well as anyone from outside the College who is engaged to provide services to children such as contractors, volunteers, students on placement, instructors of religion, sports coaches, visiting musicians, voluntary non-student members of theatrical production (Section 25A Part 3A of the Ombudsman Act 1974).

Grooming behaviour

Behaviour should only be seen as ‘grooming’ where there is evidence of a pattern of conduct that is consistent with grooming the alleged victim for sexual activity, and that there is no other reasonable explanation for it. The types of behaviours that may lead to such a conclusion include (but are not limited to) the following:

• Persuading a child or group of children that they have a ‘special’ relationship, for example by: spending inappropriate “special time” with a child
• inappropriately giving of gifts
• inappropriately showing special favours to a child but not to other children
• inappropriately allowing the child to overstep rules
• asking the child to keep this relationship to themselves.
• Testing boundaries, for example by:
  • undressing in front of a child
  • encouraging inappropriate physical contact (even where it is not overtly sexual)
  • talking about sex
  • ‘accidental’ intimate touching.
• Inappropriately extending a relationship outside of work (except where it may be appropriate - for example where there was a pre-existing friendship with the child’s family or as part of normal social interactions in the community).
• Inappropriate personal communication (including emails, telephone calls, text messaging, social media and web forums) that explores sexual feelings or intimate personal feelings with a child.

An adult requesting that a child keep any aspect of their relationship secret or using tactics to keep any aspect of the relationship secret, would generally increase the likelihood that grooming is occurring.

For the purposes of notification to the OCG, grooming behaviour constitutes a form of sexual misconduct and is notifiable.
Head of Agency
The Head of Agency is the Head of College or in the absence of the Head of College the Acting Head of College.

Internal investigation of an allegation
This involves a process where the College:
- gathers all relevant facts
- makes a decision as to whether an allegation is sustained or not
- provides information to assist any relevant employment proceedings.

When undertaking an investigation, the College will be mindful of “The Association of Independent Schools NSW and The NSW/ACT Independent Education Union – Recommended Protocols for Internal Investigation and Disciplinary Proceedings” that are referred to below and are attached.

Mandatory reporting of a child or young person at risk of significant harm
Section 27 of the Children and Young Persons (Care and Protection) Act 1998 (see NSW Mandatory Reporting Guidelines) provides for mandatory reporting as follows:-
“(1) This section applies to:
(a) a person who, in the course of his or her professional work or other paid employment delivers health care, welfare, education, children’s services, residential services, or law enforcement, wholly or partly, to children, and
(b) a person who holds a management position in an organisation, the duties of which include direct responsibility for, or direct supervision of, the provision of health care, welfare, education, children’s services, residential services, or law enforcement, wholly or partly, to children.
(2) If:
(a) a person to whom this section applies has reasonable grounds to suspect that a child is at risk of significant harm, and
(b) those grounds arise during the course of or from the person’s work, it is the duty of the person to report, as soon as practicable, to the Director-General the name, or a description, of the child and the grounds for suspecting that the child is at risk of significant harm.”
(“Department” means Community Services “Director-General” means the person for the time being holding office or acting as the Director-General of the Department (Helpline 133627).)

Neglect
Neglect occurs when a child is harmed by the failure of a person whose job includes care responsibilities towards a child, to provide basic physical and emotional necessities of life, including failure of such a person to provide or arrange for the provision of adequate and proper food, nursing, clothing, medical attention or lodging for a child in that person’s care.

Office of Children’s Guardian (OCG)
The OCG is responsible for providing or declining Working With Children clearances to applicants. This checking system came into place on 15 June 2013 and all new employees are subject to the clearance process and existing employees are being phased in as follows:

Education – Secondary Schools: 1 April 2016 to 31 March 2017

Head of College and Head of College Secretary are the two nominated contact people within the College who will be contacted by the Office of the Children’s Guardian if a worker becomes barred.
Physical assault
Using common law principles, physical assault must include all three of the following elements:
- it is an act committed on or towards a child; and
- it involves either the application of force to a child or an act that causes a child to think that immediate force will be used on them; and
- it is either hostile or reckless (a reckless act is one where the person foresees the likelihood of inflicting injury or fear, and ignores the risk).

Actual physical harm does not have to occur in order for an assault to have taken place, i.e. the child does not have to be injured.
Physical contact which is an inevitable part of everyday life does not amount to an assault.

Reportable allegation
An allegation of reportable conduct against a person or an allegation of misconduct that may involve reportable conduct and must include:
- identification of a person who is a current employee of the College
- an alleged offence or description of offending behaviour that meets the definition of reportable conduct
- a person who was a child at the time of the alleged offence or behaviour described.

All allegations (including anonymous allegations) of reportable conduct must be reported to the Ombudsman.

Complaints that form the basis of less serious allegations i.e. non reportable conduct, will be dealt with in accordance with the relevant College Policy and the College other legal obligations.

Reportable conduct
- any sexual offence, or sexual misconduct, committed against, with or in the presence of a child (including a child pornography offence), or
- any assault, ill-treatment or neglect of a child, or
- any behaviour that causes psychological harm to a child, whether or not, in any case, with the consent of the child.

Risk Assessment
Analysis of the facts and circumstances is made when the Head of College is made aware of allegations of reportable conduct to determine whether any measures need to be taken for the safety and welfare of all concerned.

Risk of Significant Harm
Under Section 23 of the Children and Young Persons (Care and Protection) Act 1998 a child or young person is "at risk of significant harm" if current concerns exist for the safety, welfare or well-being of the child or young person because of the presence of any one or more of the following circumstances:
- a) the child’s or young person’s basic physical or psychological needs are not being met or are at risk of not being met,
b) the parents or other caregivers have not arranged and are unable or unwilling to arrange for the child or young person to receive necessary medical care,

c) in the case of a child or young person who is required to attend school in accordance with the Education Act 1990 the parents or other caregivers have not arranged and are unable or unwilling to arrange for the child or young person to receive an education in accordance with that Act,

d) the child or young person has been, or is at risk of being, physically or sexually abused or ill-treated,

e) the child or young person is living in a household where there have been incidents of domestic violence and, as a consequence, the child or young person is at risk of serious physical or psychological harm,

f) a parent or other caregiver has behaved in such a way towards the child or young person that the child or young person has suffered or is at risk of suffering serious psychological harm,

g) the child was the subject of a pre-natal report under section 25 and the birth mother of the child did not engage successfully with support services to eliminate, or minimise to the lowest level reasonably practical, the risk factors that gave rise to the report.

Note: Physical or sexual abuse may include an assault and can exist despite the fact that consent has been given.

**Sexual Offence**
The term ‘sexual offence’ encompasses all criminal offences involving a sexual element that are ‘committed against, with or in the presence of a child’.

These offences include (but are not limited to) the following:
- indecent assault
- sexual assault
- aggravated sexual assault
- sexual intercourse and attempted sexual intercourse
- possession/ dissemination/ production of child pornography or child abuse material
- using children to produce pornography
- grooming or procuring children under the age of 16 years for unlawful sexual activity
- deemed non-consensual sexual activity on the basis of special care relationships. All cases involving a sexual offence would also involve sexual misconduct.

**Sexual Misconduct**
The term ‘sexual misconduct’ includes conduct that does not necessarily equate to a criminal offence. For sexual misconduct to constitute reportable conduct, the alleged conduct must have been committed against, with or in the presence of a child.

There are three categories of sexual misconduct in addition to sexual offences:
- crossing professional boundaries
- sexually explicit comments and other overtly sexual behaviour, and
- grooming behaviour (see definition above).

**Crossing professional boundaries**
Sexual misconduct includes behaviour that can reasonably be construed as involving an inappropriate and overly personal or intimate:
- relationship with;
- conduct towards; or
- focus on a child or young person, or a group of children or young persons.
In the area of ‘crossing professional boundaries’, particular care should be exercised before making a finding of sexual misconduct. For example, an employee who, on an isolated occasion, ‘crosses professional boundaries’ in a manner that involves little more than poor judgement could not be said to have engaged in sexual misconduct. Also, in cases where an employee has ‘crossed boundaries’ in terms of their relationship with a child, if there is evidence which clearly shows that the employee did not seek to establish an improper relationship with the involved child, then this does not constitute sexual misconduct.

However, persistent less serious breaches of professional conduct in this area, or a single serious ‘crossing of the boundaries’ by an employee, may constitute sexual misconduct, particularly if the employee either knew, or ought to have known, that their behaviour was unacceptable.

The College Code of Conduct outlines the nature of the professional boundaries which should exist between employees and children/young people. For employees who either intentionally breach that Code or have demonstrated an inability to apply it appropriately, it may be necessary to provide more detailed written advice about what constitutes appropriate behaviour.

**Sexually explicit comments and other overtly sexual behaviour**
Sexual misconduct includes a broad range of sexualised behaviour with or towards children. While it is not possible to provide a complete and definitive list of unacceptable sexual conduct involving children, the following types of behaviour give strong guidance:

- sexualised behaviour with or towards a child (including sexual exhibitionism)
- inappropriate conversations of a sexual nature
- comments that express a desire to act in a sexual manner
- unwarranted and inappropriate touching involving a child
- personal correspondence and communications (including emails, social media and web forums) with a child or young person in relation to the adult’s romantic, intimate or sexual feelings for a child or young person
- exposure of children and young people to sexual behaviour of others including display of pornography
- watching children undress in circumstances where supervision is not required and it is clearly inappropriate.

Reference should also be made to the NSW Ombudsman website for further information on the above definitions.

**Special care relationships**
Teachers along with certain other staff are included in the definition of special care relationships in Section 73 of the Crimes Act 1900 (see section headed “Staff Member” above).

**Spent conviction**
Those offences included on a person’s criminal record which, because of the passage of time and legislative preconditions have been met, are no longer to be considered in any administrative decision making. Sexual offences can never be “spent” for the purposes of an application for child-related employment in NSW (Criminal Records Act 1991, Section 15 (1A)).
Vexatious
Where enquiries into the matter find that the allegation was made without substance and with the intent of being malicious or to cause distress to the person against whom the allegation was made.

Working With Children Clearance
All employees (see definition) are required to obtain a Working With Children Check Clearance to be employed or continue employment at the College because of their direct responsibility for children.

An application needs to be commenced on the website of the OCG and once the WWC number has been received it should be sent to the Head of College Secretary along with the staff member’s date of birth for verification.

5. Roles and Responsibilities
Head of Agency (Head of College is also the Head of Agency at St. Stanislaus’ College)
The Head of College as Head of a designated non-government agency is required to respond to all allegations against employees. Reportable allegations and convictions are to be notified to the Ombudsman within 30 days of the Head of College becoming aware of such allegations or convictions.

The Head of College, or Head of College nominee, should conduct investigations (which can include preliminary or other inquiries and assessments) into all allegations or convictions and take appropriate action as a result, including reporting to the Ombudsman’s office, as well as possibly the Office of the Children’s Guardian, the outcome of the School’s investigation into a reportable allegation or conviction.

Should the Head of College receive notice of an allegation against any employee the responsibility is to put into place the formal process for responding to allegations.

The Head of College will be mindful of the College Code of Conduct which defines appropriate and inappropriate behaviour to assist staff and others to better understand the College expectations for all employees.

The Head of College is responsible for ensuring systems are in place for recording and responding to all allegations or convictions against an employee, including matters that are required to be notified to the Ombudsman, the Office of the Children’s Guardian and Family and Community Services. Responsibilities include:

a) developing, disseminating and monitoring compliance of policies and processes.
b) regularly reviewing policies and procedures.
c) providing developmental opportunities and support for staff.
d) establishing and maintaining appropriate staff recruitment, selection and screening processes. (see Recruitment Policy)
e) establishing and maintaining appropriate procedures for dealing with allegations of staff misconduct.
f) collaborating with other relevant agencies.
g) supporting other organisations by providing prevention programs.
h) providing information about child protection policies to parents and the community.
Head of College Secretary

- Organises and maintains records of all WWCC.
- Along with the Head of College is the nominated contact person to be contacted by the Office of the Children’s Guardian if a worker becomes barred.
- Records all matters and procedures of Child Protection investigations and ensures all paperwork is completed as per policy.
- Maintains all confidential records pertaining to Child Protection investigations.
- Assists Head of College in responding to authorised requests for Child Protection documentation.

Deputy Head of College, Boarding Director, Year Co-ordinators, Counsellor (see Employee below)

a) managing incidents in accordance with this policy and other relevant employer and statutory requirements (risk assessments to be undertaken by Counsellor immediately a complaint or allegation is notified). (decisions taken regarding the risk assessment should in no way influence the finding that may occur as a result of investigations undertaken)

b) Reporting to FACS any child reasonably expected of being at risk.

c) Reporting to the employer allegations of child abuse against employees, which must ultimately be reported to the NSW Ombudsman’s Office.

d) providing appropriate opportunities for staff to become familiar with relevant child protection policies and procedures, along with their own relevant responsibilities.

e) providing a summary of the child protection policy and procedures to casual employees and authorised volunteers.

Employees

All employees have a responsibility to report to the Head of College or to the Head of College nominee any situation where:-

a. the employee is aware that there has been an allegation of reportable conduct; or

b. the employee has formed a belief on reasonable grounds that a child is in danger of being subject to reportable conduct; or

c. a child is at risk of significant harm.

It is important to realise that failure to report allegations of reportable conduct or a suspicion of reportable conduct against a child who is under 16 years of age, based on reasonable grounds, is possibly an offence under Section 316 of the NSW Crimes Act.

Teaching staff need also to be aware that under Section 73 of the Crimes Act a teacher who has sexual intercourse with one of their pupils who is aged between 16 and 18 is liable to imprisonment of up to eight years.

As a member of the College staff employees are not to investigate allegations or suspicions of reportable conduct. Investigations must only be carried out by investigators specifically appointed for the purpose by the Head of College.

Employee responsibility is to report any allegations or evidence of reportable conduct only to the Head of College or nominee. Failure to maintain confidentiality will not only be a breach of this Policy, but may result
in not being protected under the law (Section 29 Children and Young Persons (Care and Protection) Act 1998) from potential civil proceedings for defamation.

The Head of College or nominee will report any matter that has been notified, as required by the relevant legislation and the Memorandum of Understanding mentioned in the Legislative Requirement section below. The employee will be advised of the action taken. If it is decided that there are not “reasonable grounds to suspect” a child is at risk of significant harm and consequently the matter is not going to be reported by the Head of College, the employee, as the original notifier, will have an obligation under the legislation to report to FACS (Helpline 133627) if the employee believes that reasonable grounds exist.

If a student discloses reportable allegations to an employee, the employee is obliged to report the disclosure as stated above but must not investigate the matter. Employees should refer to the “Guidelines for Assisting a Child who has Disclosed Reportable Allegations” that are attached.

Investigation of allegations or evidence of reportable conduct must only be carried out by investigators appointed by the Head of College whose duties will include informing parents or caregivers that a notification has been made. Employees should not make any contact with parents or caregivers regarding the notification unless specifically authorised to do so.

Employees are required to confer with the Head of College before responding to a request by FACS or any other officers to attend an interview with a child (victim). Employees cannot be compelled by FACS to attend such an interview and the advantages and disadvantages of attendance need to be carefully assessed before a decision is made.

Employees may be required to report in a detailed manner on any matter regarding reportable conduct about which you have notified or been notified. The confidentiality of such a report will be maintained unless otherwise required by a Court Order. Information relating to any matter of reportable conduct will need to be recorded in a signed statement.

Other employee responsibilities:
  a) participating in training initiatives designed to assist the recognition of abuse and neglect of children and young people, and the implementation of relevant policies and procedures.
  b) reporting to the Head of College or nominee any suspicion, on reasonable grounds, that a child or young person for whom the organisation is responsible, is at risk of significant harm.
  c) providing support, within the range of normal duties, to children and young people who have experienced mistreatment.
  d) maintaining appropriate confidentiality in relation to all incidents or allegations of reportable conduct or risk of significant harm of a child or young person.
  e) providing information that has been lawfully requested to support child protection issues and procedures.

**Ombudsman**
Under the Ombudsman Act, the Ombudsman must keep under scrutiny the systems agencies have in place for:
  a) preventing reportable conduct by employees, and
  b) handling and responding to reportable conduct allegations or convictions, involving those employees.
c) If the matter is within the jurisdiction of the Ombudsman, the assigned investigation officer will:
d) conduct an assessment of notification of allegation,
e) monitor the investigation conducted by the College, or directly investigate the allegation,
f) investigate the complaints, and
g) audit the College systems.

Community Services
The role of Community Services includes, but is not limited to providing or arranging services to children, young people and parents when a request for assistance is received; receiving or assessing reports of abuse or neglect; and acting to maintain the safety of children.

The main purpose of an investigation by Community Services is to identify whether a child is at risk of harm and whether any care and support issues exist.

Community Services (previously known as the Department of Community Services – DOCS) is a division of Family and Community Services and has a broad role to play in the protection of children within our society and significant investigative powers to enable it to discharge its responsibilities.

The Head of College has a clear obligation under the Children and Young Persons (Care and Protection) Act 1998 to report to CS any child who is considered to be at risk of significant harm and to assist that agency with its investigations. As mandated employees under relevant legislation, teaching staff will discharge their obligation to report children at risk of significant harm to CS by conveying the information upon which they base their concerns to the Head of College who is in turn obliged to inform CS.

CS will acknowledge safe receipt of notifications to its Helpline (133627) and assign a case worker and reference number to the matter being reported.

Located at www.keepthehomesafe.nsw.gov.au is an online interactive “Mandatory Reporter Guide” (also known as a decision tree) that will assist the Head of College to determine if a child should be reported as being at risk of significant harm to Community Services.

NSW Police Force
The main purpose of an investigation by Police is to obtain information upon which a sound and proper decision can be made about the validity of an allegation. This means:
a) gathering all the relevant facts and making decisions as to whether on balance of probabilities, the allegation has been sustained/not sustained, and
b) providing information to assist in any disciplinary proceedings.

The Joint Investigative Team (JIT) consists of a member of Community Services working with a member of the NSW Police Force to conduct an investigation.

Commission for Children and Young People (CCYP)
The Commission for Children and Young People makes background checking mandatory and oversees Working with Children Checks.

The Commission for Children and Young People receives notification from the College in relation to:
a) relevant disciplinary proceedings taken as a result of a reportable allegation or conviction concerning an employee, and
b) applicants who have not been offered child-related employment as a result of appropriate assessment or screening.

The Office of the Children’s Guardian (OCG)
The OCG is responsible for the employment screening for child related employment in accordance with the Child Protection (Working with Children) Act 2012. A Working With Children Check is a prerequisite for anyone in child-related work. It involves a national criminal history check and review of reported workplace misconduct findings. The result of a Check is either a clearance to work with children for five years, or a bar against working with children. Cleared applicants are subject to ongoing monitoring by the OCG, and any relevant new records which appear against a cleared applicant’s name may lead to the Check being revoked.

Please refer to the http://www.kidsguardian.nsw.gov.au/Working-with-children/working-withchildren-check for further information on the new Working With Children Check. All employees commencing are required to obtain a Check before they commence duties. All existing employees employed by the College prior to 2013 are required to obtain a WWC as per the phase-in schedule.

The OCG also receives notification of sustained findings of serious physical assault and sexual misconduct and convictions involving children against employees.

Procedures
This section of the policy outlines the procedure followed at the College. The Procedures Manual which accompanies this document provides detail of the various procedures to be followed.

6. Prevention
Measures to keep students safe from harm include:
- developing and reviewing strategies to minimise reportable conduct occurring;
- requiring employees to sign their acknowledgment and understanding of this Policy to protect children;
- ensuring this Policy is dated and contains a date when it will be reviewed;
- adopting the attached “Code of Conduct” that assists staff in understanding appropriate and inappropriate behaviours;
- ensuring that all employees know and understand their Child Protection obligations defining each person’s current role within the organisation;
- mandatory annual Child Protection training for all employees through SALT online;
- identifying people who are not suitable to work with children through implementing thorough employment procedures including reference checking, pre-employment screening and detailed questioning at interviews;
- providing information to families and the community on the child protection strategies that have been adopted by the College;
- training for employees to promote best practices and to ensure a safe environment for children and employees,
- raising awareness in the College community about child protection through appropriate sharing of information;
• encouraging members of the College Community constructively contribute as to ongoing review of this policy.

7. Risk Assessment
Risk Assessment is the overall process of risk identification, risk analysis and risk evaluation. It is proactive rather than reactive management. A range of crucial policies are embraced by the college in areas such as anti-bullying, anti-harassment, excursion, code of conduct, recruitment and email and internet policies to reduce the risks to the wellbeing of children. An area of particular risk at St Stanislaus’ College concerns the wellbeing of a large boarding community where boys from ages 12 to 18 are living away from home and the immediate contact of their parents and family friends. To reduce risk for our boarding community, St Stanislaus’ College has embraced a range of policies and practices to protect the wellbeing of our boarders. The following College policies respond to the requirement to actively reduce the risk of harm.

• the creation of open and public areas for interviews with children;
• the regular education of our students aimed at empowering them to come forward quickly and confidently should they have concerns about actions or practices on the part of other students, staff or members of the general community;
• a range of professional development activities which are regularly undertaken with staff to alert them to critical child protection issues;
• parents and other stakeholders are encouraged to raise issues of concern with management that affect the wellbeing of our students;
• the College Counsellor attends the College two evenings per week to support the boarding community;
• a range of processes and procedures is implemented in the management of the boarding house to safeguard the interests of our boarders. Such processes include matters such as day leave provisions, overnight leave provisions, who is authorised to enter dormitory spaces, the expectations regarding how the teaching staff ought to relate to boarders outside of day school hours and a range of other specific matters.

See document “Risk Management following an allegation against an Employee” Ombudsman NSW March 2012.

8. Students at Risk of Harm
Any employee at St Stanislaus’ College who believes they have reasonable grounds to suspect that a child is ‘at risk of significant harm’, is required to ensure that such information is reported to the Department of Community Services. At St Stanislaus’ College any employee who has reasonable grounds to suspect that a child is ‘at risk of significant harm’ should report such information promptly to the Head of College who will then make a report to the DOCS Helpline. Section 23 of the Children and Young Persons (Care and Protection) Act outlines the circumstances under which a child or young person could be considered to be ‘at risk of significant harm’. Section 3.12 of the document “Child Protection in the Workplace” provides a summary outline of these reporting requirements.

• For a student with suspected risk of harm:
  • Notify the Head of Agency (Head of College or nominee who will follow the following process)
    o Go to www.keepthemsafe.nsw.gov.au
    o go to online Mandatory Reported Guide
    o Select the decision tree that most closely matches the concern(s) you have:
o Answer the questions
o Generate a decision

- The decision tree will advise to either:
  o Make a notification to the Helpline - Family and Community Services by ringing 133627
  o Monitor the situation and consult with a professional
  o If there are concerns ring the Helpline (133627) for advice
  o Head of College or nominee will ensure ongoing monitoring of situation and necessary referrals for ongoing support.
Allegation Made

Risk of Significant Harm

Head of agency assesses risks and takes appropriate action re:
• child/ren who may be at risk
• The employee who is the subject of the allegation
• The agency and the investigation including making a record of the allegation

Head of agency determines if the allegation is reportable or exempt from notification to the Ombudsman

Head of agency notifies reportable allegation to the Ombudsman within 30 days

Planning of investigation

Information gathering*
• interviews conducted and documented
• other relevant documents collected
• give employee opportunity to respond

Make a finding and re-assess risks

Take action to address issues related to:
• the employee
• the child(ren)
• witnesses, and
• policies and procedures

Head of agency sends final report to Ombudsman

Ombudsman provides feedback to head of agency

Head of agency to determine action to be taken if allegation is false and malicious

*Note: Agencies should liaise with CS and/or Police if they are involved in the matter. The Ombudsman’s office can be contacted for consultation at any time during the agency investigation.

Employer informs OCG of outcome if serious physical assault or sexual misconduct allegations are sustained.
9. Allegations Against Employees  
**Investigation Processes**
The Head of College has oversight of all investigations that take place at St. Stanislaus’ College. The investigation process at St Stanislaus’ College is informed by the detailed process outlined in the publication of the NSW Ombudsman, *‘Child Protection in the Workplace. Responding to Allegations Against Employees (June 2004 3rd Edition), Section 5’*. Copies of this publication may be found in the Teaching Staff Common Room, the Boarding Centre, the Business Office, from the Head of College Duty Secretary, from the Office of the NSW Ombudsman and from the website [www.ombo.nsw.gov.au](http://www.ombo.nsw.gov.au).

A document from the NSW Ombudsman Practice Update 1/2010 ‘Making A Finding’ can be found at the end of this policy.

10. Documentation and Record Keeping
- a) All documents relating to all allegations against employees are confidential.
- b) Information regarding notifications to the Ombudsman are kept indefinitely and are stored in a secure location separate to the employee’s record file.
- c) At agency level, the person responsible for keeping and storing the records is the Head of College.

The Head of College Secretary is the delegated person within the Agency to maintain an accurate record of the details of an allegation, the subsequent risk assessments, the investigation and the action taken. These records are treated as highly confidential and must be kept securely and permanently (stores securely in the Head of College Confidential Store located opposite the Head of College Secretary office). Records relating to information concerning allegations against an employee are required to be kept on a file separate to the employee’s personnel file.

11. Rights of all Parties
- a) The decision making processes are in place to ensure the safety and the well being of children and employees during the investigative process.
- b) Any allegation or conviction of reportable conduct will be forwarded to the Ombudsman (for employees of designated agencies, this also includes any allegations or convictions for reportable conduct outside work hours).
- c) Employees’ rights will be upheld in the event of an allegation being made against them; for example:
  - a) Completing an investigation of an allegation against an employee. The Head of College will inform the employee of the substance of any allegation against them and provide the employee with a reasonable opportunity to put their case forward (The head of agency will decide the timing and the particular form this will take, ensuring the investigation is not compromised); If the finding is adverse, the employee will be allowed to add a dissenting statement.
  - b) Employees and parents have the right to complain to the Ombudsman if they are not satisfied with the College response to their complaint about the outcome or the way the agency investigation was conducted.

  Acting fairly and without bias
  Conducting an investigation without undue delay
  Ensuring that the case is not investigated or determined by someone with a conflict of interest
  Encouraging all parties to maintain confidentiality during the investigation
  Ensuring that the outcome is supported by evidence.
12. Support Available

a) Children who are involved or affected in any way will be supported through the College pastoral care arrangements, with special support being provided by the Class Teachers, Tutors, the Senior Administration Co-ordinators, the nursing staff, the College Counsellors, the Deputy Head of College and the Head of College.

b) Employees who have received disclosures, or who have been the subject of allegations, will be offered appropriate and timely support by the College Counsellors and/or an external and independent counsellor referred by the college for consultations.

c) Regular staff training will occur at staff and other meetings that take place on a regular basis. The induction process for new staff will focus on the area of child protection and the support an individual staff member has available. Staff should also be aware and sensitive to the diverse cultural backgrounds of children in their care when implementing the policies of the College in relation to Child Protection.

d) Counsellors undertake appropriate inservice opportunities and act as a resource for community.

Boarding Student Support
Boarding students require special consideration in the event that an allegation affecting a boarding student is made. Members of this community typically do not have day to day immediate and physical contact with their parents. In this context the College has a particular duty to ensure that parents or guardians are quickly contacted and empowered to offer support to their sons or boarders in their care wherever appropriate and possible.

13. Processes to be followed at St Stanislaus’ College in the event of any employee receiving information of behaviours by employees which may constitute a reportable allegation

a) Any employee of St Stanislaus’ College receiving or becoming aware of information that may constitute a reportable allegation is required to report that information promptly to the Head of College. The report would normally be made in person and should be confirmed by email to head@stannies.com. In the absence of the Head of College, the information should be reported to the Deputy Head of College.

b) On receiving information which may constitute a reportable allegation, the Head of College (or in the absence of the Head of College, the Deputy Head of College) will promptly decide whether or not, on the face of the information provided, the matter is reportable to the Ombudsman. The Head of College may seek to clarify the nature of the alleged behaviour with the person or persons making the allegation at the time the allegation is made in order to assist with determining whether the matter is reportable. (See Section 3.4 of the document Child Protection in the Workplace produced by the NSW Ombudsman). The Head of College should ensure that a record is kept of the words used by the person or persons making an allegation (this should then preferably be put in writing by the person making the allegation or by the Head of College Secretary. It should then be signed and dated by the person making the allegation) with this record to be included in any subsequent investigation or enquiry related to the receipt of the information.

c) If on the face of it:
   o the alleged behaviour was reasonable for the purposes of discipline, management or care of children and in line with St Stanislaus’ College Code of Conduct, then the matter is not reportable to the Ombudsman but needs to be recorded by the Head of College and dealt with as a complaint;
o the alleged behaviour involves the use of physical force that, in all the circumstances, is trivial or negligible, the Head of College should cause the matter to be investigated and the result of the investigation recorded and responded to by the Head of College, or

o the alleged behaviour constituted reportable conduct, ie sexual offences, sexual misconduct, assault, ill-treatment, neglect or behaviour that causes psychological harm, the Head of College must ensure that the reportable allegation is reported to the Ombudsman within 30 days of the Head of College becoming aware of the allegation. The Head of College will notify the Ombudsman by completing Part A of the notification form produced by the Ombudsman and cause the notification form to be forwarded by registered mail, hand delivery or courier.

o the alleged behaviour involves a child being ‘at risk of significant harm’. The Head of College is required to cause a report to be promptly made to the Helpline of the Department of Community Services.

o the alleged behaviour constitutes possible criminal behaviour. In circumstances where the behaviour may involve criminality, the Head of College must promptly report details of the allegation to the NSW Police Force.

d. In the event that a reportable allegation is also being investigated by the Department of Community Services or the NSW Police, the Head of College is required to liaise and co-ordinate with CS or the NSW Police regarding roles and responsibilities. The Head of College should seek advice from the investigating officers from these bodies before St Stanislaus’ College takes any action that may jeopardise the investigation or the wellbeing of any witnesses.

e. Whether a concurrent investigation occurs with the Department of Community Services or the NSW Police or whether an agency only investigation occurs, the Head of College must ensure that an appropriate risk assessment (to be undertaken by the College Counsellor in the first instance) takes place. This will assess any risks posed by the employee to children in the care of St Stanislaus’ College and take any necessary interim action to ensure the safety and wellbeing of the children including whether the employee’s duties need to be changed during any investigation process.

f. In the event that a reportable allegation has been received, following the risk assessment and the completion of the Part A of the Ombudsman notification form within 30 days of the Head of College becoming aware of the allegation, the Head of College is required to put in place an investigative process that complies with that outlined in Section 5 of the Child Protection in the Workplace document (June 2004) produced by the Office of the NSW Ombudsman. In the event that the investigation will be conducted internally, an appropriate experienced investigator will be appointed or in certain circumstances the Head of College may decide to use an independent investigator and should this be the case the college will follow the advice set down under 5.3 of the document “Child Protection in the Workplace”.

g. After the investigation has complied with the requirements set out in section 5 of the document “Child Protection in the Workplace”, the investigator should present all the material in writing to the Head of College for a decision to be made on the matter. This includes all of the information gathered, both in support of and not in support of, the allegation against the employee. The investigators should make clear recommendations to the Head of College based on the requirements of the Ombudsman Act. The recommended finding should comply with the requirements outlined in 5.12.5 of the document “Child Protection in the Workplace”. The Head of College is required then to make a decision as to whether as Head of Agency to accept or reject the outcome of the investigation and any recommendations made by the investigator. Prior to making a finding, the fundamental requirement is that there should be an appropriate investigation of the allegation and procedural fairness for the employee.
h. Once the Head of College has come to a conclusion on the basis of the report from the investigators, relevant persons should be advised in writing as set out in 5.12.5 of the document “Child Protection in the Workplace”. In the event that a finding is sustained, the letter to the employee should indicate that this finding is a preliminary finding and invite the employee to make comment on the preliminary finding. The employee’s responses should be considered by the Head of College prior to any sustained finding being confirmed. Any actions with respect to the making of a finding should be in accord with guidelines set out in section 5.12.6 of the document “Child Protection in the Workplace”. The Head of College is responsible for sending the final report and the results of the Agency Investigation to the Ombudsman.

14. What happens if an allegation is made against the Head of Agency?
In any case where information is received or a complaint is made against the Head of College that may need to be considered as a reportable allegation, the information should be referred to the Chair of the College Board of Directors who will then advise the Office of the NSW Ombudsman that such an allegation has been made and then refer the information or complaint to the Catholic Commission for Employment Relations Child Protection Unit to process the information or complaint in terms of section 3 and section 5 of the document “Child Protection in the Workplace”.

15. Employment Screening
All new staff are required to complete a Working with Children Check prior to commencement of duty. No staff will be permitted to commence employment without this check having been verified by the Head of College Secretary and the check coming back ‘Cleared’.

16. Reporting to the Department of Community Services a child or young person at Risk of significant Harm
At St Stanislaus’ College any employee who has reasonable grounds to suspect that a child is ‘at risk of significant harm’ should report such information promptly to the Head of College who will then make a report to the DOCS Helpline. Section 23 of the Children and Young Persons (Care and Protection) Act outlines the circumstances under which a child or young person could be considered to be ‘at risk of significant harm’. Section 3.12 of the document “Child Protection in the Workplace” provides a summary outline of these reporting requirements.

17. Notification to the Commission for Children and Young People about completed relevant employment proceedings
The Head of College is responsible for notifying the Commission for Children and Young People about completed relevant employment proceedings at St Stanislaus’ College Bathurst as per the requirements of the Commission for Children and Young People Act 1998. Guidelines for such notifications are set out in 1.4.3 of the document “Child Protection in the Workplace”.

18. Appendices
Office of the Children’s Guardian
- Information for Employers
  - Working with Children Checklist
  - Working with Children Check Record Keeping template
  - Working with Children Check Policy Template
- Information for Reporting Bodies
  - Reporting certain misconduct involving children
  - Application to the Children’s Guardian to have work deemed child-related
Fact Sheets
1. Phase-in schedule for existing workers
2. Exemptions
3. Risk Assessment
4. Bars and appeals
5. Disqualifying offences (Schedule 2)
6. Assessment requirement triggers (Schedule 1)
7. Overseas applicants
8. Work deemed child-related by the Guardian

Keep Them Safe Website
- Glossary

19. Helplines
- Child Protection Helpline 132 111 or 133 627 (Mandatory Reporters)
- Kids Helpline 1800 551 800 or www.kidshelpline.com.au
- BeyondBlue info line 1300 22 4636
- www.youthbeyondblue.com
- Headspace, 253 George St, Bathurst. Phone 6338 1100 or www.headspace.org.au

20. Relevant Legislation
- Ombudsman Act 1974 requires the Head of College as Head of a non-government school to respond to allegations against employees and to notify the Ombudsman of reportable allegations or convictions.

- Child Protection (Working with Children) Act 2012 requires the College to use the Working With Children Check administered by the Office of Children’s Guardian (OCG) to screen people who apply to work in child-related positions in the College. The Head of College is also required to notify the OCG of certain sustained findings of reportable allegations.

- Children and Young Persons (Care and Protection) Act 1998 mandated employees are required to report to the ‘Helpline’ (133 627) of Family and Community Services (FACS) any children and young people whom they suspect to be at ‘risk of significant harm’.

- Child Protection (Working With Children) Regulation 2013

- Children and Young Persons (Care and Protection) Regulation 2012

- Child Protection Legislation Amendment Act 2015

- Crimes Act 1900

NB It should be noted that in October 2005 the Association of Independent Schools entered a Memorandum of Understanding (MOU) with the Department of Family and Community Services concerning centralised reporting to FACS.
In the event that a mandatory reporter complies with the procedures for centralised reporting of his or her employer (which procedures are pursuant to this MoU) and has no knowledge of any failure to relay the risk of significant harm report to FACS, then FACS will accept that the mandatory reporter has reported to FACS in accordance with section 27, Children and Young Persons (Care and Protection) Act 1998 and FACS will not initiate any relevant prosecution for breach of that section.

The Head of College is accountable to relay a report of risk of significant harm to FACS when staff employed within the College report risk of significant harm to the Head of College. Should the Head of College fail to relay the risk of significant harm report, then FACS may take action against the Head of College in accordance with Section 27, Children and Young Persons (Care and Protection) Act 1998.
### Glossary (Keep them Safe website)

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
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<tbody>
<tr>
<td>Authorised Carers</td>
<td>Since authorised carers are considered to be employees under the Ombudsman Act 1974 (S25A) any allegation of reportable conduct and the findings of the agency’s investigation should be notified to the NSW Ombudsman. Concerns about reportable conduct by authorised carers towards any child/young person in out of home care should also be reported to the Child Protection Helpline.</td>
</tr>
</tbody>
</table>
| Apprehended Violence Order (AVO) | An Apprehended Violence Order (AVO) is an order made by a court that restricts the behaviour of the person against whom the order has been made. The purpose of an AVO is to protect a person from violence, harassment or intimidation in the future. An AVO usually states that a person cannot assault, harass, threaten, stalk or intimidate another person, or go within a certain distance of his/her home or workplace. Other orders can be included if necessary. In NSW there are two types of AVOs:  
  - Apprehended Domestic Violence Orders (ADVO) are made when the people involved are related, living together or in an intimate relationship, or have been in this situation earlier.  
  - Apprehended Personal Violence Orders (APVO) are made when the people involved are not related and do not have a domestic or personal relationship, e.g., neighbours. |
| Attachment                    | Attachment is an emotional bond to another person. Psychologist John Bowlby was the first attachment theorist, describing attachment as a ‘lasting psychological connectedness between human beings’ (Bowlby, 1969). Bowlby believed that the earliest bonds formed by children with their caregivers have a tremendous impact that continues throughout life. |
| Child                         | Age 0–15 years. As a mandatory reporter in NSW, you are required to report concerns that you have about the safety, welfare or well-being of a child.                                                                 |
| Child Pornography             | Child pornography is material that depicts or describes (or appears to depict or describe), in a manner that would in all circumstances cause offence to reasonable people, a person who is (or appears to be) a child:  
  a. Engaged in sexual activity;  
  b. In a sexual context; or  
  c. As the victim of torture, cruelty or physical abuse (whether or not in a sexual context).  
(2 Division 15A Child Pornography (91H) of the NSW Crimes Act 1900 defines a child as under 18 years.) |
| Child Prostitution            | Child prostitution is any sexual service, whether or not involving an indecent act:  
  a. That is provided by a child (under the age of 18 years) for the payment of money or the provision of any other material thing (whether or not it is in fact paid or provided to the child/young person or to any other person);  
  b. That can reasonably be considered as aimed at the sexual arousal or sexual gratification of a person or persons other than the child/young person; and  
  c. Includes (but is not limited to) sexual activity between persons of different sexes or the same sex, comprising sexual intercourse (as defined |
in section 61H) for payment or masturbation committed by one person or another for payment engaged in by a child.
(3 Division 15 Child Prostitution (91C) of the NSW Crimes Act 1900 defines a child as under 18 years.)

<table>
<thead>
<tr>
<th>Class of Children/Young People</th>
<th>Two or more children or young people (Section 27(3) <em>Children and Young Persons (Care and Protection) Act 1998</em>)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cognitive Delay</td>
<td>Cognitive delay usually refers to a developmental lag, meaning that an individual’s cognitive abilities do not match the expectations for his/her chronological age. It is a term most often used in describing children. Because children continue to grow and develop cognitively, it is not always clear whether or not they will catch up with respect to the delay. Sometimes development lags because of illness or malnutrition or other environmental factors and when the situation is rectified, the cognitive abilities rebound. However, it is also possible for delays to become permanent, in which case they are probably better thought of as an impairment or disability, although the term ‘delay’ is sometimes still used.</td>
</tr>
</tbody>
</table>
| Designated Agency | A designated agency in NSW is an agency accredited in accordance with the regulations under the *Children and Young Persons (Care and Protection) Act 1998* to provide out-of-home care services, and includes Community Services and Ageing, Disability and Home Care.
In relation to reporting allegations against employees (as per the *NSW Ombudsman Act 1974*) designated agencies are the following:
- Community Services
- Department of Education & Communities
- Ministry of Health (including Local Health Districts, statutory health corporations, the Ambulance Service of NSW and affiliated health organisations)
- Juvenile Justice
- Corrective Services
- NSW Sport and Recreation
- Disability, Ageing and Home Care
- Non-government schools
- Child care centres
- Agencies which provide substitute care to children, whether in foster care or in a residential care facility.
| Developmental Milestone | Developmental milestones are a set of functional skills or age-specific tasks that most children can do at a certain age range, and which are used to check on children’s development. Although each milestone has an age level, the actual age when a normally developing child reaches that milestone can vary.
<table>
<thead>
<tr>
<th>Domestic Violence</th>
<th>Domestic violence refers to incidents of violence occurring in the family household where a child/young person is living.</th>
</tr>
</thead>
<tbody>
<tr>
<td>eReporting Information</td>
<td>eReporting is a secure and convenient channel for reporting non-imminent suspected risk of significant harm reports to Community Services over the internet. This reporting method improves mandatory reporter accessibility to the Child Protection Helpline, and improves the quality of information reported through its structured template.</td>
</tr>
<tr>
<td>Household Member</td>
<td>A household member is any child/young person and adult who lives in a home, and all adults who have significant (regular and/or frequent) in-home contact with the child/young person, including those who have a familial or intimate relationship with any person in the home.</td>
</tr>
<tr>
<td>Informal Care Arrangements</td>
<td>A care arrangement of a child/young person with an individual acting in a private capacity, is not, alone, grounds for a risk of significant harm report. However, whilst parents may relinquish care of their child/children to relatives or others without going through a formal process, such carers may have difficulty accessing assistance and/or dealing with services or other institutions, such as Births, Deaths and Marriages, Medicare and Centrelink. Possible offences under the Children and Young Persons (Care and Protection) Act 2008 apply in relation to providing or arranging statutory, supported or voluntary care, as defined under the Act but these categories do not include private care arrangements. A report to Community Services and/or the Police is appropriate if it is suspected that the placement contravenes the Care legislation. Similarly adoption is a formal process governed by the Adoption Act 2000. Private adoptions are illegal and reportable to Community Services and/or Police.</td>
</tr>
</tbody>
</table>
| Mandatory Reporter | A mandatory reporter in NSW is an individual required by under Section 27 of the Children and Young Persons (Care and Protection) Act 1998 to report to the Child Protection Helpline when he/she has reasonable grounds to suspect that a child, or a class of children, is at risk of significant harm from abuse or neglect, and those grounds arise during the course of or from the person's work. Mandatory reporters include those who deliver the following services wholly or partly to children as part of their paid or professional work:  
- Health care (e.g., doctors, nurses, dentists and other health workers);  
- Welfare (e.g., psychologists, social workers and youth workers);  
- Education (e.g., teachers);  
- Children's services (e.g., child care workers, family day carers and home-based carers);  
- Residential services (e.g., refuge workers);  
- Law enforcement (e.g., police).  
The NSW legislation also mandates any person who manages an employee or volunteer from the above services to report suspected risk of significant harm. Agencies will generally have internal policies setting out the requirements for employees and their managers who are mandated reporters to report concerns about children. Some agency policies (such as Ministry of Health) require non-mandated reporters to report to the Child Protection Helpline, so practitioners |
should be familiar with the legislation as well as their agency’s policy on reporting suspected risk of significant harm.

### Non-organic Failure To Thrive (NOFTT)

Failure to thrive (also called psychosocial failure to thrive) is defined as decelerated or arrested physical growth (height and weight measurements fall below the fifth percentile, or there is a downward change in growth across two major growth percentiles) associated with poor developmental and emotional functioning. Organic failure to thrive occurs when there is an underlying medical cause. NOFTT occurs in a child who is usually younger than 2 years old and has no known medical condition that causes poor growth.

Psychological, social or economic problems within the family almost always play a role in the cause of NOFTT. Emotional or maternal deprivation is often related to nutritional deprivation. The mother or primary carer may neglect proper feeding of the infant because of preoccupation with the demands or care of others, her own emotional problems, substance abuse, lack of knowledge about proper feeding or lack of understanding of the infant’s needs. Organic failure to thrive is caused by medical complications of premature birth or other illnesses that interfere with feeding and normal bonding activities between parents and infants.

### Parent/Carer

A biological or adoptive parent, legal guardian or any other adult with parental responsibility for meeting basic physical (such as food, clothing, shelter, supervision, and medical care) and emotional needs, and responding to the behaviour of a child/young person in his/her care.

This includes young people who are biological parents of a child, as well as, for example, authorised foster and kinship carers and informal private care arrangements (see Glossary), but does not include those who are either paid or unpaid in positions such as, for example, baby sitters, family day care providers, pre-school, vacation care or youth camp workers.

### Reportable Conduct under the Ombudsman Act 1974

Reportable conduct refers to the following:

- Any sexual offence or sexual misconduct committed against, with or in the presence of a child (including a child pornography offence or an offence involving child abuse material (within the meaning of Division 15A of Part 3 of the *Crimes Act 1900*); or
- Any assault, ill treatment or neglect of a child; or
- Any behaviour that causes psychological harm to a child, whether or not, in any case, with the consent of the child.

Reportable conduct does not extend to the following:

- Conduct that is reasonable for the purposes of the discipline, management or care of children, having regard to the age, maturity, health or other characteristics of the children, and to any relevant codes of conduct or professional standards;
- The use of physical force that, in all the circumstances, is trivial or negligible, but only if the matter is to be investigated and the result of the investigation recorded under workplace employment procedures; or
- Conduct of a class or kind exempted from being reportable conduct by the Ombudsman under Section 25CA.
Note.
Examples of conduct that would not constitute **reportable conduct** include (without limitation) touching a child in order to attract a child’s attention, to guide a child or to comfort a distressed child; a school teacher raising his or her voice in order to attract attention or to restore order in the classroom; and conduct that is established to be accidental.


<table>
<thead>
<tr>
<th>SBC</th>
<th>Student Behaviour Committee at St. Stanislaus’ College</th>
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<tbody>
<tr>
<td>BSBC</td>
<td>Boarding Student Behaviour Committee at St Stanislaus’ College</td>
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</tbody>
</table>

**Significant Harm Definition**

Members of the community and mandatory reporters who suspect that a child or young person is at ‘risk of significant harm’ (the statutory threshold) should report their concerns to the Child Protection Helpline. This new statutory threshold has replaced ‘risk of harm’ in the *Children and Young Persons (Care and Protection) Act 1998*. A child or young person is at risk of significant harm if the circumstances that are causing concern for the safety, welfare or well-being of the child or young person are present to a significant extent.

What is meant by ‘significant’ in the phrase ‘to a significant extent’ is that which is sufficiently serious to warrant a response by a statutory authority irrespective of a family’s consent.

What is significant is not minor or trivial, and may reasonably be expected to produce a substantial and demonstrably adverse impact on the child or young person’s safety, welfare or well-being.

In the case of an unborn child, what is significant is not minor or trivial, and may reasonably be expected to produce a substantial and demonstrably adverse impact on the child after the child’s birth.

The significance can result from a single act or omission or an accumulation of these.

**Young Person**

Age 16–17 years. As a mandatory reporter in NSW, you may also report concerns you have about the safety, welfare, or well-being of a young person, but are not required to do so.
CODE OF CONDUCT POLICY

Intended Audience: College Employees

BOSTES Reference: Registered and Accredited Individual Non-Government Schools (NSW) Manual 3.6 and 3.9

Distribution: Policies and Procedures Manual, College Staff Room, Staff Induction Folder

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</tr>
<tr>
<td>Policy Revision Due:</td>
<td>October 2017</td>
</tr>
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1. **Policy Introduction and Purpose**

The mission of the Catholic Church commits all its works and agencies to foster the dignity, self-esteem and integrity of every person. The provision of a safe and supportive environment is essential to ensure that all members of the College community are to be affirmed in their dignity and worth as a person. Within the College, students should develop skills in building positive relationships based on those modelled by employees.

It is expected that all Catholic employees endorse the principles of child protection as a fundamental responsibility and it is within this context that this Code has been prepared.

The Code assists in achieving a safe and supportive environment for everyone, including students, employees and the broader community. It will also help employees to understand and fulfil their legal and professional responsibilities in this critical area of their work.

Furthermore, the *Ombudsman Act 1974* and *Commission for Children and Young People Act 1998* both highlight the need for Catholic employers to have Codes of Conduct that will provide guidance for their employees.

2. **College Roles and Responsibilities**

   **Professional Responsibilities of Employees**

   In performing their duties it is expected that all employees will support the core values of St Stanislaus’ College. In doing so, they will avoid by word or action, any influence upon students that is contrary to the teachings and values of the Catholic Church.

   Employees have a responsibility to meet the high standards of professional and ethical behaviour required by the employer, students’ families and the Church and wider community.

   Employees undertake their responsibilities within the framework of the law and lawful instructions from their employer. Employees must comply with legislative and industrial requirements, with this Code and any policies and procedures that are implemented by the College.

   Employees (and school authorities) owe a duty of care to students. This duty of care is to take reasonable steps to protect students from a reasonably foreseeable risk of harm. This duty applies equally to school based activities and out of school activities involving the College.

3. **Professional Relationships**

   **Interactions with Students**

   It is expected that employees will be caring, compassionate adults who take an interest in their students and who set appropriate boundaries within those employee-student relationships.

   Employees must be aware that their interactions with students are based on a trusting relationship arising from the nature of the work, and that those relationships are open to scrutiny.

   Employees must always treat students with respect. Within this, there is no place for sarcasm, derogatory remarks, offensive comments or any other inappropriate conduct that may result in emotional distress to a student.

   Behaviour that may cause psychological harm to a student includes:
   - targeted and sustained criticism, belittling or teasing;
   - excessive or unreasonable demands;
   - hostility, verbal abuse, rejection or scape-goating;
   - using inappropriate locations or social isolation, outside of the school’s discipline policy, as punishment.
Employees must always treat students in a consistent manner without inappropriate familiarity or spending ‘special time’ with a student.

Some indicative behaviours that may suggest a student is not being treated in a consistent manner could include:
- giving gifts to a student (for example, giving a birthday gift to a particular student when this is not the practice with other students, or asking the student to keep the gift a secret from others);
- showing special favours;
- allowing a student to over-step rules, except where it is clearly articulated in a student’s Personalised Learning Plan or Individual Behaviour Management Plan;
- sharing secrets with a student;
- inconsistent consequences or allowances.

Social interactions between employees and students outside of school and school related activities can be problematic and may lead to allegations against employees. Employees must be conscious that their position places extra obligations on them and they should follow the policy and procedure as set by the College.

Employees are requested to seek guidance from the Head of College if there is uncertainty about professional boundaries. Some examples include:
- visiting students at their home;
- inviting students to visit the employee’s home;
- making telephone calls of a personal nature to students;
- sending emails of a personal nature to students;
- sending sms (text) messages of a personal nature to students.

When congratulating a student, a consistent approach should be used in line with school practice. Employees must be conscious that their actions, particularly physical gestures may be open to scrutiny by others. Employees are required to develop and exercise prudent judgment and sensitivity regarding appropriate physical interactions with students.

Employees should, whenever possible, endeavour not to drive a student alone in their car unless they have specific permission, and do so in accordance with College policy which states employees should have a second student to accompany the employee and student. In the event of an emergency, employees should attempt to obtain parental consent and also report the matter to the Head of College, where possible prior to the journey commencing.

Employees may only engage in tutoring or coaching students outside of school hours in accordance with school policy. Employees should be aware that child protection issues may arise in these circumstances and should continue to follow their obligations under this Code.

Employees should avoid, as far as possible, situations where they are alone with a student. In the conduct of their professional duties, employees may be required to work in a one to one situation with a student. In such situations employees must follow the school’s policy and procedure.

When responsible for a single student, an employee should:
- have previously discussed arrangements with the Head of College;
- maintain visibility into a room;
- interact with the student in an area open to observation.

Employees must do everything within reason to ensure that alcohol, tobacco or prohibited substances are not consumed by students on the school’s premises or at College functions, camps or excursions. Employees must not give to students, nor are they to encourage or condone student use of the abovementioned substances. Consumption of alcohol by employees whilst on duty is strictly prohibited. Administration of prescribed medications should be in accordance with College policy.
Employees must not, under any circumstances, engage in intimate and/or sexual relationships with a student or engage in any conduct of a sexual nature with a student. It is irrelevant whether the relationship is heterosexual or homosexual, consensual or non-consensual or condoned by parents or caregivers. The age of the student or employee involved is also irrelevant.

Improper conduct of a sexual nature by an employee against a student includes sexual intercourse and any other form of sexual misconduct.

Sexual misconduct includes:
- obscene language of a sexual nature;
- suggestive remarks or actions;
- jokes of a sexual nature;
- obscene gestures;
- unwarranted and inappropriate touching;
- sexual exhibitionism;
- undressing in front of students;
- personal correspondence with students in respect of the employee’s sexual feelings for the student;
- deliberate exposure of students to sexual behaviour of others, other than in the case of prescribed curriculum material in which sexual themes are contextual;
- possession, distribution or display of pornography;
- electronic transmission of messages or files which are sexually explicit, offensive or contain inappropriate jokes;
- sending sms (text) messages which are sexually explicit, offensive or contain inappropriate jokes.

Employees in their pastoral care role must be cautious of the content and context of their discussions with students.

Employees must exercise caution when:
- making personal comments about a student;
- asking questions that probe a student’s sexuality or personal relationships;
- discussing personal details of lifestyle of self or others;
- disclosing their personal contact details to students.

Employees must not:
- discuss matters of a sexual nature relating to themselves.

Should any student engage, or attempt to engage, in inappropriate behaviour of a sexual nature with an employee, immediate steps must be taken to discourage the student and the matter should be immediately reported to the Head of College.

Employees must notify the Head of College immediately should they suspect a situation involving any form of reportable conduct or concern of risk of significant harm to students. Employees must also be aware of individual mandatory reporting requirements under the Children and Young Persons (Care and Protection) Act 1998 and Children Legislation Amendment (Wood Inquiry Recommendation) Act 2009. It is not the responsibility of employees to investigate allegations or suspicions of a child protection nature.

4. Maintaining Professional Boundaries
The following self-assessment boundaries may assist employees in assessing their application of professional boundaries:
- am I dealing with a particular student in a different manner than with others under the same circumstances?;
- would I do or say this if a colleague was present?;
- is my dress/availability/language different from the normal with a particular student(s)?
• are the consequences of my actions likely to have negative outcomes?
• are my personal feelings translating into inappropriate actions?
• could my conduct with a student be perceived as demeaning or belittling?

Employees are required to bring to the attention of the Head of College any potential, perceived or actual contraventions of any of these boundaries set out in this Code, whether by themselves or colleagues. The requirement to report any possible contraventions is essential given the duty of care owed to students within the school environment. In addition, all employees are to notify any allegation of reportable conduct or reportable convictions of which they become aware in accordance with current legislation and school policy.

5. Duty of Care
The school owes a duty of care to its employees and students. It is expected that all employees contribute towards the fulfilment of this legal duty. Employees will exercise with diligence, the duty of care that they owe to the student. In addition to this, employees are expected to take all reasonable steps to protect students from risk of harm. This may require making formal notifications/reports to government agencies as well as referring matters of concern.

Employees are also expected to cooperate with the College to maintain a workplace environment that is positive, open and healthy for members of the school community. Each employee has a significant role to play in achieving and maintaining this objective. It is expected that any matters that threaten the fulfilment of this objective are reported to the employee’s direct supervisor.

The supervisory role of employees is aimed at enhancing a student’s educational opportunities, building self-esteem, and ensuring students are safe and supported. Whilst in a supervisory role, the employee has an obligation to fulfill duty of care requirements.

Employees must comply with the arrangements for student supervision put in place by the school for all activities where the student is under the duty of care of an employee. Playground supervision is an integral part of this responsibility. Employees must actively supervise their designated area and be vigilant and constantly mobile. Punctuality is an essential element of this compliance.

Employees should be alert to bullying or any other form of harassment or discriminatory behaviour and act on and report incidents in accordance with the school’s anti-bullying policy.

Ill or injured students should be attended to by the supervising employee. Should additional assistance be required, employees should contact the Matron on duty.

Employees should remain with students at after school activities in accordance with College policy.

6. Risk Management
All employees should be aware of risks that arise in the school and take steps to minimise and/or eliminate those risks. Employees also need to appreciate that the school, in exercising its duty of care for students and employees, may from time to time require an employee to conduct a risk assessment, having regard to the welfare of all.

7. Student Management
Student discipline practices at the College aim to facilitate the development and experience of responsible self-discipline amongst students and to promote the wellbeing, safety and effective management of the school community.

It is the responsibility of each employee to develop effective, consistent and appropriate management strategies in day to day interactions with students as a preventative system of behaviour management. These strategies should include a clear, consistent and graded method of dealing with inappropriate behaviours and should be developed in accordance with the school’s Pastoral Care, Student...
Management and Discipline policies. It is the responsibility of each teacher to be familiar with these policies.

As a general rule, employees will use their own management strategies in their initial dealings with students. However, students who display recurrent challenging behaviours, particularly unsafe behaviours should be referred to the appropriate person in line with the school’s policy and procedures. Where a student’s behaviour is unable to be managed by the implementation of the school’s policies, an individual behaviour management plan will be developed for that student. All teachers should be made aware of this individual management plan and act in accordance with the procedures documented in this plan.

All employees should be aware that corporal punishment is prohibited. Corporal punishment involves the application of physical force to punish or correct a student.

The following behaviour management practices are unacceptable:

- using an object, such as a ruler, book, duster, chalk or whiteboard marker to gain a child’s attention in a hostile or an inappropriate physical manner;
- restraining a student for any purpose other than a student’s actions causing imminent harm to self or others;
- hitting or kicking a student;
- holding a student (other than for the circumstances outlined above);
- pushing, pulling, shoving, grabbing, pinching or poking a student;
- shaking or throwing a student;
- intimidating a student;
- swearing at a student;
- using sarcasm to humiliate;
- locking a student in a confined space;
- refusing biological needs (eg: refusing permission to go to the toilet) as a means of punishment;
- applying painful or noxious conditions;
- criticising a student rather than the student’s actions;
- practices which instil fear, or using fear as a means of controlling a student;
- practices which cause a student to feel alienated;
- exposing a student to material that contains violent or inappropriate sexual messages or themes, or
- contains adult concepts or themes that are inappropriate to the student’s age or curriculum expectations;

8. Physical Contact with Students

When physical contact with a student is a necessary part of the teaching/learning experience employees must exercise caution to ensure that the contact is appropriate and acceptable for the duty to be performed:

- assessing a student who is injured or ill may necessitate touching. An employee should advise the student of what they intend to do and, where possible, seek the student’s concurrence;
- teaching sport, music and other activities may require the physical handling of a student to demonstrate a particular action or skill.
- physical contact with students which may be appropriate includes:
  - comforting a distressed student;
  - guiding a student in a non threatening manner;
  - protecting a student from imminent danger to himself or to others.

The physical contact referred to above is only acceptable if the contact was reasonable for the purpose of management or care of the student. The contact must also be appropriate given the age, maturity, health or other characteristics of the student. Physical contact with a student should be consistent with any behaviour management plan in place for that student.
Physical interventions (including physical restraints, removals or escorts) to contain and/or control the behaviour of students should only be employed as measures of last resort to ensure safety and protection. The use of physical intervention is restricted to occasions when the student, other students, employees or others are being harmed or are in imminent danger of being harmed.

Some examples of when it may be appropriate to use physical intervention as a last resort include:
- a student attacking an employee;
- a student attacking another student;
- students physically fighting;
- a student causing, or at risk of causing, injury to self or others;
- a student misusing dangerous materials, substances or objects where it is likely that this will cause imminent harm.

As any physical intervention involves some risk of injury to the student or employee, employees must weigh this risk against the risks involved in failing to physically intervene when it may be warranted. All employees using physical interventions are responsible and accountable for the manner in which they exercise that authority.

9. Confidentiality
Employees should be aware of, respect and adhere to, the established lines of communication in the school.

Where matters arise in a school under Child Protection Legislation, employees should maintain the confidentiality of all parties concerned. In any matters where an employee is in doubt as to the requirements of confidentially, they should seek the advice of the Head of College or the Head of College delegate, without discussing the matter with any other employee.

10. Unacceptable Conduct
Conduct which is contrary to this Code may amount to reportable conduct and/or disciplinary action within the meaning of Child Protection Legislation and will be dealt with in accordance with the Staff Discipline policy or Child Protection Policy where appropriate.

11. Clarification of the Code
If there is any conflict between this Code and applicable legislation, the legislation will prevail. If an employee is in doubt about the interpretation of this Code, the matter should be discussed with a more senior employee such as the Deputy Head of College or in the final analysis, the Head of College.

12. Definitions
Employees – an employee is any person who is employed by the College, whether or not they are employed to work directly with children, as well as anyone from outside the College who is engaged to provide services to children such as contractors, volunteers, students on placement, instructors of religion, sports coaches, visiting musicians (Section 25A Part 3A of the Ombudsman Act 1974).
RECORDS MANAGEMENT/RECORD KEEPING POLICY

Intended Audience: College Employees

BOSTES Reference: Registered and Accredited Individual Non-Government Colleges (NSW) Manual 3.6 and 3.9

Distribution: College Staff Room, Staff Induction Folder, College Policies and Procedures Manual

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<td>September 2015</td>
</tr>
<tr>
<td>Policy Revision Due:</td>
<td>January 2017</td>
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</tbody>
</table>
1. Policy Introduction and Purpose

Well-kept records are important in ensuring the effective management of the College. Effective records are required for internal management purposes and for meeting the agreements the College has with various external agencies such as DEEWR, the Catholic Education Commission and the NSW Board of Studies, Teaching and Educational Standards (BOSTES).

Various records maintained by the College include:

- A register of students (hard copy and digital) maintained by the Registrar that records the entry and departure dates for all students and allocates them a unique enrolment number and identity. Access to this document is restricted to the Head of College, Deputy Head of College and Registrar.

- Attendance Rolls – All students at St. Stanislaus’ College are placed in a Tutor Group, and attendance rolls are organised based on Tutor Groups. Each morning the Tutor is obliged to complete the Attendance Roll for all students in their tutor group. Attendance Rolls are kept by the tutors and access to them is restricted to the tutor, administration staff, College Counsellor, Director of Curriculum, Head of Boarding, Deputy Head of College and Head of College. The Deputy Head of College has the responsibility for ensuring that the Attendance Rolls are properly completed and maintained (on a fortnightly basis) and that they are deposited into Archives at the end of each year. Digital records of student attendance are also kept on a per lesson period basis within the Edumate program.

- Student Files – Envelope files for all current students and for one year after they have left, are kept in the Administration Office of the College. These files are maintained by the administrative staff and may be accessed by teachers for educational purposes. Included in these files are enrolment forms, academic reports, assessments and other materials that provide information about the student’s experience at St. Stanislaus’ College. After the student has left for one year the student file is deposited into Archives.

- Staff Files – Staff files for all staff members are kept under the authority of the Head of College in the office of the Head of College Secretary and are only accessed following the specific approval of the Head of College to a request for same. Staff files are deposited into Archives after a year following their departure from the College.

- Child Protection Files – A Child Protection file is commenced at St. Stanislaus’ College when Child Protection legislation is activated in relation to particular person(s) at the College. Child Protection files are strictly confidential and are maintained under the direct authority of the Head of College. Child Protection files may be only accessed with the specific approval of the Head of College and such approval would only be given in exceptional circumstances. Child protection files are maintained in locked cabinets in the Head of College secure store room with strict limited access.

- A confidential detailed record of College response to goals and targets of the College Strategic Plan is to be found in the Head of College Report to the Board of Directors. Such reports are deposited to Archives one year after the date of the report.

- Minuted records (hard copy and digital) are kept of the following meetings: Board of Directors, Management meetings, Faculty Heads meetings, General staff meetings, Pastoral Leadership Team meetings. In the calendar year after the year in which the meeting has been held, the various meeting minutes are deposited with Archives. They are also kept in digital form.

- Electronic Data – All electronic files are password protected to ensure confidentiality of documentation. The passwords are regularly changed as a further precaution to unsafe access. College offices were re-designed and re-organised in 2001 to further safeguard confidentiality.

- All records of student achievement at external examinations are kept in electronic and hard copy along with analysis of same. Internal records of student achievement are kept within the student management software, Edumate.

- Archival Records – All non-current hard copy records concerning the College are held in Archives. Archival records are confidential and may only be released with the authority of the Head of College.
Backup Procedures:

Crucial areas of College data include:

- Delta Link System
- Edumate
- Individual files of Staff
- Student data

The following backup procedures are in place:

Delta Link:
This system is backed up daily by Delta Link.

Edumate:
Edumate data is back up to the reserve Edumate server on a continual basis.

Additionally an automated backup is undertaken each night, this transfers the College current image to the servers in Sydney run by the Edumate company.

Individual Staff Files:
Each area of the College has been allocated an external Maxtor hard drive which is used by the Faculties and Business Office to complete a monthly backup of the drives on individual laptops and desktop machines. This process is organised by the Support staff.

Additionally each staff member has space on the staff share drive to which they can backup their own data on a more regular basis.

Students:
Students are each allocated a space on the server to which they can back-up data.

Additionally students are encouraged to take responsibility for their own data by using thumb drive to backup their College work.
VISITORS POLICY

Intended Audience: College Employees

BOSTES Reference: Registered and Accredited Individual Non-Government Schools (NSW) Manual 3.6 and 3.9

Distribution: College Staff Room, Staff Induction Folder, College Policies and Procedures Manual

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1. **Policy Introduction and Purpose**

St Stanislaus’ College is committed to maintaining practices that create a culture of safety and wellbeing within which children and young people are supported and protected. The creation of such a culture across the community of the College is the most effective means to prevent harm. Preventative programmes to raise the awareness of students, employees and the community about child protection issues are central to the development of this culture.

2. **Definition of Visitors**

A visitor is defined as a person or persons invited or organised by a College staff member (the contact person) to enter the College grounds or buildings for an approved activity. An approved activity is an activity approved at Management Meetings or specifically approved by the Building & Grounds Supervisor, the Deputy Head of College, the Head of Boarding or the Head of College.

Visitors are also persons who attend the College to make an appointment to meet with College personnel. Visitors include contractors engaged by the College to work within College premises. Visitors are not deemed to be spectators or members of an audience who attend the College to watch an approved College activity that is open to the public. These persons are referred to as spectators or audience member.

**Steps to be followed in visitors entering and leaving College grounds**

1. All visitors are to sign and complete the Visitors Book on entering and leaving College premises. The Visitors Book is located at the reception desk. In Day school hours the reception desk is located in the administration wing and in boarding hours there is a separate Boarding House Visitors Book located at the Boarding Centre. Visitors will be issued with a Visitors’ ID at reception on completing details in the Visitors Book. In circumstances where reception staff are unsure of a person’s status as a valid visitor, the matter should be referred to the Head of College for clarification. A person is not admitted to the College unless they meet the criteria of being a Visitor.

2. Contractors working for a number of days within College premises are to complete the Visitors Book with the names of ALL visitors and may indicate in the Visitors Book the likely number of days that they will be working at the College. On the completion of the Contract, the contractor is to ensure that the Visitors Book is an accurate record of the persons who have visited the school and the dates on which they were present.

3. Reception will advise the contact person that the visitor is at the College and the contact person will meet the visitor and escort them to the College approved activity or administration staff will escort the visitor to the contact person and the approved activity.

4. Visitors who operate unescorted at any time are to be provided with a copy of the “Conditions of Entry and Safety Rules” by the contact person. Multiple copies of this document are available at reception.

5. The contact person is to monitor the visitor as necessary to ensure that they are observing all conditions of child protection as well as safety requirements of the school.

6. In the event that the contact person becomes aware that the visitor violates any “Conditions of Entry and Safety Rules” the contact person is to warn the visitor that a repeat offence would result in the contact person asking the visitor to leave the College grounds.

7. Any significant breach of “Conditions of Entry and Safety Rules” should be reported to the Head of College.

8. At the end of the visit, a visitor is required to sign the Visitors Book as they leave the College grounds.
St Stanislaus’ College Bathurst

Function: ADMINISTRATION
Title: Induction of Visitors and Contractors

OBJECTIVE & SCOPE

WHAT
This procedure shall be followed for the induction of Visitors and Contractors who will be unescorted and perform any work on or in the College.

WHEN
This Procedure shall be followed at all times during business hours.

WHERE
This Procedure shall be followed by all designated personnel at College.

WHY
To ensure that Visitors and Contractors operated safely within the College and know how to respond in the event of an emergency.

PROCEDURE DETAILS

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<th>STEP</th>
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<th>RESPONSIBLE OFFICER</th>
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<tr>
<td>1.</td>
<td>All visitors and contractors visiting the College are to sign the “Visitors Book”. Drivers are to sign the “Visitors Book” on the first visit only. <strong>Note</strong>: The “Contact” is the person who is responsible for the visitor or contractor.</td>
<td>Administration Office</td>
</tr>
<tr>
<td>2.</td>
<td>Advise the Contact that the Visitor or Contractor is at the College</td>
<td>Administration Office</td>
</tr>
<tr>
<td>3.</td>
<td>If this is the first visit by the Visitor or Contractor, and they will operate unescorted at any time, provide them with a copy of the “Conditions of Entry and Safety Rules” (Attachment 1) and advise them where the nominated assembly area is in case of emergency.</td>
<td>Contact</td>
</tr>
<tr>
<td>4.</td>
<td>Brief the Visitor or Contractor on the “Conditions of Entry and Safety Rules” ensuring they understand the relevant requirements.</td>
<td>Contact</td>
</tr>
<tr>
<td>5.</td>
<td>Monitor the Visitor or Contractor as necessary to ensure that they are observing all conditions and safety requirements.</td>
<td>Contact</td>
</tr>
<tr>
<td>6.</td>
<td>If any violations to the “Conditions of Entry and Safety Rules” are noticed, give them a warning and repeat step 4. If the violation is repeated, advise the Head of College and escort the Visitor or Contractor off the College grounds.</td>
<td>Contact</td>
</tr>
<tr>
<td>7.</td>
<td>Ask/Arrange for the Visitor of Contractor to sign off the Visitors Book before they leave the College grounds.</td>
<td>Contact</td>
</tr>
</tbody>
</table>
**CONDITIONS OF ENTRY AND SAFETY RULES**

<table>
<thead>
<tr>
<th>Safe and Supportive Environment</th>
<th>Harassment, bullying, abuse of any kind is unacceptable in this College. Entry to this College is on the condition that all personnel and students are treated with respect.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SAFETY WARNINGS</strong></td>
<td></td>
</tr>
<tr>
<td>In the event of a fire, emergency or when directed by staff</td>
<td>You and your personnel (if at the College) are to proceed to the Assembly area.</td>
</tr>
<tr>
<td>Safety Procedures</td>
<td>All work is to be undertaken within the College in accordance with the Contractors approved Safety Operating Procedures.</td>
</tr>
<tr>
<td><strong>SAFETY INSTRUCTIONS</strong></td>
<td></td>
</tr>
<tr>
<td>Authorised People</td>
<td>Only authorised people are to enter the College</td>
</tr>
<tr>
<td>Fire</td>
<td>All cases of fire must be reported to the Buildings and Grounds Supervisor</td>
</tr>
<tr>
<td>Personal Protective Equipment</td>
<td>Personal Protective Equipment (including safety apparel) must be worn.</td>
</tr>
<tr>
<td>Smoking</td>
<td>Smoking is strictly prohibited within any area of the College</td>
</tr>
<tr>
<td>Drugs and Alcohol</td>
<td>Use of drugs and alcohol is strictly prohibited</td>
</tr>
<tr>
<td>Injuries, Accidents and near misses</td>
<td>Must be reported immediately to the Buildings and Grounds Supervisor</td>
</tr>
<tr>
<td>Vehicle access</td>
<td>Entry to the College is granted to authorised vehicles only</td>
</tr>
</tbody>
</table>

Violation of any of these conditions, will be sufficient grounds to terminate the permission of entry to the College.