

# **Leichhardt House**

## **Rural Student Hostel**

*We provide a home away from home atmosphere  
for rural students attending Chinchilla schools.*



# **CODE OF CONDUCT**

# CODE OF BEHAVIOUR

## PRACTICAL RULES

Respect for self and others is expected at all times - in behaviour, attitude and actions. Co-operation and respect is expected at all times towards the House Parents and other students.

Respect for the privacy of others. Respect for the living space of others. Respect for the clothing and belongings of others. Borrowing without permission is not allowed. Lending or borrowing of clothes is not encouraged and is done at the student's own risk. All students are expected to contribute to the care, cleanliness and tidiness of the Hostel. Complete silence is expected after lights out.

Food is only to be eaten in the dining room or outside.

## OUT OF BOUNDS

Students are to remain within the Hostel property unless they have obtained permission to do otherwise.

Each student is expected to be familiar with and abide by the guidelines as set out in the Prospectus.

### Out of bounds areas:

- Front of Hostel at night without permission
- Girls area to boys
- Boys area to girls
- House Parents' unit, unless invited.

Always ask the House Parents to get boys/girls from their rooms if you need to speak with them.

## CARE OF PROPERTY

### Graffiti, vandalism:

- Writing on the bricks with chalk, or any other object, is vandalism, is unacceptable behaviour, and will be dealt with severely.
- Students will be expected to cover the cost of any breakages or damage to equipment or residential property, which results from lack of care.
- Students are expected to use facilities (television, encyclopaedias, computers etc, with respect. A responsible attitude will prevent any breakage or damage. However, any breakage or damage/loss must be reported to the House Parents immediately.

## SMOKING

In forbidding the use of cigarettes and other drugs at the Hostel, we are in line with Government Policies as well as private sector stances for the sake of health and safety.

**If students are found smoking or in the company of smokers, a letter will be sent to parents informing them of their child's behaviour. Children found smoking inside the building will be fined and suspended from the Hostel. The House Parents/Committee will not tolerate such dangerous behaviour.**

## **GENERAL BEHAVIOUR - Amendment to Code of Conduct as at 13 October 2003.**

A high standard of behaviour is expected at Leichhardt House. Each student has the responsibility to contribute to the happiness of the Hostel. You must do your part to fit in!

**This involves:**

- Have fun, but know when to stop (when someone is getting hurt).
- Polite conversation between students and House Parents.
- Insolence, swearing, lewd or abusive language will not be tolerated.
- Ability to care for all personal belongings in a neat and tidy manner.

**The consequences:**

Not abiding by the Hostel rules is viewed by the House Parents as 'choices' the student makes, therefore, persistent breaking of rules and consistent un-cooperative behaviour or behaviour which may have a disturbing influence on others, will be dealt with as follows:

- 1<sup>st</sup> Offence** - Student/s will meet with Houseparents, a written notation taken, read and signed by the student and houseparents, and filed in the student/s file. Parents notified.
- 2<sup>nd</sup> Offence** - Same as above, but also the Houseparents will notify the Committee, who, in turn, will notify the parents.
- 3<sup>rd</sup> Offence** - The Houseparents will notify the Committee with a recommendation that the committee issue the consequences. The committee will notify the parents and, if need be, will meet with the student and parents and Houseparents.

**THE STUDENTS INVOLVED IN THE ABOVE, WILL COMMENCE EACH TERM WITH A CLEAN SLATE, HOWEVER, IF A STUDENT PERSISTENTLY REPEATS THE SAME BEHAVIOUR, THE COMMITTEE RESERVES THE RIGHT TO ACT ON THE SERIOUSNESS OF THE ACT AND IMPLEMENT THE CONSEQUENCES, WHICH MAY INCLUDE EXPLUSION FROM THE HOSTEL.**

## **ABSOLUTE RULES**

A student involved in any of the following actions may exclude themselves from the Hostel:

- **Smoking on Hostel grounds.**
- **Destruction of Hostel property and/or Student property**
- **Stealing**
- **Going out at night without permission**
- **Possession of and/or taking drugs or alcohol**
- **Consistent lack of co-operation in the Hostel**
- **Suspension from School is an automatic suspension from the Hostel**
- **Bullying and/or sexual harassment. (refer guidelines)**

Suspension or exclusion from the Hostel is a decision made by the Management Committee in conjunction with the House Parents and is not made lightly.

## **PROCESS OF INVESTIGATION FOR SEXUAL HARASSMENT ALLEGATIONS AND / OR BULLYING BY STUDENTS**

All complaints will be given respect and attention. Once the House Parents have been informed of some inappropriate behaviour, a process of investigation will begin. The aims of such an investigation will always be to:

- protect and support the victim and/or complainant in an allegation
- provide advice as requested
- facilitate support for all parties
- consult with other parties that the requirements of the law are respected.

According to the circumstances, a written account from both the claimant and the respondent will be necessary. The person facilitating the investigations should at all times maintain certain standards, that is, treat the students/parents in a just, caring and

respectful way, manage the situation calmly and seek assistance if this is not possible, have a selection of management strategies which are appropriate for the situation. The facilitator would hope to negotiate a satisfactory resolution between the victim and the alleged offender. Allowance will be made for the nature of the incident to take its course, with the conflicting parties resolving the situation themselves. Strict monitoring of the conflict resolution would be required.

If intervention is required for the resolution process to continue, the process would include:

- interview with the complainant and/or victim
- interview with the alleged offender
- interview with any witnesses (where possible)

Depending on the seriousness of the allegations, a record of the interview may be filed. When a complaint is lodged, to expedite the resolution process, the facilitator must determine the characteristics of the incident:

- What happened?
- Who was involved? (including witnesses)
- Where did it happen?
- When did it happen?
- How did it happen?

The Committee, along with the House Parents, will determine the seriousness of the incident and what is the appropriate intervention to assist in the resolution.

## **STRATEGIES FOR RESOLUTION**

It is always the wish of the House Parents and the Committee that a resolution of the conflict will be reached between the parties, however, if this is not so, the following possible strategies should be employed:

- Introduce a third party mediator. A process that has particular procedures to follow and does not involve punishment or consequences. It aims to have each of the parties concerned see the effects of the conflict on the other and part company leaving the dispute behind.
- Involve the House Parents in making strong recommendations as to the resolution; disciplinary action may involve a warning, suspension, or expulsion from the Hostel or duties around the Hostel for a number of weeks, under the supervision of the House Parents.
- Inform parents of the decisions made.

Having worked through the resolution process, it is necessary to recognise and determine the consequences of the behaviour. The consequences will depend on the nature and severity of the inappropriate behaviour.

The range of possible consequences for inappropriate behaviour by students can include:

- Letter and or phone call to parents/guardians
- Written apology
- Suspension from the Hostel
- Counselling
- Duties around the Hostel for a required time
- Expulsion
- Legal Action

Parents and students are asked to read the Anti-bullying/Sexual Harassment Guidelines set down by the Hostel.

## **RIGHTS AND RESPONSIBILITIES**

**RIGHTS:** It is expected that every member of the Hostel is entitled to:

- Be treated as an individual, with understanding, respect and courtesy.
- Feel secure in personal well-being, i.e. freedom from threat and physical harm.
- Security of personal property.
- Maximum benefit and satisfaction from all activities.

- A healthy lifestyle and working environment.
- Earn the respect and support of the local community.
- Be guided and assisted in attempts to achieve self-discipline.

**RESPONSIBILITIES:** Each member of the Hostel has an obligation to the achievement of personal expectations. Each student should:

- Recognize the unique abilities and talents of others and treat them with understanding, courtesy and respect.
- Ensure the security of others by not threatening or intentionally hurting anyone in any way, and by observing safety regulations which apply in the Hostel and on the way to and from school.
- Respect others' property.
- Cooperate with other members of the Hostel to ensure that activities proceed with minimal disruption. This includes being punctual and having relevant equipment and resources where they are required.
- Care for the Hostel environment, keeping it neat and clean by disposing of litter in the appropriate manner and refraining from practices that could place a healthy lifestyle and environment at risk.
- Behave and dress in a manner that will bring credit to that person and to the Hostel.
- Be prepared to learn, and encourage others to learn self-discipline by displaying appropriate, acceptable behaviour and attitude at all times.
- Abide by, and support, the Hostel Code of Behaviour.

## **INTERNET**

Inappropriate use of the Internet in any form by a student or students will not be tolerated and will withdraw student/s right to use this facility.

## **HOTMAIL/CHAT LINES**

The House Parents will monitor the use of this facility and their decision whether or not to let a student use this facility will be final.

## **INFRINGEMENT OF STUDY RULES**

Students who choose to ignore the code of behaviour during study may:

- Lose privileges
- Be removed from the study area

Repeated interruptions may result in:

- Telephone call to parents and/or letter.
- Informing Hostel Committee.

## **CODE OF BEHAVIOUR**

As a member of the Hostel family, students need to make a responsible contribution to the achievement of the aims of the Hostel. Students are expected to act in accordance with the following principles:

- Care
- Courtesy
- Consideration
- Co-operation
- Common Sense

# **COMPUTER ETHICS STATEMENT**

**ETHICAL BEHAVIOUR** involves the use of the computer facilities in accordance with this statement and is required from all who use our facilities. Behaviour, which is considered inappropriate in terms of these guidelines, may result in withdrawal of student access to the computer facilities.

- You may only use those facilities which have been authorized for your use. If there is password access, you have a responsibility to maintain secure passwords and take precautions against unauthorized access.
- You may only use authorized facilities for authorized purposes. Specifically, study time must not be used for playing games, communication facilities may not be used for personal messages or acquisition of information for personal use other than that involved with schoolwork.
- Any attempt to copy software made available for your use is prohibited. The Hostel holds a copyright license to use the software, and copying of such material is liable to prosecution.
- Unauthorized copying of information belonging to others is unacceptable.
- You are responsible for the security of your own work. Providing a paper or electronic copy of your work to other students to gain or confer unfair advantage is deemed to be unethical.
- Any attempt to interfere with the normal operation of computing facilities is unacceptable.
- Any attempt to subvert the security of the Hostel's computing facilities is unacceptable.
- Any use of the computing facilities to send or record messages, which is inconsistent with the ethos of Leichhardt House is unacceptable.
- During out of study time, students wanting to work on computers have priority over game playing.

## **RESPONSIBILITIES**

You have the responsibility to report to House Parents:

- any action which you consider may contravene the ethics of computer use;
- or
- any malfunction in equipment so that repairs may be effected immediately.

# INTERNET ETHICAL USE AGREEMENT

## ETHICAL USE

I agree that:

- I shall not place software or other files on the Hostel's computers where these may lead to damage or legal charges (destructive programs such as viruses, pirated software, etc.).
- I shall not use the facilities to make unauthorized copies of copyright, licensed or patented material.
- I shall not use the facilities to defraud or to create false or misleading information.
- I shall not act as though I intend to break the law by, for instance, attempting to guess a password or gain unauthorized access to any other computers.
- I shall not attempt to monitor or read files or communications of other users.

## CO-OPERATION AND APPROPRIATE USE

I agree that:

- I shall not waste computer resources (eg. unnecessary printing or unnecessary time on the Internet due to poor planning) or disadvantage others by monopolizing equipment.
- I will only attempt to send or record messages which are consistent with the ethos of Leichhardt House.
- I shall not damage, hide or alter facilities, information or files.
- I shall not interfere with the legitimate use of the facilities, networks or software products.
- I shall keep the facilities clean, tidy and free of hazards.
- I shall use the computer resources only for study purposes.
- If I come across inappropriate material accidentally, I will
  - clear offensive pictures/information from the screen
  - immediately and quietly inform the Houseparents.
- I shall not download computer software from the Internet.

## ACCESS TO COMPUTERS

I agree that:

- I shall not alter anything on any of the systems throughout the Hostel, ie., system files, system configuration, folders or other technical data. If I need other access then I shall see a member of staff.
- I shall leave the machine set up as I found it and leave the workstation area tidy.
- I shall not bring food or drink in to any of the computer rooms or in the vicinity of computer equipment.
- I shall not disclose my or any other person's password, home address or phone number and I shall take precautions against unauthorized access.

We have read the above and as parents and students agree to abide by the Computer Ethics Statement and this Agreement when using the computer facilities at Leichhardt House. I understand that the consequences of breaking this agreement may lead to the loss of computer privileges.

# **ANTI-BULLYING POLICY**

Every student who attends Leichhardt House has the right to enjoy his/her learning and leisure time free from bullying or harassment by others.

Leichhardt House will not tolerate bullying or harassment in any form. Boys/girls should help one other by supporting a boy or girl who is being bullied/harassed by reporting such instances. The House Parents will deal most severely with boys/girls who persist in bullying/harassment.

This Policy will not, on its own, eliminate all bullying. It is designed to inform the Hostel community of the Hostel's position on bullying and the steps that may be taken to counter it.

## **WHAT IS BULLYING?**

Any behaviour which sets out to hurt, threaten or frighten another boy/girl counts as bullying. Ragging, teasing and arguments are all part of life, Everyone has to put up with these things occasionally, but if a boy/girl keeps doing something when he/she knows the other boy/girl wants him/her to stop, then that defined as bullying.

## **EXAMPLES OF BULLYING**

Bullying takes many forms. This section is designed to give you an indication of some of the actions the Hostel considers as bullying:

### **VERBAL ABUSE**

- NAME CALLING
- INSULTS OR TEASING •  
PUT-DOWNS
- RACIAL INSULTS
- WHERE THE INTENTION IS TO CAUSE PAIN OR DISTRESS
- SPREADING RUMOURS/STORIES ABOUT PEOPLE OR THEIR FAMILIES
- WRITING AND DISTRIBUTING UNPLEASANT NOTES ABOUT PEOPLE

### **PHYSICAL ABUSE**

- HITTING/PUNCHING
- KICKING
- PUSHING
- PHYSICAL THREATS
- OTHER PHYSICAL ASSAULTS BY PEERS

### **HARASSMENT**

- STEALING
- HIDING AND MOVING PROPERTY
- INTIMIDATION
- BEHAVING IN SUCH A WAY THAT THE STUDENT FEARS FOR HIS/HER SAFETY

## **WHAT TO DO IF BULLIED**

It is important to talk to someone. Keeping the problem to yourself usually makes things worse. Some people you can go to for help might be:

- FRIEND
- BROTHER OR SISTER
- HOUSEPARENTS
- SENIOR STUDENT
- COUNSELLOR

## **HINTS TO AVOID BEING BULLIED**

- **IGNORE** - SHOW NO REACTION, WALK AWAY AND JOIN YOUR FRIENDS
- **SUPPORT** - TRY TO AVOID BEING ISOLATED, HANG AROUND WITH FRIENDS
- **LAUGH IT OFF** - IF YOU LAUGH IT OFF, IT WILL USUALLY STOP IF YOU RESPOND, THE BULLY GETS THE REACTION HE/SHE WANTS
- **AVOID** - IF YOU KNOW THERE IS A PLACE WHERE YOU MIGHT BE HARASSED, THEN AVOID GOING THERE

## **ACTION THE HOSTEL MAY TAKE IN DEALING WITH BULLYING**

Any, or all, of the following steps may be taken:

- House Parents may discuss the problem individually with the Students involved.
- The parents of the students may be informed, if the situation worsens, and requested to discuss the situation with the House Parents.
- If the bullying continues, the House Parents together with the Committee may take any necessary action.

This may be:

- AN APOLOGY BY THE PERPETRATOR/S
- EXTRA WORK AROUND THE HOSTEL UNDER THE SUPERVISION OF THE HOUSE PARENTS
- SUSPENSION
- EXPULSION FROM THE HOSTEL
- IN SOME INCIDENTS STUDENTS MAY BE REQUESTED TO RECORD THE EVENTS IN WRITING AND THE HOUSEPARENTS MAY NEED TO WRITE A REPORT

The accused bully or person doing the harassing, or his/her mates, may be tempted to confront the accuser. Such action will be dealt with harshly.

# **SEXUAL HARASSMENT GUIDELINES**

## **WHAT IS SEXUAL HARASSMENT?**

Sexual Harassment (Extract from Qld Anti-Discrimination Act 1991) happens if a person:

- Subjects another person to an unsolicited act of physical intimacy; or
- Makes an unsolicited demand or request (whether directly or by implication) for sexual favors from the other person; or
- Makes a remark with sexual connotations relating to the other person; or
- Engages in any other unwelcome conduct of a sexual nature in relation to the other person, and does so with the intention of offending, humiliating or intimidating the other person, or in circumstances where a reasonable person would have anticipated the possibility that the other person would be offended, humiliated or intimidated by the conduct.

The following examples illustrate the wide spectrum of behaviors that could constitute Sexual Harassment:

- Personally offensive verbal comments
- Sexual or smutty jokes
- Comments about a person's alleged sexual activities or lifestyle
- Stares and leers
- Persistent unwelcome social invitations or phone calls
- Request for sexual favours
- Physical contact such as patting, pinching, touching, grabbing and fondling
- Display of offensive material
- Stalking

## **WHAT CAN I DO ABOUT SEXUAL HARASSMENT?**

Any student who believes he or she has been subject to sexual harassment can choose one of the options:

- Speak directly to the offender about the issue. Do not retaliate either physically or verbally. Tell them the behavior is unwanted and illegal. If the harassment stops no more action is needed.
- Speak to the Houseparents, seeking advice.
- Speak to a counselor.
- Tell someone. This is reporting abuse, not 'dobbing'.

## **ACTION THE HOSTEL MAY TAKE IN DEALING WITH SEXUAL HARASSMENT**

**Any, or all, of the following steps may be taken:**

- House Parents will discuss the problem individually with the Students involved.
- The parents of the Students will be informed, if the situation worsens, and requested to discuss the situation with the House Parents.
- If the sexual harassment continues, the House Parents together with the Committee may take any necessary action.

**This may be:**

- An apology by the perpetrator/s
- Extra work around the hostel under the supervision of house parents
- Suspension
- Expulsion from the hostel
- In some incidents students may be requested to record the events in writing and the Houseparents may need to write a report

The emotional and physical safety of the children who may be victims of such behavior is the primary consideration. These children may need counseling or other support.

# **OTHER RULES**

## **OUTINGS**

During the school term, House Parents ask that outings be kept to a minimum. Parents have access to their student at any convenient time. Please feel free to visit, take your child out to dinner or shopping.

The House Parents will not give students permission to go to the movies or a party during the week, unless the student is invited and the House Parent has at least 24 hours notice.

Students in Year 12 will be allowed some extra privileges decided upon and in conjunction with student and House Parents and, of course, parent permission.

House Parents require 24 hours notice from parents if students wish to go somewhere to dinner with family other than parents.

Again these outings are to be kept to a minimum.

## **LAUNDRY**

Students may do personal washing with the House Parents' permission, however, it is advised that they do not leave washing on the line overnight. Students must provide their own soap powder, which must be kept in an airtight container in their own cupboard. The clothes dryer is only to be used by students in an emergency and, again, only with House Parents' permission.

A small amount of personal washing is allowed for in the fees. If this is exceeded an extra charge will be levied to cover electricity, water and wear and tear on the washing machines.

# THE AGREEMENT

We have read the above Code of Conduct and as Parents and Students of the Leichhardt House Rural Student Hostel agree to abide by the Code of Behaviour, Computer Ethics Statement, Internet Ethical Use Agreement, Anti-bullying Policy, Sexual Harassment Guidelines and Other Rules as stated.

Student's Name: \_\_\_\_\_  
*(please print)*

Signature of Parent/Guardian: \_\_\_\_\_  
/\_\_\_\_/\_\_\_\_

Date: \_\_\_\_\_

Signature of Student: \_\_\_\_\_  
/\_\_\_\_/\_\_\_\_

Date: \_\_\_\_\_