



Student Policies Manual 2022

1. Introduction

This policy manual includes key policies relating to students. These policies are reviewed annually, and students are welcome to feedback about them by emailing the Principal at Principal@arcady.org.nz or by making an appointment to see the Principal.

It the responsibility of the Hall to make these policies available online, and it's the student's responsibility to read and comply with them. These policies apply to all Arcady residents. They are;

Policies

- Student Code of conduct
- Alcohol, drugs and behaviour
- Disciplinary process
- Health and safety
- Emergency procedures
- Student health
- Bullying and harassment
- Absence
- Holidays
- Exiting
- Scholarships
- Privacy
- Grievance
- Withdrawal
- Media

From time to time, it may be necessary for the Hall to establish additional policy during the academic year. In that case, all students will be notified.

Review

Last review date: _____

Next review date: _____

2. Student Code of Conduct

Introduction

The rules that apply at Arcady Hall are based on many years of experience in managing students in residence. They are designed to ensure community life in the Hall is maintained and an environment conducive to study, sleep and positive social experiences exist.

Our underlying principle is consideration for others, particularly with regard to noise levels. Most other rules stem from this. Activities or behaviour that disrupt other residents and prevent them from sleeping, studying or socialising in a positive manner will not be tolerated. Similarly, harassment, discrimination and activities that endanger residents, staff, guests or property will not be tolerated.

The Principal and staff are empowered to discipline students and have the right to determine whether behaviour breaches our Student Code of Conduct.

Responsibility

Students are expected to:

- Be fully aware and compliant with the Arcady policies and Handbook and comply with New Zealand law
- Provide information to the Hall that is accurate and not misleading
- Behave in a manner that does not bring Arcady Hall into disrepute
- Respect the rights and property of the Hall and others
- Ensure their own health and safety and that of those around them
- Seek to engage positively with the Hall and actively participate in Hall activities
- Behave in a manner that is considerate of others

The Hall will:

- Treat people in a respectful and equitable manner
- Provide a safe, warm and fun experience
- Comply with all relevant legislation including the
- Conduct annual surveys to gather resident feedback
- Provide an inclusive and welcoming environment

3. Alcohol, Drugs and Behaviour

Introduction

Arcady Hall is committed to providing a safe, inclusive environment for residents. To provide this, we ask students to comply with rules around alcohol, drugs and behaviour.

Responsibilities

Alcohol

While it is acknowledged that the moderate consumption of alcohol can be a part of socialising for many people, the excessive use and subsequent harms associated with overuse, creates many social and environmental problems. Therefore, there are strict rules around the consumption and possession of alcohol.

- Alcohol can be consumed in moderation. Residents are encouraged to know their limits and drink responsibly.
- Alcohol is only permitted to be consumed in locations and times as per the Handbook.
- Students under 18 should not consume or be in the possession of alcohol unless it's at a Hall event and parents have given their consent.
- Under no circumstances shall intoxication be an excuse for antisocial, unacceptable or unlawful behaviour. Any damage occurred at the Hall or any Hall function will be charged to the resident.
- At all residents' functions where alcohol is permitted, food and non-alcoholic drinks will be served.
- Activities such as "drinking games" that promote the excessive consumption of alcohol are not permitted at any function or at any place in the Hall or at any off-site Hall function.
- Students and their guests must observe the rules around drinking including where and when it is appropriate.
- Drinking is not permitted during quiet hours.
- You may only hold 4 standard drinks in the fridge at any time. They must be labelled with your initials.
- It is acknowledged that for personal or cultural reasons, some students may not wish to partake in alcohol use and their choice will be respected.
- The Hall reserves the right to have an alcohol ban. Alcohol bans are standard practise during study breaks and exams. The Hall may also change rules during the year if required.
- Kegs, crates or any home-brew equipment is forbidden. Glass bottles are also banned.

- All visitors should comply with these rules and are the responsibility of the resident.

Drugs

The Hall is committed to maintaining a drug free Hall.

1. The manufacture, supply, possession, use, or consumption of any prohibited narcotic, drug, or substance by any person in the Hall, is strictly forbidden.
2. Drug use, supply or possession may result in expulsion and other appropriate action including laying a complaint with the Police.

Behaviour

Any inappropriate behaviour that is exhibited may result in a discipline process. Such behaviour may include, but is not limited to;

- Being noisy and or abusive
- Being obstructive to staff, students or others
- Placing himself/ herself at risk through careless or unruly behaviour
- Damaging or being likely to damage the property of others or the Hall through careless or unruly behaviour
- Being in such a condition that they will not respond to instructions by staff
- Causing a mess that needs to be cleaned up by residents or staff
- Not complying with rules in the Handbook
- Harassment or bullying

MEMO: To Parents of Under-18 Students

Dear Parents,

I write to advise you of the position adopted by Arcady Hall under the Sale and Supply of Alcohol Act 2012, in relation to the supply of alcohol and its application for Under 18 members of our community. Arcady Hall is adopting the position and responsibilities for our on-site management of alcohol as follows:

- At Arcady Hall an Under 18 person may consume alcohol only in the presence of a responsible adult to whom express responsibility has been delegated by the parent of the Under 18 person. In our case express permission would be delegated by the parent to the Principal or other senior staff member. Such occasions would be limited to Arcady functions including (*but not limited to*); Casino Night and Awards Night. At those events, Under 18s may bring 4 standard drinks. At any time intoxication is detected, the Under 18 will not be asked to refrain from drinking more.
- The above concession is a privilege which can be revoked.
- At all other Arcady off-site events where alcohol is available an Under 18 person may attend, identified by a wrist band, but will not be served alcohol.
- At University functions where alcohol is served and in off campus bars Under 18 persons will not be permitted entry.
- An Under 18 person will not be sold alcohol from any off-licence or on-licence premises and may not be provided alcohol by any other person. Arcady Hall staff take their responsibilities as care givers very seriously. There are consequences for any breach of these conditions.

If you agree to the above conditions, please return the signed approval form to me by email principal@arcady.org.nz.

Please note that there is no expectation for you to sign the approval form and, in the event that we do not hear back from you, we will assume that you do not give your permission. In the event you do not give permission, we will, of course, respect your wishes.

Thank you for attending to this matter and please feel free to contact me should you have any concerns or queries.

Yours sincerely

Principal - Arcady Hall

Alcohol Permission Form for Under 18 students

I, (Please write your full name in capital letters)

.....

Give / do not give (please circle one) my express permission to the Principal or delegated senior staff

member for my Under 18 son / daughter, (please write student's name)

.....

to drink alcohol on the occasions outlined.

I understand these will be limited to special occasions where the Hall puts on events.

Signed.....

Dated

4. Disciplinary Process

Introduction

The purpose of the disciplinary process is to directly address resident misconduct in order to ensure other residents' rights are upheld and to modify future behaviour. The Discipline Process is different depending on the incident but may include;

- A formal meeting with the student about the incident with the Principal
- An informal chat about their behaviour with a staff member
- An investigation into the incident

Outcomes

The Hall likes to use a restorative justice system when practical but there are times punitive actions will be taken. Some of the types of outcomes may be;

- Warning
- Community service
- Mediation
- A written or verbal apology
- Fine (particularly when damage has occurred)
- Suspension
- Expulsion

5. Health and safety

Introduction

The Hall is committed to providing, promoting and maintaining a safe and healthy workplace for all staff and students and to providing the information, training, supervision and the opportunity to feedback, needed to achieve this. The Hall will comply with all relevant health and safety legislation.

Responsibilities

The Hall will;

1. Take responsibility for health and safety procedures and do all reasonable to provide a safe home for its residents and visitors.
2. Encourage staff to play a vital and responsible role in maintaining a safe and healthy space, adhere to procedures, report any concerns, incidents and keep the site tidy to minimise risk.
3. Comply with all relevant legislation.
4. Students will be expected to comply with all staff requests relating to health and safety to meet their requirements in relation to health and safety and assist themselves.
5. Provide opportunities for students and staff to raise concerns or suggestions to improve the health and safety practices.

Students must;

1. Be aware of their responsibilities by reading policy and Handbook publications prior to arriving on site.
2. Comply with relevant health and safety legislation and Hall rules and procedures.
3. Participate in fire evacuations, lock in drills and any other relevant preparedness practices.
4. Take responsibility for guests on site.

6. Emergency Procedures

Introduction

Arcady Hall wants to ensure the safety of its residents by being prepared for emergency situations. Any number of emergencies could affect our operation following an event. All Residential Assistants and some staff undergo First Aid Certificate training at the start of the year. We have first aid kits all over the site, with at least one in each building.

Emergency Contact Details

Arcady Hall 03 364 2747

RA Duty phone 027 247 4727

UC Security 0800 823 637

Civil Defence Emergency 0800 324 636

Staff responsibilities

Here are details of the Emergency Response Team;

Principal

- Reports to the Board
- Makes overall decisions
- Has responsibility for communication
- Oversees student wellbeing

Operations Manager

- Chief Warden
- Liaises with emergency services
- Provide information to ERT

General

- These situations can pose serious risks to people's lives and so at all times the expectation is that students will be sensible, cooperative, follow the above procedures and listen carefully to all further instructions during the course of the event.
- In an emergency, residents will be communicated to via the closed Facebook group or directly from an RA or staff meeting. The closed Facebook group is good as we are able to see quickly who has read the message. If this is not available, we will consider alternative means, such as in person meetings or email.

Fire

In the event of a fire:

- Keep calm
- Activate the nearest alarm
- Alert anyone in the immediate area of the fire
- Immediately move away from the fire or any smoke using the nearest exit into a safe area
- If the building is occupied follow any fire evacuation procedure
- Do not stop to collect belongings
- Dial 111
- Give the building name and address
- Give a brief description of the problem
- Ensure the people you are with are accounted for
- Use a fire extinguisher only if it is available and it is necessary to save life, or where the fire is small and able to be controlled easily
- Do not return to the building for any reason until emergency services indicate it is safe to do so
- Liaise with one of the Fire Wardens if you have any relevant information to pass on

FIRE ACTION NOTICE

IF YOU DISCOVER A FIRE IN CRANMER
WARN ALL OTHER BUILDINGS OCCUPANTS
(EXCEPT THE OAKS)

ACTIVATE THE MANUAL ALARM SYSTEM AND DIAL 111
FROM YOUR CELLPHONE OR 9-111 FROM A SAFE PHONE
IN THE ADMIN OFFICE OR KITCHEN - ASK FOR FIRE

FIREFIGHTING EQUIPMENT NAMELY FIRE HOSES ARE
LOCATED IN THE CORRIDORS

WHEN WARNED OF A FIRE BY THE ALARM OR A
PERSON CALLING OUT TO EVACUATE YOU MUST LEAVE
THE BUILDING IMMEDIATELY USING THE NEAREST EXIT

EXITS ARE LOCATED AT THE END OF EACH CORRIDOR

ASSEMBLE ON THE GRASSED AREA NEXT TO THE MAIN
CAR PARK

*IF YOU REQUIRE ASSISTANCE TO EVACUATE, ALERT THE
FIRE WARDEN AND ANY OTHERS IN THE BUILDING*

DURING AN EARTHQUAKE

IF INSIDE

Stay inside
Don't use lifts or stairs
Take shelter in doorways, under desks, or down
beside an internal wall
Stay clear of large areas with glass atriums or
glass roofs
Keep away from windows or objects that could fall
on you

IF OUTSIDE

Stay outside
Take shelter clear of buildings, trees, power lines
or other potential hazards

WHEN THE EARTHQUAKE STOPS

Check for signs of fire, major structural damage,
hazardous material spill
Account for all staff, students and visitors
Treat any minor injuries
Proceed to the main carpark, corner of Homestead
Lane and Waimari Road

DO NOT RE-ENTER ANY BUILDING UNTIL
GIVEN THE ALL CLEAR BY BJH OFFICIALS



FIRE ACTION NOTICE

IF YOU DISCOVER A FIRE IN THE OAKS
WARN ALL OTHER OCCUPANTS IN THE OAKS ONLY

ACTIVATE THE MANUAL ALARM SYSTEM AND DIAL 111
FROM YOUR CELLPHONE OR 9-111 FROM A SAFE PHONE
IN THE ADMIN OFFICE OR KITCHEN - ASK FOR FIRE

FIREFIGHTING EQUIPMENT NAMELY FIRE HOSES ARE
LOCATED IN THE CORRIDORS

WHEN WARNED OF A FIRE BY THE ALARM OR A
PERSON CALLING OUT TO EVACUATE YOU MUST LEAVE
THE BUILDING IMMEDIATELY USING THE NEAREST EXIT

EXITS ARE LOCATED AT THE END OF EACH CORRIDOR

ASSEMBLE ON THE GRASSED AREA
NEXT TO THE MAIN CAR PARK

*IF YOU REQUIRE ASSISTANCE TO EVACUATE, ALERT THE
FIRE WARDEN AND ANY OTHERS IN THE BUILDING*

DURING AN EARTHQUAKE

IF INSIDE

Stay inside
Don't use lifts or stairs
Take shelter in doorways, under desks, or down
beside an internal wall
Stay clear of large areas with glass atriums or
glass roofs
Keep away from windows or objects that could fall
on you

IF OUTSIDE

Stay outside
Take shelter clear of buildings, trees, power lines
or other potential hazards

WHEN THE EARTHQUAKE STOPS

Check for signs of fire, major structural damage,
hazardous material spill
Account for all staff, students and visitors
Treat any minor injuries
Proceed to the main carpark, corner of Homestead
Lane and Waimari Road

DO NOT RE-ENTER ANY BUILDING UNTIL
GIVEN THE ALL CLEAR BY BJH OFFICIALS



FIRE ACTION NOTICE

IF YOU DISCOVER A FIRE IN MABEL HENDRIE
WARN ALL OTHER BUILDINGS OCCUPANTS
(EXCEPT THE OAKS)

ACTIVATE THE MANUAL ALARM SYSTEM AND DIAL 111
FROM YOUR CELLPHONE OR 9-111 FROM A SAFE PHONE
IN THE ADMIN OFFICE OR KITCHEN - ASK FOR FIRE

FIREFIGHTING EQUIPMENT NAMELY FIRE HOSES ARE
LOCATED IN THE CORRIDORS

**WHEN WARNED OF A FIRE BY THE ALARM OR A
PERSON CALLING OUT TO EVACUATE YOU MUST LEAVE
THE BUILDING IMMEDIATELY USING THE NEAREST EXIT**

EXITS ARE LOCATED AT THE END OF EACH CORRIDOR

**ASSEMBLE ON THE GRASSED AREA
NEXT TO THE MAIN CAR PARK**

*IF YOU REQUIRE ASSISTANCE TO EVACUATE, ALERT THE
FIRE WARDEN AND ANY OTHERS IN THE BUILDING*

DURING AN EARTHQUAKE

IF INSIDE

Stay inside
Don't use lifts or stairs
Take shelter in doorways, under desks, or down
beside an internal wall
Stay clear of large areas with glass atriums or
glass roofs
Keep away from windows or objects that could fall
on you

IF OUTSIDE

Stay outside
Take shelter clear of buildings, trees, power lines
or other potential hazards

WHEN THE EARTHQUAKE STOPS

Check for signs of fire, major structural damage,
hazardous material spill
Account for all staff, students and visitors
Treat any minor injuries
Proceed to the main carpark, corner of Homestead
Lane and Waimari Road

**DO NOT RE-ENTER ANY BUILDING UNTIL
GIVEN THE ALL CLEAR BY BJH OFFICIALS**



FIRE ACTION NOTICE

IF YOU DISCOVER A FIRE IN NANCY SIMS
WARN ALL OTHER BUILDINGS OCCUPANTS
(EXCEPT THE OAKS)

ACTIVATE THE MANUAL ALARM SYSTEM AND DIAL 111
FROM YOUR CELLPHONE OR 9-111 FROM A SAFE PHONE
IN THE ADMIN OFFICE OR KITCHEN - ASK FOR FIRE

FIREFIGHTING EQUIPMENT NAMELY FIRE HOSES ARE
LOCATED IN THE CORRIDORS

**WHEN WARNED OF A FIRE BY THE ALARM OR A
PERSON CALLING OUT TO EVACUATE YOU MUST LEAVE
THE BUILDING IMMEDIATELY USING THE NEAREST EXIT**

EXITS ARE LOCATED AT THE END OF EACH CORRIDOR

**ASSEMBLE ON THE GRASSED AREA
NEXT TO THE MAIN CAR PARK**

*IF YOU REQUIRE ASSISTANCE TO EVACUATE, ALERT THE
FIRE WARDEN AND ANY OTHERS IN THE BUILDING*

DURING AN EARTHQUAKE

IF INSIDE

Stay inside
Don't use lifts or stairs
Take shelter in doorways, under desks, or down
beside an internal wall
Stay clear of large areas with glass atriums or
glass roofs
Keep away from windows or objects that could fall
on you

IF OUTSIDE

Stay outside
Take shelter clear of buildings, trees, power lines
or other potential hazards

WHEN THE EARTHQUAKE STOPS

Check for signs of fire, major structural damage,
hazardous material spill
Account for all staff, students and visitors
Treat any minor injuries
Proceed to the main carpark, corner of Homestead
Lane and Waimari Road

**DO NOT RE-ENTER ANY BUILDING UNTIL
GIVEN THE ALL CLEAR BY BJH OFFICIALS**



Earthquake

GENERAL GUIDELINES

- Be prepared for an earthquake or any other emergency situation occurring.
- Make it part of your routine to think about how you would respond to an emergency so you are prepared.
- We recommend that each resident should have an emergency evacuation kit or 'grab-bag' with the following items;
 - A torch in working order (mobile phone lights are not always adequate in when it's pitch black and batteries are better saved for communications).
 - A filled water bottle, with contents refreshed regularly.
 - A charged-up mobile phone with key contacts saved like RA duty phone, family numbers and UC Security).
 - Essential personal medications.
 - Something warm to wear and sturdy footwear.
 - A small supply of non-perishable food.
- REMEMBER - in the event of an earthquake:
 - DROP to the floor in brace position.
 - COVER if possible, positioning yourself beneath table, desk or bed.
 - HOLD until the shaking stops.
- EVACUATION PROCEDURES
 - Should an earthquake occur, do not venture outside until the shaking stops.
 - In the case of a severe shake, all residents must evacuate the buildings promptly but calmly.
 - Once the shaking stops, take your grab and go bag and leave. Do not try to take other belongings with you.
 - Make your way outdoors, stay calm and move quickly without panicking.
 - Be perceptive and look for obstacles.
 - Before using the stairs, check that they are in good condition. Then make your way down the stairs in single file so as not to put pressure on landings and stairwells.
- Proceed to the assembly point, which is the grassed area adjacent to the car park on Waimairi Road.
- Assemble in your floors and have buildings together. A fire warden will check off who is here and who is not. It is imperative that you do not leave at this time as we need to check the roll to make sure everyone has been able to exit safely.
- Students' needs will be attended to by our team of staff including RAs.
- The Emergency Response Team will meet and communicate the plan from that point.

Critical Incident Response Plan

This document has been developed to help deal with critical incidents. For the purposes of this policy, "critical incident" is defined as a sudden and unexpected event or situation that may result, or has resulted, in substantial or serious harm (including fatality) to the physical or mental health, safety or wellbeing of a member of the Arcady community.

The Critical Incident Response Plan will prioritize:

- Saving the life of anyone at risk
- Protecting others from the event
- Informing those with the need and the right to know

It is relevant to incidents that happen both on and off campus. The first responder is the person who is first on the scene (if on campus) or who is first to learn of the incident (if off campus).

DO NOT MAKE A STATEMENT OR COMMENT TO THE MEDIA. PLEASE REFER ANY MEDIA ENQUIRIES TO THE PRINCIPAL OF THE HALL.

Contacts

Emergency Contact Details

Arcady Hall 03 364 2747

RA Duty phone 027 247 4727

UC Security 0800 823 637

Civil Defence Emergency 0800 324 636

Residential Assistants

Cranmer	TBC
Mabel Hendrie	TBC
Nancy Sims	TBC
TOG	TBC
TO1	TBC
TO2	TBC

Services - Which services are required? Call 111 and state clearly whether you need Fire, Police or Ambulance

Environment - Secure the area and create a privacy screen if needed

Contact - Call the Principal or on call person

University - Inform UC Security/UC Contacts if required

Respond - Continue to respond as the incident is unfolding, manage the crowd etc

Explain - Handover to the next person in charge, explain what steps have already been undertaken.

7. Student Health

Introduction

Arcady Hall aims to ensure that all students are well cared for and that students who are unwell get the necessary care and professional advice that will enable them to recover quickly without undue stress. For this to happen, we have procedures to help us identify students who are unwell. We also rely on students to be actively involved in their well-being and health journey by letting us know when we can provide extra care.

Arcady Hall is subject to the usual outbreaks of flu and infections that are characteristic of a community, living in collective space. The students also sustain individual infections and illnesses and/or sports related injuries. Some residents may also suffer from depression, anxiety and a number of other psychological and social challenges.

This can sometimes mean a student is unable to undertake day-to-day social activities or may need to remain in their room to avoid the spread of germs. Hall staff need to be informed about all cases to ensure that the necessary systems are in place, internal and external. This may include the delivery of meals, organising a Health Centre appointment or offering advice about a special consideration.

Guidelines

- For the purposes of this policy “unwell” refers to a physical or psychological condition.
- In the first instance, a student with a severe condition may be encouraged to return home under the direction of the Principal.
- If a student is well enough to stay at the Hall but has been bed ridden, monitoring and support of the student will be completed by the RA or other welfare staff. This could be in the form of arranging medical appointments, providing meals/ water, and any other needs. If the condition is contagious, advice will be sought from the Health Centre on how best to assist the resident whilst considering the health and well-being of staff.
- Students who are unwell should reach out to a staff member or RA as soon as possible. Duty RAs can be messaged via the duty phone for meal requests.
- If a student advises of a medical condition, staff will only disclose this to staff on a need to know basis. Residents privacy will be held paramount.
- Whilst all RAs and many staff have a current first aid certificate, they are not medical professionals and will provide medical advice. They can call Healthline or emergency services at any time, should it be required.
- Residents are asked to complete a medical form before entering the Hall. It’s imperative that any relevant information is shared with the Hall to allow the best possible care. If a condition changes during the year, this can be notified via the RA or Office.
- The Principal and the Assistant Principal will liaise over best practice required to ensure good communication with other staff, parents, outside professionals and anyone else in the ‘need to know’ category.
- Concerns of severe or acute mental illness (particularly where threatened or actual self-harm is involved) will be referred to the mental health crisis team at the CDHB. The student’s parents will be notified and a Wellness Agreement must be agreed to by the resident and the Hall.

- The weekly Operations Meetings include student health and well-being as a permanent part of the agenda and any concerns, information acquired and/or actions taken in the interim, will be discussed as a matter of course.
- The UC and Canterbury region have an extensive network of supports and we are committed to referring residents to the right services for further help.
- The Hall works closely with the University to fulfil its pastoral care commitments and as such, will share any students of concern with the University.

8. Bullying and Harassment

Introduction

This policy aims to ensure all staff and students understand the Hall's commitment to a positive environment, free of any form of harassment and bullying. We'd also like all students and staff to know where to access support, and how they can raise a concern.

Policy Statement

The Hall regards bullying and harassment of any kind involving staff or students as unacceptable. The Hall is committed to providing an environment free from all forms of harassment and bullying and will address complaints in a timely manner.

Definitions

Bullying is defined as repeated and unreasonable behaviour directed towards a person or a group of people that creates a risk to their mental or physical health and safety. Examples of actions that may be regarded as bullying can be found below

Harassment is defined as unwelcome, unsolicited and unreciprocated behaviour by a person or group that may reasonably be expected to offend, humiliate or intimidate another, and may interfere with a person's right to work or study in a non-threatening environment.

Harassment includes, but is not limited to, the abuse of or the improper assumption of power and is aggravated by the abuse of authority by one person over another.

Examples of actions that may be regarded as harassment can be found below.

Racial Harassment is defined as unwelcome, unsolicited behaviour that denigrates, humiliates or intimidates a person or group based on their;

- race
- colour
- culture
- ethno-religious background

Racial harassment can also be a crime either in written or verbal form.

Sexual Harassment is defined as any form of sexual or gender orientated attention or behaviour that is unwanted and offensive to the recipient and would also be offensive to an ordinary reasonable person whether intentional or not.

Sexual harassment may be intentional or unintentional and is not confined to any gender or sexual orientation

Sexual harassment has many forms of variable seriousness. A person sexually harasses someone when they:

- Insinuate, propose or demand sexual favours, activity of any kind
- Invade another person's personal space (e.g inappropriate touching)
- Send or display sexually explicit objects or messages in any form and on line

- Comment on someone's looks, dress, sexuality or gender in a derogatory or objectifying manner or a manner that makes them uncomfortable
- Make obscene comments, jokes or gestures that humiliate or offend someone

It is unlawful for any person to make a request of any other person for sexual contact or activity which contains an implied or overt promise of preferential treatment or an implied or overt threat of detrimental treatment. The most extreme form of sexual harassment is sexual assault. This is a serious crime and the Principal and Board will support students or employees who want to press charges against alleged perpetrators.

Reporting Harassment

If you are being harassed (or suspect another person is being harassed), please report it to the Principal. In serious cases such as sexual assault, please call the Police and inform the Principal that you plan to press charges if this is the case. We acknowledge it will be difficult to come forward about these issues but need your help to build a fair and safe Hall.

If you want to report harassment, there are several options for who you can report an incident to:

- Principal - please ask for an urgent appointment with the Principal. This will give you the opportunity to explain the issue in detail and ensure any hard evidence such as email, texts, social media comments are kept.
- Police - the Hall will provide any possible support until the matter is resolved and can help you through the process.
- Staff - you can talk to any member of staff including the RAs, whom you feel comfortable talking to. They will raise it with the Principal and further action will be taken.

Other Examples of Bullying and Harassment

The examples listed below are not exhaustive but serve as an educative list.

These are examples of behaviours that may amount to harassment or bullying:

- Mimicking the way a person speaks, for example if the person has an accent;
- Making jokes or offensive remarks about a person's race, colour, ethnicity or nationality;
- Unnecessary and unwanted touching, patting, hugging or brushing against another person's body;
- Questioning or commenting on a person's sexual activities or history;
- Belittling remarks including comments about physical appearance;
- Ignoring, excluding or isolating behaviours;
- Abuse of the intrinsic trust, power and status differential that staff have with their staff or students;
- Physical intimidation or threats of violence or physical attack or assault

Consequences of Bullying and Harassment for Perpetrators

1. A demand from the Hall that the behaviour should stop.

2. An apology if that is what the victim agrees to.
3. In extreme cases, students could be excluded from the Hall, staff disciplined or even dismissed or criminal charges could being laid.

9. Absence

Introduction

Arcady Hall must be aware of all overnight and extended days' absences by students so that when off-site, they may be contacted (and accounted for) by Hall staff in an emergency or for other reasons.

Responsibility

Students at Arcady Hall are young adults and, in that sense, free to come and go as the need arises. There will be times when individuals or groups choose to take time out to enjoy winter or summer outdoor activities, or simply wish to stay out overnight, or for several nights, with family or friends. At the same time there is an expectation that we would be able to contact all students in an emergency, account for the whereabouts of all students in instances such as fire alarm activations at the Hall, or provide to relevant authorities reasonable whereabouts details of students taking part in outdoor activities off-site.

Advising of absence also helps adjust numbers for catering which minimises food wastage.

Policy

- Prior to leaving the Hall for the night or several nights, students are required to let their RA or a staff member know. This can be passed on at the Office during business hours or residents can send an email or DM at any time.

10. Holidays

Introduction

Holiday time is when the Hall is able to give staff time to recharge and get away. As such, it is a quiet time at the Hall where no alcohol or guests are permitted. Arcady Hall understands that some students will prefer to stay on site during the holidays for various reasons like sport or work and so can offer fully catered accommodation on request.

Policy

- Residents will be asked to complete a holiday form during the term to indicate any periods they would like to stay on for. Information must be correct to allow us to provide accurate catering. This can be updated anytime at the Office.
- Staffing is reduced during the holidays to allow for RAs to have time off. As such, the site becomes dry during the holiday period. Any breach of this will result in the privilege of staying during the holidays being revoked. This also relates to coming back to the Hall intoxicated and requiring assistance.
- Day visitors are allowed but no overnight guests will be approved during that period.

11. Exiting

Introduction

Residents are required to vacate their rooms within 24 hours of their last exam. This is in place to limit distractions for those still studying and is a strict rule.

Policy

- Residents will be asked to confirm their leaving date.
- No resident will be allowed to stay after the 1pm Sunday 14 November.
- When exiting, residents should arrange with their RA or the Office to complete their room check exit sheet.
- Students are liable for any damage so rooms will be checked over the summer period and bonds actioned prior to 20 Dec.
- All refunds will be deposited into the supplied bank account. If bank account details have changed during the year, it's the residents responsibility to let the Office know.
- Residents will be asked to complete an exit survey. This helps the Hall adjust things for future years and prioritise projects.

12. Scholarships

Introduction

Arcady Hall offers a range of scholarships to attract students that align with the Hall's values. They are;

Entry Scholarships

BJH Academic Merit Scholarship - \$2,000 (3 available)

Awarded to a student for excellence in year 13 academic results.

Churchill Julius Scholarship - \$2,000

Awarded to a student for their community contribution throughout their senior years at High School.

Warwick Sherwood Scholarship - \$2,000

Awarded to a student for their community contribution throughout their senior years at High School.

Sadie Penny Scholarship - \$2,000

Awarded to a female student who can demonstrate their passion for STEM.

Entry scholarships close on 31 January. Students must have chosen Arcady hall as their first choice to be eligible. Entry forms will be available online from August.

Academic Excellence Scholarships

Academic Excellence Award - \$500

Awarded to a student excelling in their studies in the following areas;

Arts

Business and Law

Engineering

Science

Education, Health and Human Development

These are awarded at Awards Night in October for the top student of the year.

Community Awards

Community scholarships are awarded at our annual Awards Night in October. Residents do not need to apply as they are chosen internally. Students must have achieved a 7GPA or above to be eligible for any Community Award.

Rita Angus Cultural Award - \$500

Awarded to a resident for their contribution to arts and music during the year.

Daphne Fahy Cup - \$500

Awarded to a leader who has displayed the BJH values which are diversity, creativity, community, growth and academic passion.

4. POLICY

- Arcady Hall will ensure that our scholarships awards program is advertised and promoted at every opportunity and that information on the scholarships available is regularly updated on our website and other relevant social media.
- Student recipients of awards will be acknowledged in our communications and on social media.
- Scholarship applications submitted after the closing date will not be considered.
- If the scholarship panel feel that there are no suitable candidates, the scholarship may not be awarded.
- The scholarship panel is chosen by the Board and has full responsibility for choosing the recipients.
- Entry scholarships will be credited against the 3rd instalment.

13. Privacy

Introduction

The Hall is committed to best practise regarding the collection and storage of personal information. The Hall will comply with the provisions of the Privacy Act 2020.

Policy

- Information provided by students will be dealt with according to best practise.
- Only information that is relevant will be required which may include, personal and family contact details, photograph, academic history, health and dietary requirements, vehicle ownership, banking details, citizenship, ethnicity, prior education and school details and other information as required.
- When a student is deemed at risk, some of their information may be shared with
- Any requests for personal information should be directed to the Principal.
- The Hall will make every effort to keep personal records secure. Safe storage measures will include:
 - keeping non-current material in locked filing cabinets
 - ensuring personal files are not exposed to non-authorised persons
 - locking offices while not in use
 - ensuring records are not left open in work spaces overnight
 - appropriately disposing of personal information no longer required.
 - Staff will be reminded of the need for care when sending and copying emails to avoid privacy breaches occurring.
- As part of its service provision to students, Arcady Hall requires students, on enrolment, to provide signed permission for staff to access their semester examination results and termly progress updates from tertiary academic staff members.

Complaints and Grievances Policy

Complaint definition: *an expression of dissatisfaction*

Grievance definition: *an official statement of complaint over treatment believed to be wrong or unfair and causing of distress.*

All complaints and grievances will be dealt with based on the following principal;

- A. Each matter will be treated with the appropriate level of seriousness, depending on the nature of the concern.
- B. Complaints and Grievances will be dealt with promptly.
- C. For minor concerns, residents can make a complaint to an RA, one of the office team or the Assistant Principal. Complaints do not need to be in writing but will be taken seriously. Depending on the nature of the complaint, several things could happen such as;
 - a. The area of dissatisfaction will be resolved.
 - b. The matter is passed on to a more senior staff member or the Principal to consider/ investigate.
- D. To raise a grievance, residents should contact the Principal. The student raising the grievance must clearly state in writing the basis of, and evidence for, the grievance and sufficient detail must be supplied to enable the matter to be investigated fully. In all cases, a grievance must be raised within 3 months of the incident(s) occurring and follow-up action must be initiated within a week of the complaint being lodged. Complainants may withdraw from the process at any stage however this will not necessarily halt an investigation or further action where the Assistant Principal, Principal or Board of Governors (as applicable) deems there to be an ongoing risk to personal safety or property of the complainant, the person(s) complained about, or any other member of the Hall community, or where there could be legal or other implications for Arcady Hall if action does not follow.
- E. Grievances will be promptly and fully investigated by an appropriate senior member of management, overseen by the Principal. If the matter is considered to be of a more serious nature however, the Principal will inform the Board of Governors and an independent investigator may be appointed.
- F. The investigation process will be based on the following principles:
 - a. That the matter is being treated seriously
 - b. It will be dealt with as promptly as circumstances allow
 - c. Non-victimisation of the complainant will be ensured
 - d. All parties will be supported through the process
 - e. Within the bounds of the questioning required, confidentiality will be maintained All investigations will follow due process to ensure they are fair and unbiased and the person against whom the grievance is brought is afforded natural justice. That person will be spoken to immediately following the lodging of grievance and a written complaint summary will be prepared and given to both parties. Following completion of the investigation, full details of the complaint process and outcome will be communicated in writing to both parties. If the allegation is found to have substance, the follow up process for the perpetrator may include

education, training, counselling and/or a formal apology to the complainant if appropriate. If the investigation uncovers matters that should be investigated by external regulatory agencies such as the Police, then those matters will be promptly referred to those regulatory agencies. The Hall reserves the right to dismiss the perpetrator in the case of a serious incident.

In the event the resident is unhappy with the outcome of the investigation or the how the matter has been dealt with, the resident may raise this directly with the Chair of the Board of Governors.

Withdrawal

Introduction

The Hall selects residents during the application period. Students then have until January to withdraw with a small should plans change. After that, it becomes very challenging for the Hall to backfill beds and as such has a strict policy around withdrawing.

Policy

- Students that withdraw after the 21st January can only be refunded if a suitable replacement is found to take over their contract.
- Residents that leave will go on a list and spaces filled in the order of that list.
- The Hall reserve the right to room swaps at any time if a resident is not in-room. That means that at any time if a resident leaves and is waiting for a replacement, their room may be allocated to someone else to allow for a better fit. That does not mean they will be refunded.
- If a resident leaves during the year, they forfeit their bond and remaining Res Life Fee.
- If a resident wants to leave during the year, they should make time to meet with the Principal or Assistant Principal to discuss this. Residents are urged to ask for help if they are struggling with

Media

Arcady Hall must promote itself to future students. Sharing how great the student experience is, is an important part of our marketing strategy. As such, we will, from time to time, share images, footage and stories about the year and our residents. At all times we do this with respect and aim never to select images or footage that residents would feel embarrassed by.

Dining

Introduction

Arcady Hall provides a great dining experience. There are some rules around

Policy

- Residents will be offered 3 meals a day, 7 days a week.
- A dietician is consulted with on all menus to ensure we provide a healthy and balanced diet.
- No food can be taken away from the dining room to eat later.
- Residents must not come into the Dining Room when sick as it is a place where germs can spread easily. Residents should follow instructions in the Handbook to order sick meals.