

STUDENT SAFETY POLICY (HOSTEL)

Purpose

This policy is designed to ensure that the hostel is a safe and controlled environment for all students and their possessions.

Policy

- The hostel students must understand and adhere to the hostel's rules of operation.
- Hostel staff must know where the students are at all times, when acting in the role of 'in loco parentis'.
- The college's guidance counselor is available to help with students' problems.
- All staff employed at the hostel and any adults over the age of 18 living on the hostel site are police vetted every three years.

Procedures

1. Prospective hostel students must read the hostel's operating rules and sign a contract acknowledging that they will abide by them. This must happen before the students move into the hostel.
2. Hostel students must use the sign in/out sheet whenever they leave or arrive back on the hostel site. This sheet is a very important document and must be filled out correctly.
3. Students may exeat overnight from the hostel using the procedures outlined in the operating rules.
4. When hostel students exeat overnight, hostel staff relinquish the role of 'in loco parentis'.
5. Hostel staff do a physical check that students are back on site by 10.00pm, Sunday to Thursday and 12.00pm Friday and Saturday, prior to doors being locked.
6. Where a student is late returning from exeat or when signed out, after a period of two hours they are contacted by phone or text message. If contact cannot be established they are deemed missing, and their parents, the hostel director, and the police are contacted.
7. Where a student returns early from exeat they are required to notify the duty manager on their return to the hostel.
8. The hostel manager checks the units at 9.00am to ensure that the students have gone to school, and then locks the units for security.

9. Students must not return to the hostel during school hours unless there are special circumstances, such as illness. In these cases permission must be granted by hostel staff.
10. Students are encouraged to see the college's guidance counselor to help with personal and/or confidential matters.
11. The college's guidance counselor is able to exit a hostel student to her care without parental consent, when confidentiality must be maintained.
12. Students are trained to give and receive feedback using a peer a self-assessment model. This model is used to help the students resolve conflicts and problems, both individually and in groups.
13. The hostel director will communicate with the hostel manager and assistant manager concerning administrative and student matters from the college point of view.
14. Visitors to the hostel must adhere to the hostel rules and be introduced to the supervisor on each visit. They must fill in the sign in/out sheet and state who they are visiting.
15. Unwelcome visitors are asked to leave the site. If students feel uncomfortable doing this, they must inform the supervisor.
16. All staff employed at the hostel and any adults living on the hostel site are police vetted on a regular (3 yearly) basis.