

21 December 2006



CHILD and YOUTH PROTECTION POLICY

POLICY STATEMENT

Each child and youth has a right to protection from 'harm'. Raymont Lodge Residential College is committed to the safety and well being of all children and young people who use its services. As a Uniting Church Residential College our staff is committed to providing young people with a safe and secure environment, within which to study and live.

Head of College
Raymont Lodge Residential College

CHILD and YOUTH PROTECTION POLICY

1. INTRODUCTION

- 1.1. This policy is in existence to help protect any child or youth and any resident in the College who are under age and to take the relevant action.
- 1.2. Compliance with this policy is mandatory for each person working within Raymont Lodge Residential College. All information related to suspected or alleged 'harm' to children or youth must be treated with the utmost confidentiality and all implicated persons must be treated with respect for their privacy and dignity.
- 1.3. Raymont Lodge Residential College has approximately 120 students living within the College for 41 weeks of the year. These students study at The University of Queensland, Queensland University of Technology or Southbank TAFE. At the beginning of any given year the majority of the College's first year students are under 18 years of age. This number becomes smaller as the year progresses, which means that by the end of the year very few of the residents are minors.
- 1.4. In terms of a Child and Youth Protection Policy this group of young people presents a unique challenge. University Colleges are essentially adult environments, which means the duty of care Colleges are able to provide is limited, and indeed the level of care a group of 17-year-old University students will accept is also limited.

2. GUIDING PRINCIPLES

- 2.1. The best interests of the child or youth are paramount.
- 2.2. Each child or youth is entitled to be treated in a way that supports the principles of privacy, ensures and maintains confidentiality and respects their dignity.
- 2.3. Each child or youth is entitled to be cared for in a way that protects them from 'harm' and promotes their well being.
- 2.4. Each person working within Raymont Lodge Residential College has a responsibility to provide a safe, caring environment that enables each child or youth to develop.
- 2.5. All instances involving a child or youth that suggest that the child or youth has suffered 'harm', is suffering 'harm', or is at an unacceptable risk of suffering 'harm' will be reported to the appropriate authority.

- 2.6. Allegations of 'harm' to a child or youth must be dealt with immediately and diligently.
- 2.7. Each person involved in situations where 'harm' to a child or youth is suspected or disclosed will be treated with dignity, sensitivity and respect.
- 2.8. Each person who has access to information regarding suspected or disclosed 'harm' to a child or youth has an obligation to observe confidentiality.

3. REFERENCES AND RELATED DOCUMENTS

- 3.1. Raymont Lodge Residential College policy on Discrimination and Harassment;
- 3.2. Raymont Lodge Residential College Handbook;
- 3.3. Raymont Lodge Residential College Residential Assistant Training Program; and
- 3.4. Residential Assistant Position Description.

4. DEFINITIONS

- 4.1. 'of age': Meaning over 18 years of age;
- 4.2. 'under age': Meaning under 18 years of age;
- 4.3. 'child or youth': Meaning a person who is under age;
- 4.4. 'first years': Meaning a students first year at University;
- 4.5. 'freshers': Meaning it is a student's first year at College; and
- 4.6. 'Harm': Meaning harm caused to a child or youth is any detrimental effect of a significant nature on the child or youth's physical, psychological or emotional wellbeing by any cause, other than confirmed accidental harm not involving negligence or misconduct. Harm to a child or youth includes minor harm that is cumulative in nature that would result in a detrimental effect of a significant nature to the child or youth if allowed to continue. Harm can be caused by amongst other things:
 - 4.6.1. Physical or emotional abuse or neglect; or
 - 4.6.2. Sexual abuse or exploitation.

5. CATEGORIES OF HARM

- 5.1. Harm caused by a Raymont Lodge Residential College employee,
- 5.2. Harm caused by other students,
- 5.3. Harm caused by others,
- 5.4. Student Self Harm, and
- 5.5. General Harm.

6. WHO MUST COMPLY WITH THIS POLICY

- 6.1. All employees of the College including Residential Assistants, and
- 6.2. All residents of the College.

7. SCOPE OF THE POLICY

- 7.1. This policy applies to the period that students reside within the College. This period is normally 41 weeks and is in line with the Universities Academic year.
- 7.2. *Appendix 1.* deals with those periods in the College when outside groups and organisations use the College facilities.

8. ESSENTIAL BEHAVIOURS TO SAFE GUARD INTEGRITY. CLARIFY PROFESSIONAL BOUNDARIES AND CREATE A SAFE ENVIRONMENT IN RAYMONT LODGE RESIDENTIAL COLLEGE

- 8.1. Each person working within Raymont Lodge Residential College will avoid any behaviour that could be reasonably interpreted as inappropriate touching.
- 8.2. Each person working within Raymont Lodge Residential College will, whenever reasonably possible, have another adult present or close by when working in a one-to-one situation with a child or youth and avoid providing pastoral care or individual tuition in situations where children or youth are or feel isolated.
- 8.3. Each person working within Raymont Lodge Residential College will take particular care to respect the personal space of children or youth when supervising the sleeping quarters of children and youth.
- 8.4. Each person working within Raymont Lodge Residential College will not supply alcohol or any controlled substance to children or youth in Raymont Lodge Residential College.
- 8.5. Each person working within Raymont Lodge Residential College will not administer corporal punishment to children or youth.

- 8.6. Each person working within Raymont Lodge Residential College will ensure that their actions or language cannot be interpreted as sexualizing a pastoral / professional relationship.
- 8.7. Each person working within Raymont Lodge Residential College will not by their actions or words ridicule, demean or intimidate a child or youth or threaten their sense of personal safety.
- 8.8. Each person working within Raymont Lodge Residential College will at all times provide a nurturing, safe environment that meets the needs of children and youth living away from their home whilst ensuring that safe practices in compliance with this policy are implemented.
- 8.9. Such practices would involve avoiding any action that could be misconstrued as causing 'harm' to a child (See definition of 'harm' in this policy).

9. PARTICULAR STAFF RESPONSIBILITIES

- 9.1. **Residential Assistants (RA)** shall have responsibilities towards under age residents, in addition to those already outlined in their Position Descriptions
 - 9.1.1. Inform the Head of College if an under age student is found to be drinking alcohol or taking illegal drugs.
 - 9.1.2. Make regular checks on the welfare of under age students
- 9.2. **Office and kitchen staff**
 - 9.2.1. Inform the Head of College if an under age student is drinking alcohol or taking illegal drugs on the premises
 - 9.2.2. Inform the Head of College if they come across any evidence that an under age student's welfare is compromised i.e. unusually unhygienic room, always sleeping, any signs of injury or emotional distress.
- 9.3. **Head of College**
 - 9.3.1. In addition to those responsibilities outlined in the position description shall:
 - 9.3.1.1. Endeavour to check on the welfare of under age students regularly;
 - 9.3.1.2. Inform the RA's and other employees of their responsibilities with regards to under age students; and

- 9.3.1.3. Inform a student's parents of any serious concerns they may have with regards to the welfare of their child or youth.

10. GUIDELINES FOR HANDLING COMPLAINTS AND DISCLOSURES OF HARM

- 10.1. Raymont Lodge Residential College is structured in such a way that a RA is assigned to oversee each unit. A unit may have between 7 and 9 people.
- 10.2. Some units have more under age students than others. Under this arrangement the RA is generally the first point of call for the students. RA's have been instructed to verbally inform the Head of College immediately if they are made aware of any incidents of assault, bullying, intimidation, harassment and / or abuse.
- 10.3. Raymont Lodge Residential College will be guided by the following when handling complaints and disclosures of harm:

10.3.1. Protection

- 10.3.1.1. The Head of College will ensure that the following are undertaken in order to reduce the chance of abuse occurring:

- 10.3.1.1.1. Ensure that each staff member understands and fulfils their obligations under these principles and guidelines and Child and Youth Protection policies;
- 10.3.1.1.2. Ensure that there is an acceptable reference for each staff member engaged since commencement of this protocol from the previous employer; and
- 10.3.1.1.3. Ensure that each staff member and volunteer who has contact with children or youth has a current positive suitability notice issued by the Commissioner for Children and Young People and Child Guardian.

10.3.2. Promptness

- 10.3.2.1. All steps under the policy should be carried out promptly. The College will keep the victim and the alleged perpetrator informed of all progress.

10.3.3. Support

- 10.3.3.1. The College will provide support for the victim through professional counselling if it is requested, even if any allegation is not yet proved or disproved.
- 10.3.3.2. The College will support the respondent to a complaint with professional counselling if it is requested until the matter has been resolved.

10.3.4. Natural Justice

- 10.3.4.1. The principles of natural justice will apply to all decisions to be made. The two fundamental principles of natural justice are:
 - 10.3.4.1.1. That those making a decision are not biased; and
 - 10.3.4.1.2. That nobody should be condemned unless they are given prior notice of the allegations against them and they have a fair opportunity to be heard;

10.3.5. Process

- 10.3.5.1. It is important to make the lodging of a complaint easy. The RA system along with the administrative structure are designed in such a way that such complaints should be easy to make.

10.3.6. Confidentiality

- 10.3.6.1. Each person who has access to information regarding suspected or disclosed harm has an obligation to observe appropriate confidentiality. Raymont Lodge Residential College is unable to promise absolute confidentiality since its policies will require disclosing, internally and externally, certain details involved in responding to any complaint. State authorities can compel people to give evidence in certain circumstances.

- 10.3.6.2. The Child Protection Act 1999 and the Education and Other Legislation (Student Protection) Act 2003 provide protection from civil liability (including defamation) for persons who, acting honestly, notify or give information about suspected harm or sexual abuse to a child. The legislation also states that merely because the person gives the notification, the person cannot be held to have breached any code of professional etiquette or ethics, or departed from accepted standards of professional conduct. This legislative protection is only afforded in relation to complaints involving a child, defined as a student under the age of 18 years.

10.3.7. Criminal Law

- 10.3.7.1. Where there are allegations of criminal misconduct the allegation should be referred to the police. The Head of College must refer all allegations of paedophilia to the police, including those from the past, except where the alleged perpetrator is deceased.

10.3.8. Interviews

- 10.3.8.1. There will be two representatives of the College present at interviews where practical.

10.3.9. Public Relations

- 10.3.9.1. The Head of College will ensure that the College is able to respond quickly to allegations of harm so that accurate and relevant information is available for staff members, students and their families and for the media.
- 10.3.9.2. No other staff or volunteer is to make comment to the media without direct approval from the Head of College.

10.3.10. Senior Management

- 10.3.10.1. If a complaint is made against either the Head of College it is to be made to the Director of Finance and Property Services.

10.3.11. Police Action

- 10.3.11.1. It will usually be necessary to wait until the police have decided whether to charge the respondent before taking any internal disciplinary proceedings.

- 10.3.11.2. If the police do charge the respondent it will be necessary to wait until those charges have been dealt with in the courts before commencing internal inquiries or disciplinary proceedings.
- 10.3.11.3. This does not preclude the Head of College from seeking advice from police regarding the duty of care to existing students which may involve the standing down of a staff member during an investigation.
- 10.3.11.4. The police are not required to inform the College about their investigation. Some of their material may be acquired under a Freedom of Information request when their work on the case is finished.

10.3.12. **Insurer**

- 10.3.12.1. The College will keep its insurer informed about developments.

10.3.13. **Review**

- 10.3.13.1. The College will ensure that the Raymont Lodge Residential College Child Protection policy is reviewed at least once every year.

11. NOTIFICATION PROCEDURES

- 11.1. The procedures set out in this section have been designed to ensure compliance with requirements of the legislation. They specify:
 - 11.1.1. Mandatory reporting to the Police when sexual abuse against a child or youth under age by a person working within Raymont Lodge Residential College becomes known or is reasonably suspected; and
 - 11.1.2. Immediate referral to the Department of Child Safety or Police if there is any reasonable suspicion of harm to a child or youth.

12. REGISTERING THE DISCLOSURE OR SUSPICION OF 'HARM' TO A CHILD OR YOUTH.

- 12.1. Child or youth related 'harm' can mean physical, emotional or sexual abuse, self harm, neglect, domestic violence, inappropriate unethical use of Internet, e.g. paedophile networks, pornographic materials applying to all employees, volunteers, children and youth and procuring a child over the internet.

- 12.2. Each person working within Raymont Lodge Residential College has responsibility for reporting 'harm' if the employee or volunteer knows or reasonably suspects 'harm' is occurring, has occurred or is likely to occur; and/or a child or youth (or their parent / caregiver) complains or discloses to a person working within Raymont Lodge Residential College that she / he or another child or youth has suffered or is likely to suffer 'harm'.

13. REQUIREMENTS IN RELATION TO REPORTING IN RAYMONT LODGE RESIDENTIAL COLLEGE WHEN A CHILD OR YOUTH RELATED SEXUAL ABUSE IS COMMITTED BY, SUSPECTED OF OR ALLEGED AGAINST A PERSON WORKING WITHIN RAYMONT LODGE RESIDENTIAL COLLEGE

- 13.1. The following action will be taken:

- 13.1.1. A person working within Raymont Lodge Residential College (the "first person") is alerted to the need to take action where 'sexual abuse' to a child or youth is known to have been committed by, reasonably suspected or even alleged to have been committed by another person working within Raymont Lodge Residential College;
- 13.1.2. The "first person" will document the concern or allegation immediately and will ensure the person (if any) reporting the matter is supported;
- 13.1.3. Under no circumstances will the College employee or volunteer conduct an interview with the child or youth, as this could jeopardize any police investigation;
- 13.1.4. The "first person" will immediately inform the Head of College and give them the written report;
- 13.1.5. On receiving the report from the "first person" the Head of College will immediately contact the Police and take a copy of the written report of the 'first person' and provide the copy of the report to the Police;
- 13.1.6. The Head of College will inform the Head of College that an allegation of sexual abuse against a person working within Raymont Lodge Residential College has been received whilst supporting the principles of privacy. Neither the complainant's nor the name of the accused will be disclosed without the written, signed consent of the complainant or the accused;
- 13.1.7. The written report of the "first person" will be kept in a confidential file in a secure place by the Head of College and the copy of the "first person's" written report given to the Director of Finance and Property Services;

- 13.1.8. The person reporting the incident (the "first person") does not discuss the matter with anyone other than the person to whom the incident was reported and the Police;
- 13.1.9. Any person implicated in the matter is not informed at this stage or prior to notifying the Police;
- 13.1.10. If a parent / caregiver makes a complaint on a child or youth's behalf, those working within Raymont Lodge Residential College must not seek further information from the child or youth once the initial report is made, as this may prejudice or obstruct any police investigation that occurs;
- 13.1.11. If the allegation took the form of a disclosure by a child or youth, the child or youth should be asked not to discuss the matter with any other staff or children and it should be suggested that she / he discuss the matter only with his / her parents (unless the parents are implicated) and / or the appropriate authorities. That is, the Police and / or officers of the Department of Child Safety;
- 13.1.12. The child or youth will be given pastoral support throughout the process. This support will not be of a nature that could jeopardize any criminal justice process. It is the responsibility of the Police and / or the officers of the Department of Child Safety to arrange for a referral to an appropriate agency in such instances;
- 13.1.13. The Head of College with the agreement of the Police informs the parent or guardian of the child or youth central to the allegation that the matter is being handed to the Police and arranges support through the Child and Youth Protection Contacts;
- 13.1.14. If it is necessary for a representative to attend a police interview with the child or youth it must be stressed that the content of the interview is STRICTLY CONFIDENTIAL;
- 13.1.15. The Head of College will ensure all who are implicated in the matter receive a pastoral response. The Child and Youth Protection Contacts will be available to assist in these situations;
- 13.1.16. The Head of College will suspend an accused person working within Raymont Lodge Residential College from active work with children or youth or re-locate them to another place of work that does not involve children or youth, during an investigation. The accused person will be suspended in accordance with the relevant industrial agreement or employment contract. The details of the suspension will be handed to or posted to the accused person at the time of the suspension. A support person will be made available to the person against whom the allegation has been made;

13.1.17. Where the person against whom the allegation has been made is a volunteer working within Raymont Lodge Residential College the Head of College will inform the volunteer that they are excluded from working within Raymont Lodge Residential College, during an investigation. This information will be handed to or posted to the volunteer at the time of exclusion; and

13.1.18. If a police investigation makes it clear that the accused did not commit the alleged offence the Head of College will ensure whatever steps are necessary to restore the good reputation of the accused.

14. REQUIREMENTS IN RELATION TO RESPONDING TO SITUATIONS WHERE IT IS KNOWN, SUSPECTED OR ALLEGED THAT ANY FORM OF NON-SEXUAL 'HARM' IS OCCURRING OR IS LIKELY TO OCCUR TO A CHILD OR YOUTH INVOLVING ANOTHER PERSON WORKING WITHIN RAYMONT LODGE RESIDENTIAL COLLEGE. 'HARM' CAN MEAN PHYSICAL, PSYCHOLOGICAL OR EMOTIONAL ABUSE OR NEGLECT.

14.1. The following action will be taken:

14.1.1. A person working within Raymont Lodge Residential College (the "first person") is alerted to the need to take action in circumstances where 'harm' to a child or youth in the College is known to have occurred, is reasonably suspected or even alleged, in circumstances where the person implicated is another person working within Raymont Lodge Residential College;

14.1.2. Each person ("first person") who knows of the harm, reasonably suspects the harm or is aware of the alleged harm will record the information immediately and give the original to the Head of College. This documentation will be kept in a confidential file in a secure location other than the accused' personnel file;

14.1.3. The "first person" will report the matter immediately to the Head of College. If the Head of College could be implicated the matter will be referred immediately to the Director of Finance and Property Services;

14.1.4. The Head of College will make an initial assessment to determine the nature of the complaint and the appropriate response to the matter. That is, whether the matter is a minor breach of professional standards, a serious breach of professional standards or is potentially criminal;

14.1.5. If the matter would (if proved) be criminal or potentially criminal the Head of College will immediately report the matter to the Police;

- 14.1.6. If the matter would (if proved) be a minor breach of professional standards (i.e. something that does not constitute harm) it can be handled as a 'in-house' disciplinary matter;
- 14.1.7. If the matter would (if proved) be a serious breach of professional standards the Head of College will report the matter to the Director of Finance and Property Services and recommend that further investigation take place;
- 14.1.8. If the Head of College decides the matter does not require investigation, they write to the person who reported the matter to inform them that they propose not to investigate the matter;
- 14.1.9. If the Head of College decides that the matter requires investigation, they write to the person who reported the matter to inform them that they propose to investigate the matter;
- 14.1.10. The Head of College may give a written notification to the person against whom a suspicion or allegation of harm is raised (the respondent);
- 14.1.11. The Head of College will consider any written response of the respondent and decide whether a further investigation is necessary;
- 14.1.12. Where the Head of College and Director of Finance and Property Services decides that no further investigation is necessary, the Head of College should write to the respondent to inform him / her that he intends to take no further action on the suspicion or allegation, and the Head of College should also write to the child or youth or other persons who reported the matter that he intends to take no further action;
- 14.1.13. Where the Head of College (on considering the written response of the respondent) decides that further investigation of the suspicion or allegation is necessary, they shall undertake or initiate such investigation as he decides appropriate. Such investigation should generally include allowing the respondent to respond further orally or in writing to the particulars of the suspicion or allegation provided that if the respondent responds orally, he / she should be allowed to have a support person present at the time of the oral response;
- 14.1.14. If this investigation finds that no further action is required the Head of College (where appropriate) will take all reasonable steps to assist the person to re-establish his / her credibility in the eyes of colleagues and the community;
- 14.1.15. The Head of College will record the fact that following investigation no disciplinary or other action was taken in relation to the matter;

- 14.1.16. The Head of College will retain all documentation of the allegation and the process. This documentation is not kept in the person's personnel file to ensure confidentiality;
- 14.1.17. The Head of College ensures that the person who reported the matter is given appropriate feedback on the outcome of the investigation; and
- 14.1.18. Pastoral care of all implicated will need to be monitored and support provided if requested or deemed necessary.

15. REQUIREMENTS IN RELATION TO RESPONDING TO AN ALLEGATION OF 'HARM' (INCLUDING SEXUALLY ABUSIVE BEHAVIOUR) TO A CHILD OR YOUTH BY AN ADULT RESIDING AT RAYMONT LODGE RESIDENTIAL COLLEGE.

- 15.1. The following action will be taken:
 - 15.1.1. A person working within Raymont Lodge Residential College ("first person") is alerted to the need to take action in circumstances where 'harm' (including sexually abusive behaviour) to a child or youth by another member of the College is suspected or alleged;
 - 15.1.2. The person reporting the matter ("first person") will record the information received as soon as possible and report the matter immediately to the Head of College;
 - 15.1.3. The Head of College will obtain from the person reporting his / her documentation of what was observed or said;
 - 15.1.4. The Head of College will be careful in the management of the situation not to act in any way that could prejudice any subsequent investigation by the Police or Department of Child Safety;
 - 15.1.5. If after the initial assessment the Head of College reasonably suspects that a member of the College has committed actions towards a minor that are of a criminal nature and have had a "detrimental effect of a significant nature" on another child or youth, the Head of College will ensure that:
 - 15.1.5.1. the parents / guardians of the child or youth involved are appropriately informed and consulted;
 - 15.1.5.2. parents / guardians of the alleged victim understand their options to draw their concerns to the attention of the Police and / or Department of Child Safety;
 - 15.1.5.3. parents / guardians of all children and youth involved are informed that the Head of College has a responsibility to inform the relevant civil authority (Police or Department of Child Safety) of the matter;

- 15.1.5.4. the police and / or the Department of Child Safety are contacted; and
 - 15.1.5.5. the Head of College will ensure all who are implicated in the matter receive a pastoral response.
- 15.1.6. If after the initial assessment the Head of College has not formed the reasonable suspicion that there is a case to answer the Head of College will ensure that:
- 15.1.6.1. the parents / guardians of the child or youth involved are appropriately informed and consulted;
 - 15.1.6.2. parents / guardians of the alleged victim understand their options to draw their concerns to the attention of the civil authorities (Police or Department of Child Safety);
 - 15.1.6.3. the intervention strategy decided upon in consultation with the Child and Youth Protection Officer is documented and on file, and that it includes a monitoring provision to check effectiveness;
 - 15.1.6.4. the parents / guardians of all children and youth involved have a copy of the intervention strategy; and
 - 15.1.6.5. the Head of College will ensure all who are implicated receive a pastoral response.
- 15.1.7. At all times subject to legal requirements the principles of privacy will be supported and the need for confidentiality ensured and maintained.

16. RISK MANAGEMENT

- 16.1. Examples of potential risks for under age University students in a residential college:

16.1.1. Bullying / Hazing

- 16.1.1.1. As with any Residential College there is the potential for this type of behaviour to occur.

16.1.2. Management of this risk:

- 16.1.2.1. Refer to students to Raymont Lodge Residential College Policy on *Discrimination and Harassment*;
- 16.1.2.2. Invite the Queensland Anti-Discrimination Commission to conduct a seminar during O-weekend for RAs and the Students;

16.1.2.3. Ask RAs to sign a code of conduct form at the beginning of the year which stipulates that they will not partake in any activity that harms students; and

16.1.2.4. RA's are required to inform the Head of College immediately if they suspect or witness any such behaviour.

16.1.3. Sexual and Physical Abuse

16.1.3.1. Under age students live communally, that is they share corridors and bathroom facilities with 'of age' students. Although the difference in age is quite small, under age first year student's are at greater risk of physical and sexual assault than their of age counterparts.

16.1.4. Management of this risk:

16.1.4.1. An RA is assigned to 'oversee' each unit. These RA's undergo training to help manage this risk. See RA Training for O-week;

16.1.4.2. As far as possible each unit has more than one first year student;

16.1.4.3. Senior Residential Assistants and a Residential Supervisor are on call after hours; and

16.1.4.4. The College will establish a Blue Card Register. The following people working in the College environment are required to have a Blue Card:

16.1.4.4.1. Head of College,

16.1.4.4.2. All office and kitchen staff,

16.1.4.4.3. Residential Supervisors,

16.1.4.4.4. Senior Residential Assistants,

16.1.4.4.5. Residential Assistants,

16.1.4.4.6. Chaplains, and

16.1.4.4.7. Cleaning and maintenance staff.

16.1.5. Under Age Drinking

- 16.1.5.1. The issue of under age drinking and the associated risks poses a significant problem to Raymont Lodge Residential College. Some of the risks are;
 - 16.1.5.1.1. Breaking the law,
 - 16.1.5.1.2. Accidents,
 - 16.1.5.1.3. Health problems, and
 - 16.1.5.1.4. Overdose.

16.1.6. Management of this risk:

- 16.1.6.1. The student handbook outlines that drinking on the College grounds is a breach of College regulations;
- 16.1.6.2. RA's are instructed to discourage it;
- 16.1.6.3. All official functions abide by the liquor act to prevent underage drinking;
- 16.1.6.4. The Head of College keeps an incident file whereby any incidents regarding students in the College are documented in student files; and
- 16.1.6.5. RA's are required to keep a diary which documents any dealings with students they have in their units i.e. if a student comes to them distressed.

16.1.7. Self-Harm and General Harm

- 16.1.7.1. This encompasses an array of self destructive behaviours such as alcohol abuse, drug abuse, physical self harm and suicide. Raymont Lodge Residential College recognises that young men / older adolescent males are a high risk group.

16.1.8. Managing this risk:

- 16.1.8.1. Articles in the student newsletter which discuss issues pertinent to this issue.
- 16.1.8.2. RAs are instructed to encourage students to seek professional help if required.
- 16.1.8.3. RAs conduct regular unit meetings.

17. BLUECARD

- 17.1. At present, the College's Blue Card Register is kept by way of filing documents. The College shall endeavour to develop an electronic register which automatically reminds staff when they are required to renew their blue card.

Appendix 1

During University holidays the College leases its facilities, including the study bedrooms, to groups and organisations. The people in these groups are sometimes under the age of 18; often they are school children. To help ensure the protection of young people who are on the College property the following measures are taken:

When children are part of a group using the College facilities the College requires the organisers to complete a 'Conference Booking Form (where under 18's will be present) - see booking form. This form requires conference organisers to list the names of each of the supervisors as well as their blue card numbers/ expiry date and their mobile telephone number.

All supervisors are required to show the conference coordinator (Sue Eekelschot) their blue card. The following was added to the Terms and Conditions on the Conference Booking Form: *Guests who are under the age of 18 are to be supervised at all times. The College provides no assistance in this regard.*

The College Security Officer shall have the contact details of the supervisors.