

CERTIFICATE COURSE IN RESIDENTIAL CARE

UNIT 1

The Philosophy of Residential Care

- The general philosophy underpinning effective residential care 1 – 2
- The needs of a student 1 – 2
- Examples of educational goals that might be set within a boarding context 1 – 4
- The rights and responsibilities of boarders 1 – 5
- Why boarding remains an important option 1 – 6
- Types of boarder 1 – 7
- Types of boarding house 1 – 7
- Vertical versus horizontal systems of boarding 1 – 7
- The changing character of boarding 1 – 8
- Trends in boarding 1 – 9

UNIT 2

Roles and Responsibilities

- The importance of each individual's role 2 – 2
- Core responsibilities and associated duties 2 – 3
- Job descriptions 2 – 3
- Some of the desirable qualities of staff within a boarding house 2 – 4
- The seven habits of highly effective people 2 – 7
- Employer responsibilities: 2 – 8
 - Liability
 - Negligence
- Some of the legal responsibilities that must be fulfilled: 2 – 9
 - Health and safety
 - Child protection
 - Discrimination
 - Compliance

UNIT 3

Emergency Procedures

- Emergency contacts 3 – 2
- Types of emergency 3 – 3
- Emergency Management Teams/Critical Incident Teams 3 – 4
- Emergency responsibilities 3 – 4
- Site maps and building plans 3 – 7
- Fires 3 – 7
- Evacuation procedures 3 – 8
- Bush fires 3 – 9
- Bomb threats 3 – 10
- Dealing with death, bereavement and grief 3 – 11
- First aid 3 – 14
- Dealing with the media 3 – 19



UNIT 4 Security and Supervision

- Students, naturally good or naturally bad? 4 - 2
- Students, responsibility and freedom 4 - 2
- A security checklist 4 - 3
- Security of valuables 4 - 5
- Signage 4 - 5
- Surveillance 4 - 5
- Sight lines 4 - 5
- Visitors and guests 4 - 5
- Supervision: 4 - 6
- Some key areas of supervision in a boarding house 4 - 7
 - Leave arrangements
 - Dormitory/bed-sit supervision
 - Supervision of recreation and meals
 - Bathroom and toilet supervision
 - Homework supervision
 - Excursions
 - Sport
- Prefects and monitors 4 - 10
- Supervision and the law 4 - 11

UNIT 5 Dealing with Bullying

- What is bullying? 5 - 2
- The symptoms of bullying 5 - 3
- Who is the bully? 5 - 3
- Who is the victim? 5 - 2
- Some factors which can promote bullying in a boarding house 5 - 4
- Some initiatives to reduce bullying 5 - 5
- Bullying and loneliness 5 - 6
- Resilience 5 - 7
- Dealing with bullies and their victims 5 - 8
- Dealing with a report of bullying 5 - 8
- Advice to offer the bullied 5 - 10

UNIT 6 Occupational Health and Safety

- What is Occupational Health and Safety (OHS)? 6 - 2
- What are the legal requirements in relation to OHS? 6 - 2
- What is a risk? 6 - 7
- Acceptable and non-acceptable levels of risk 6 - 7
- Identification of risks 6 - 8
- Risk assessment 6 - 7
- Safety audit 6 - 9
- Hazard assessment form 6 - 12
- Housekeeping checklists and inspections 6 - 13
- Fire safety checklist and inspections 6 - 19
- Chemicals, poisons and medical supplies 6 - 21
- Electrical safety 6 - 22
- Medical considerations 6 - 23