

Cromwell College

Policies and Procedures – Students 2024

Cromwell College

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1.1 Academic Policy

Background

Cromwell College does not select students for enrolment based on specific academic results but does expect them to be enrolled in a full-time program within a university easily accessible to the college. Historically most students enrolled at the college complete undergraduate programs at the University of Queensland however, in recent times, more enrolments have been accepted from Queensland University of Technology (QUT), Griffith University, Australian Catholic University (ACU) and Sunshine Coast University (SCU).

One of the main reasons for students being at college should be prepare themselves for their future careers. Doing well academically should therefore be a major priority. Students are expected to commit themselves to doing the best they can academically and to take this responsibility seriously. The Principal, Deputy Principal – Academics and Operations, Deputy Principal- Student Life, Senior Tutor, Staff Back Up and Academic Mentors are well acquainted with the operations of the University and are committed to assist with any concerns related to a student's academic pursuits.

For students to achieve of their best academically it is important that issues associated with student learning are identified in a timely manner and measures are put in place to support students. The academic progress of students is difficult to monitor throughout each semester due to privacy restrictions and it is the inclination of many students to try and cope with an issue by themselves or leaving an issue until it's too late. Often problems only surface when results are released by universities at the end of each semester. Issues that can result in students not reaching their academic potential include poor time management, personal stress, work overload, poor research and writing skills, an inability to manage examinations, incorrect program or course choice and living within a College community for the first time.

The Principal, Deputy Principal – Academics and Operations, Deputy Principal - Student Life, Senior Tutor, Staff Back Up and Academic Mentors are well acquainted with the operations of the University and are committed to assist with any concerns related to a student's academic pursuits.

Purpose

The purpose of this policy is to:

- (a) outline the academic expectations of students while at college;
- (b) highlight the academic support available for students; and
- (c) outline the means of promoting and acknowledging academic excellence

Scope

This policy applies to all Cromwell College students

Academic Expectations

It is a condition of a student's enrolment at Cromwell College that an overall GPA of 4.00, or above is achieved each semester and students are enrolled in a full-time load.

1. Academic Warning

If a student doesn't achieve a semester GPA of 4.0 an Academic Warning will be issued to the student from the College and they will need to ensure that they achieve a GPA of 4.0 or better in the semester following their Academic Warning to be considered for re-admission into the College.

This point is particularly important for students entering a new academic year on an Academic Warning since by not achieving a GPA of 4.0 in Semester One they may not be permitted back in the College for Semester Two, and be required to meet fee repayments for their room until a replacement is found.

Students on an Academic Warning will have, as part of the expectations imposed on them, a requirement to regularly attend tutorials provided in courses they are studying and to meet regularly with their Academic Mentor and or the Deputy Principal.

It is imperative that any circumstance impacting on a student's ability to achieve an overall GPA of 4.0 is communicated to either the Principal or Deputy Principal and University when they arise during the semester. Students providing such information, after results have been published, are likely to have their re-admission to the College declined.

2. Obligation to Notify the College

2.1 Extensions or Deferred Examinations

If students are making an application to the University for an extension on a piece of assessment, or the deferral of an examination, it is important that the Deputy Principal is made aware of the requests via an e-mail.

2.2 Medical or Personal Circumstances

The College must be informed of any medical or personal circumstances that might impact on a student's ability to settle into College and achieve academically by disclosing details on the medical form at the beginning of the year, or contacting the College when a circumstance arises. In all cases details provided will be dealt with in a sensitive and professional manner.

The information provided enables the College to adequately support students pastorally as well as with their academic pursuits. Students, for example, may be unaware of University and College support that can assist them in dealing with difficulty circumstances whether they be personal or academic. Outlining concerns following the release of poor results is a situation that should be avoided and, as indicated in the previous section, can result in a student not being re-admitted to the College.

2.3 Variations to a Full Time Load

If there are any circumstances whereby a student is considering not enrolling in a full course load, or withdrawing from a course during a semester, then students are required to discuss these circumstances with the Deputy Principal. Not enrolling in a full-time load can have significant consequences on the length of an undergraduate program and having appropriate pre-requisites for courses.

Students dropping courses in order to fulfil a leadership responsibility as an RA or Students' Association Executive member is not encouraged.

Academic Support

Cromwell College is committed to supporting students achieving academically to the best of their ability. While all staff are prepared to provide assistance or a listening ear the following staff and students leaders have specific responsibilities:

1. Deputy Principal- Academics and Operations

The Deputy Principal is responsible for the academic program and academic well-being of students at Cromwell. The Deputy Principal oversees the tutorial program,, with the assistance of the Senior Tutor, and monitors the appointment of external and internal tutors as well as the network of Academic Mentors.

2. Senior Tutor

The Senior Tutor works closely with Deputy Principal to run the academic program at the college. They work closely with the Academic Mentors to assist them to develop their roles and facilitate interactions between students, meet with students upon request to discuss academic and personal issues that may be affecting academic performance and build rapport with students to best offer advice and support with regard to academic issues.

3. Academic Mentors

Each year academic mentors are appointed to assist in overseeing the academic progress of students who are undertaking studies in the following Faculty areas:

Business, Economics and Law
Engineering, Architecture and Information Technology
Health and Behavioural Sciences
Humanities and Social Sciences
Science / Medicine and Biomedical Sciences

They work closely with the Deputy Principal- Academics and Operations and Senior Tutor to provide an innovative, organized, well run and supported program that enables students to develop their personal and academic knowledge and skills so that they can achieve of their best.

Their prime focus in Semester One is to assist Freshers to settle into the rigours of academic life at the College; however, they also liaise with any student who needs their assistance, particularly those on academic warnings from the previous semester.

4. Tutorials and Tutors

The College can provide academic support in the form of tutorials in first, second and third year courses providing a need is identified and an appropriate tutor can be employed. Students are expected to be attending lectures, tutorials, workshops and practical classes and utilise any other support the university provides for a particular course. Tutorials are not a substitute for working hard, being organised and prioritising commitments.

Students experiencing difficulties can request a tutor by notifying the Senior Tutor, Deputy Principal or their respective Academic Mentor. They will then be asked to complete a "Tutorial Request" form that will then be considered by the Deputy Principal and Senior Tutor. Tutor vacancies are normally filled by either appointing students within the college who have previously achieved a 6 or 7 in the course, and exhibit an appropriate level of commitment and teaching ability, or by employing external tutors/ alumni. The College also has links with other Colleges at UQ and may be able to connect students with tutorials running in other colleges if numbers are insufficient to run a tutorial at Cromwell or an appropriate tutor can't be found. Meeting informally with other students at college doing the same course is also a valuable resource and can often resolve a problem quickly.

The Senior Tutor, Academic Mentors and RA's will advise the Deputy Principal in cases where any student is having a serious academic difficulty in order that, where possible, additional assistance can be arranged. Tutorials would normally begin to be offered from Week Three in each semester.

Tutorials are paid for by the college and are only offered while students are in residence in Semester One and Two and generally conclude at the end of the SWOTVAC week.

5. Fellow students

Within college there are normally a number of students completing the same courses at the same time, or have previously done the course. Having the opportunity to conveniently meet informally with other students to discuss difficulties in understanding concepts, content or assessment is a significant benefit of residential living and should be utilised.

6. Student Counsellor

The Cromwell College Student Counsellor, Dr Vicki Dawes, visits the college each week. Issues impacting on a student's academic performance can confidentially be discussed with her.

7. Academic Discussions

Academic discussions are held regularly throughout each semester. The idea of the discussions is for a group of students (from a particular area of study) to meet together with an invited guest who is from the same area of study but has been in the industry/ area of work for a number of years. An opportunity to discuss their background, how they got into their industry, what are the pitfalls of their job, the positives, best things to do to promote yourself etc. has been found to be very beneficial to the students and usually provides a number of questions. Invited guests are often Old Cromwellians who have an instant affinity with the students and provide a valuable insight into the importance of having a balanced College life. Academic discussions are informal affairs that run for approximately 45 minutes in the JCR, Tutorial Room or dining room and coincide with breakfast, lunch or dinner.

8. University Student Services

Each university has in place a variety of people who will be able to assist students experiencing academic difficulties.

Celebrating Academic Success

1. Academic Dinner

An Academic Dinner is held in March and August each year to formally recognise the significant achievements of students from Semester One. A number of awards are presented to students who have achieved academic excellence on this evening in the presence of the Cromwell community and a number of invited guests.

2. Academic Journal

Each year or bi-yearly the College publishes 'The Ticker', the College's Academic Journal, to celebrate the academic success of students. The Ticker was established in 2015 to archive the many diverse and outstanding pieces of work that Cromwell students produce each semester in an internal publication. The academic work submitted can include the likes of essays, reports, manuscripts, photographs or pictures of artwork.

Pieces of work submitted by students can be submitted to the Deputy Principal at any time but need to have been assessed by their university as being of a High Distinction standard to be included in the journal.

1.2 Alcohol, Smoking and Drugs Policy

1. Introduction

The College is a home to students, the majority of whom are at least 18 years of age and legally entitled to obtain and consume alcohol. Living at college provides many social opportunities both on and off site where students will want to drink alcohol. The College is willing to support alcohol-based activities, however; is aware of the risks of alcohol-related harm and seeks to provide an environment that encourages a moderate and responsible attitude to the consumption of alcohol. Drunken behaviour or inappropriate activities associated with, or caused by, the use of alcohol will not be tolerated and may ultimately result in the cancellation of a student's place at College at the discretion of the Principal.

The use of prohibited substances (see Appendix B) is strictly prohibited at the College. Any drug related behaviour will be treated as a serious misdemeanour and the case may be handed to the Police for further investigation.

2. Objectives

The objectives of this policy are to:

- Provide details of the strategies the College has in place to assist student safety and harm-minimisation around alcohol
- Outline the processes in place to manage inappropriate behaviour of students consuming alcohol
- Detail the expectations for the service of alcohol at student events
- Outline how this policy will be disseminated to the Cromwell community

3. General Principles

It is the desire of the College Board that:

1. Students at College strive to be part of a close community of adults and manage their lives according to internalised values consistent with the College values.
2. Students accept responsibility for their behaviour, including any consequences that flow from an error of judgment or a breach of acceptable behaviour.

3. Students respect each other and commit to the Conditions of Membership and Code of Conduct as laid out in the Student Handbook. These documents highlight the following as breaches of the Conditions of Membership and detrimental to the goal of mutual respect. They are:

- Illegal or unlawful acts;
- Physical violence or coercion which demeans the dignity of another;
- Any form of harassment including sexual harassment as defined by law;
- Damage to College property or the property of others ;
- Disturbing the privacy and peace of others with undue noise;
- Having possession of, or being under influence of illegal drugs;
- Drunkenness.

4. Principles in relation to Alcohol

1. Cromwell College permits responsible consumption of alcohol for adults over 18 years of age.
2. Cromwell College opposes excessive alcohol consumption and binge drinking. Students drinking excessively may breach the Conditions of Membership, exhibit poor and destructive behaviour, and cause disrespect to members of the Cromwell College community, the community of St Lucia and beyond.
3. The College is a home for all students and should not be treated as a drinking place or hotel. All students should be able to sleep and study without being disturbed by other students.

5. Related Documentation

- Cromwell College Student Handbook
- Cromwell College Student Code of Conduct
- Cromwell College Sexual Assault and Harassment Policy
- Cromwell College Den Policy
- The University of Queensland Alcohol and Other Drugs Policy
<https://ppl.app.uq.edu.au/content/2.60.01-alcohol-and-other-drugs>
- The University of Queensland Event Approval and Control
<https://ppl.app.uq.edu.au/content/7.30.01-event-approval-and-control>

6. Expectations For Student Events

1. The College upholds The University of Queensland's Policy on Alcohol which can be found via the link on the UQ Web Site at <https://ppl.app.uq.edu.au/content/2.60.01-alcohol-and-other-drugs>
2. The sale, consumption and/or supply of alcohol at all functions within the College, or organised off campus by the College must be conducted in accordance with the Qld Liquor Act 1992.

Alcohol cannot be sold unless a Liquor Licence General Permit has been obtained prior to the function.

3. Any event where an Alcohol Permit is not required must have alcohol provided in accordance with Community Liquor Permit guidelines put in place following consultation between OLGR and UQ Colleges (see Appendix C for guidelines)
4. Event Management Procedures must be approved by the Deputy Principal - Student Life, Deputy Principal and then the Principal and be followed for all functions involving the sale and consumption of alcohol. The 'sale of alcohol' includes any event which is pay as you go, or sponsored by a ticket, or sponsored by The Cromwell College Students' Association.
5. Events that have an entry fee, inclusive of an all you can drink arrangement, are strongly discouraged and will only proceed with approval by the Principal. Any all inclusive entry fee events must facilitate 3 different admission types: underage admission, overage admission without bar access, and overage admission with bar access included. A pay as you go cashless bar is preferred.
6. It is an offence under the Liquor Act to sell or supply alcohol to a person who is unduly intoxicated or disorderly.
7. It is an offence under the Liquor Act to sell alcohol or supply alcohol to a person who is under the age of 18 years or for a person under the age of 18 years to be holding a container with alcohol in it at a Liquor Permitted event. Minors are prohibited from consuming alcohol anywhere on College premises or at any College function off campus. They are also not permitted to have alcohol in their rooms or stored anywhere else on the College's site.
8. No function, whether on College property or as a sponsored College event off-site, may have the consumption of alcohol as a primary focus or goal. Responsible social interaction and fund raising are examples of appropriate goals for social events.
9. While the College permits responsible consumption between friends it opposes using the College as a 'pub' or place to drink for groups or individuals who wish to consume more than a few quiet drinks.
10. Students over the age of 18 may enjoy a quiet drink or two in their room or in another student's room if they are invited. There is a difference between a quiet drink or two and a party. Groups of students over 18 may also enjoy one or two quiet drinks in the Lions' Den.
11. Drinking is not permitted in the corridors; however, on designated nights and times, alcohol may be consumed in common rooms. This is providing alcohol is being consumed in moderation and there isn't excessive noise. Noisy students will be directed to the Den. Common rooms must be cleared of all cans bottles and glasses prior to student leaving for an event.
12. Drinking is not permitted in the outside areas of the College unless special arrangements have been made in advance for a special College event with the Deputy Principal - Student Life, Deputy Principal, and then approved by the Principal.

- 13.** Without prior approval of the Deputy Principal - Student Life, Deputy Principal and then the Principal, there is no drinking of alcohol permitted in the Junior Common Room, Dining Hall, Dining Room Deck, Chapel, Tutorial Rooms, Shop, Bunker, and the Computer Room.
- 14.** Students are not to walk around the College grounds with open containers of alcohol in hand.
- 15.** To encourage responsible consumption, alcohol is not to be consumed in the College between 1am and midday, unless specifically permitted by arrangement with the Deputy Principal - Student Life, Deputy Principal and then approved by the Principal.
- 16.** Drunkenness will under no circumstances be accepted as an excuse for misbehaviour. The full consequences for misbehaviour will follow any destructive or socially unacceptable acts, inclusive of the disturbing circumstance where the resident cannot remember wrongdoing.
- 17.** Home brewing and distilling equipment is not permitted in College, and in accordance with health and safety precautions home brew is forbidden to be stored or consumed on College premises.
- 18.** Kegs, funnels, yard glasses, beer bongs and other related drinking implements that may encourage rapid consumption of alcohol, are not allowed in College.
- 19.** College residential living encourages socialisation and sociability. Noisy party behaviour and group drinking, likely to disturb the study habits or healthy sleep patterns of other residents, are contrary to the College ethos of respectful community living.
- 20.** The preferred venue for any group consuming alcohol is the Lion's Den. When alcohol is consumed in the Lion's Den it must be cleaned up at the time of use. When using the Lions' Den, the doors are to be closed to reduce noise travelling to other parts of the College.
- 21.** It is the responsibility of those consuming alcohol to put all rubbish, including bottle tops, into the bins provided.
- 22.** When an organised Students' Association activity involving alcohol is planned, the President of the Cromwell College Students' Association, or their delegate, is responsible for conferring ahead of time with the Deputy Principal - Student Life and Deputy Principal, who will then seek final approval from the Principal. The Students' Association will be held financially responsible if mess or damage occurs.
- 23.** Whenever any large group gathering is anticipated, permission must be sought from the Deputy Principal - Student Life, and a person nominated as being 'in charge'. The person will be held responsible for any mess or resulting damage.
- 24.** Events involving alcohol, and other activities promoting excessive and rapid drinking are against the law, potentially lethal and strictly prohibited. It is contrary to the Cromwell ethos and the College's alcohol awareness commitment; as well as being inconsistent with The University of Queensland's Policy on Alcohol. Students who may organise or participate in such activities are placing their membership of the College in serious jeopardy.

- 25.** Empty alcohol containers must be disposed of appropriately and in a timely manner. Common rooms and the Den should have any alcoholic containers disposed of before the RA on duty does their inspection the morning after an event. Collections of these displayed in rooms, or common rooms, detracts from the tone of the College, and may contribute to health issues.
- 26.** The college reserves the right to breathalyse any student participating in an event that is associated with the college to assist in managing underage drinking or excessive drinking.
- 27.** Staff and Resident Assistants as employees of the college and Students' Association Executive members should shut down any activity at any time that is deemed to be encouraging rapid and excessive drinking.
- 28.** All events involving alcohol, and run at the college, must be run under Liquor Permit guidelines, whether a Liquor Permit is required or not. B.Y.O events are not permitted except in exceptional circumstances when alcohol consumption can be carefully managed. Approval is at the Principal's discretion.
- 29.** Non-alcoholic drinks, water and ample food must be provided at all events where alcohol is supplied.
- 30.** Alcohol prices are to be reviewed each year to ensure they reflect a price that encourages a moderate consumption of alcohol as well as ensuring the Students' Association can meet its costs for running a function.
- 31.** Purchased alcohol is to be stored in a secure area, mutually agreed to by the Students' Association and Administration, that has limited access by students. A stock take is to be done at the end of each event to ensure there is an accurate record of alcohol stocks at all times.
- 32.** Post event celebrations following sport or cultural events need to be formally approved to ensure they are managed appropriately and can be placed on the College calendar.
- 33.** Pre-drinking is not permitted anywhere in the college prior to 12:00 noon unless prior approval is received by the Principal. In the event of approval being received no drinking is to take place before 8:00 am.
- 34.** Ensure bar management roles are held by qualified individuals (must have completed a Responsible Service of Alcohol (RSA) training program or organisations independent of the Students' Association and contracted by College staff.
- 35.** An agreed maximum amount of alcohol is to be made available based on the assigned budget for the event and taking into consideration an anticipated allowance per person of alcohol consumed that will not be harmful.
- 36.** The College and Students' Association will continue to promote and encourage an increase the number of onsite college events and occasions without alcohol.
- 37.** Students, under 18, who breach the Liquor Act 1992 (Qld) are likely to be suspended from College for two weeks during which time they are not permitted to be on site, or to be involved in any activity associated with the college.

38. Students over 18 who are observed to be unduly intoxicated can expect to be followed up, as part of the pastoral focus of the college, and disciplinary action may be taken. Unduly intoxicated can include such circumstances as requiring assistance to return to their corridor, being aggressive, not following instructions

Illegal Drugs Policy

Any Cromwell student involved in using or supplying illegal drugs will have their membership of the College cancelled, and they will be referred to the Police. The College has a zero tolerance with illegal drugs.

Smoking Cigarettes Policy

Cromwell College has an obligation to meet the primary duty of care requirements of the Work Health and Safety Act 2011 (Qld) and therefore from 1 January 2011, Cromwell College was declared a smoke free environment. Smoking is not permitted anywhere on the College site.

From 1 July 2018, the University of Queensland was also declared smoke-free. Smoking is not permitted on any UQ campus or recognised site.

Cromwell College and the University of Queensland define smoking as the inhalation and exhalation of the smoke of burning tobacco, herbs or drugs. Smoking also refers to the inhaling from an electronic cigarette or other devices which produce a vapour. Electronic cigarettes (e-cigarettes, e-cigars, vapour pens, or similar products and devices).

Anybody who refuses to comply with the smoke-free policy at Cromwell will be managed according to the relevant College misconduct policies.

Management of Inappropriate Behaviour

Inappropriate behaviour stemming from the consumption of alcohol or substance abuse is unacceptable. Intoxication is frequently associated with significant harm to people and property and therefore requires investigation to support student welfare and college values.

When there has been a case of alcohol or other drug abuse the circumstances must be immediately reported using the College Incident Report form. The matter will then be investigated confidentially by Senior Staff and with the Students' Association President and respective Resident Assistant where the Principal deems their involvement appropriate. Follow up may involve:

- A meeting with the Principal, Deputy Principal and Deputy Principal - Student Life to discuss behaviour and circumstances
- Disciplinary action as outlined under the Student Code of Conduct Policy and Procedures. This action could include:
 - A student being placed on alcohol probation for a period of time
 - An alcohol ban
 - Suspension from the College for a period of time
 - A student's enrolment at the College being withdrawn
- Charges levied to a student account for any damage to property
- Individual follow up and monitoring
- The student being referred to counselling at College or through an external provider

In the case of serious intoxication and /or related incidents committed by any student in a leadership position (i.e. Students' Association Executive, Resident Assistant, Senior Tutor). The student/s involved will be required to meet with the Principal, Deputy Principal and Deputy Principal - Student Life and outcomes may involve disciplinary action, mandated counselling and demotion.

Management of Vomit Spills

Due to WPHS requirements vomit spills in College buildings, and areas of general access, are not to be cleaned up by students. In all cases vomit spills are to be reported to the RA on Duty, Staff Back Up, relevant RA or staff member so that the spill can be treated in a hygienic manner with appropriate personal protective equipment. The cost of cleaning the spill will be charged to the student concerned. If the student responsible for causing the spill isn't able to be identified the Students' Association will be charged.

The charge for having a spill professionally managed is \$100. Should a student not accept responsibility for a spill within 48 hours the Students' Association will be charged \$250.

Policy Dissemination and In-Servicing

The College acknowledges the importance of raising awareness of the risks associated with alcohol and drug misuse and the importance of requiring a responsible and moderate approach to alcohol consumption. To achieve these outcomes the following measures have been put in place:

- The Alcohol and Other Drugs Policy and Procedures is accessible via the College website
- During O Week and P Week information sessions on alcohol and drug education are presented to Freshers and the Senior Leadership Team (SLT) annually
- Alcohol expectation and, in particular, underage drinking are addressed at the Principal's, "Welcome to College address " on Fresher Sunday
- The updated Policies and Procedures Handbook, containing the Alcohol and Other Drugs Policy and Procedures document, is distributed annually
- The College Handbook includes information regarding external resources students can access to assist them with drug and alcohol related issues. This includes counselling services at Cromwell, UQ and external hotlines.
- Opportunities for further education take place from time to time through Formal Dinner speakers.
- An induction module such as CHECKUP TO GO or My Student Body will be recommended and promoted to students each year.
- A confidential survey of alcohol / drug attitudes at Cromwell will be conducted annually

APPENDIX A

In the Handbook of University Policies and Procedures advice is offered to the colleges on the issue of alcohol.

Residential colleges are encouraged to cooperatively develop, implement and monitor guidelines, consistent with Queensland Laws and University policy, for alcohol, tobacco smoking and other drug use addressing:

- minimising harm to individuals, property and the reputation of the residential colleges caused by the use of alcohol, tobacco and other drugs;
- limiting noise vandalism;
- verbal, written, physical and sexual harassment; intoxication and irresponsible behaviour;
- responsibilities and strategies for conducting events and functions;
- drug related referral and counselling processes; and
- consequences for infringing drug and alcohol guidelines.

The Objectives of the (UQ) Alcohol, Tobacco and other Drugs Policy are to:

- contribute to the provision of a workplace and learning environment free from alcohol and other drug related harm;
- to promote moderation in a responsible attitude towards the use of alcohol;
- ensure that adequate resources are available for:
 - a) education programs and information dissemination on drug and alcohol use and associated issues and problems;
 - b) dissemination and implementation of the Alcohol, Tobacco Smoking and Other Drugs Policy;
 - c) the provision of informed referral processes and appropriate counselling services for those experiencing alcohol, tobacco and other drug related problems; and
 - d) enforcement of the policy which reflects the University's commitment to the Statement of Principle:
 - minimize the legal liability of the University that could result from death, injury, assault, disadvantage, insult or damage caused by a drug and/or alcohol related incident; and
 - *enhance the community perception of the University of Queensland as a safe, supportive and responsible institution.*

APPENDIX B

Prohibited Substances are defined in The University of Queensland Alcohol and Other Drugs Policy are defined as:

“Those substances which are set out in Schedule 1 and Schedule 2 of the Drugs Misuse Regulation 1987 promulgated under the Drugs Misuse Act 1986 of Queensland and includes such drugs as cannabis (marijuana), amphetamines (speed and “ice”), ecstasy, cocaine, heroin, and any psych-active substances known as synthetic drugs, or similar”.

APPENDIX C

Office of Liquor and Gaming Regulation and UQ Colleges guidelines regarding Community Liquor Permits (CLP) for events held at Colleges:

- A maximum serve of 100ml of wine products (including champagne) will be required.
- A maximum of one (1) standard drink only may be purchased at any one time from the bar.
- All liquor products other than wine must either be light or mid strength (less than 4%)
- Free drinking water must be provided at all times

1.3 Check Out Procedure

2. Definition

Students are allocated accommodation in carpeted, single bed-sitting rooms. Each room is equipped with a ceiling fan, small fridge, bed, desk, chair, desk lamp, waste-paper basket, wardrobe, bookcase, mattress, mattress protector, 2 sheets, 1 pillow protector, security shutter/screens (no curtains are needed or possible) and fibre-optic IT connection.

Students should check that all these items are in the room and in good condition when they arrive, as they will be held responsible for any loss or damage when they leave. The College reserves the right to conduct maintenance and room checks at any reasonable time.

Students must keep their rooms clean and tidy and care for their furniture. Students are responsible for their room and contents. Damages to a student's room will be the responsibility of the student assigned to that room. Any costs associated with damage will be charged to their account, unless another person accepts responsibility and pays for the damage. Maintenance problems should be reported to the Resident Assistant on Duty if repair is urgent, or written in the Maintenance Book available in the office foyer for non-urgent matters.

Check-out or final inspections will be carried out by college staff at the end of each semester. The Check out or final inspection is to detail the state of the room upon the student checking out. This process ensures that both the college and the students are protected and are not left with charges they are not responsible for. If a student maintains the room during the year the checkout should be a smooth and uneventful process.

3. Procedure Statement

At your check out day and time, you must "check out" with a college staff member at your room (not just drop your key at the office). The staff member will check, with you present, that your room has been fully prepared by you for your departure.

In the unlikely event of the RA finding an issue with your room, the RA will ask you to rectify the issue straight away, and then once that is done, you will be able to check out. In the very unlikely event of an issue being found that relates to damage to your room, then a charge (at cost of materials and labour) to fix the damage will be made to your account. This account is to be paid in full prior to your return for Semester 2.

The staff member will then take your room key, and lock your room, and you are checked out. The following checklist should be followed to ensure the room is ready for check out.

- Report any maintenance and cleaning issues prior to checkout to allow rectification prior to the room inspection.
- Remove all personal belongings from your room.
- All belongings stored in the Baggage Room must be taken with you when you leave.
- Remove all posters from walls, ceilings, doors and mirrors.
- Remove any tape from the walls.
- Clean all marks off walls and mirrors.
- Remove drawing pins from any notice boards.
- Check under bed and make sure it is clear.
- Wipe down desk top.
- Wipe out draws.
- Clean whiteboard.
- Please empty out all contents of your fridge and wipe it out. **Do not defrost it, leave it running.**
- All rubbish should then be taken to the skip bin provided in the Hancock car park.
- Leave bed in a tidy state with all Cromwell College linen items folded neatly. This includes sheets, pillow cases, pillow protector, mattress protector, bed cover and blankets.
- Close and lock all windows.
- Turn off lights and fan and secure screen and shutters
- All bikes are to be taken from the bike shed.

1.4 Child Protection Policy

Cromwell College is a coeducational, tertiary, residential community serving both children (16 and 17 years of age) and adults (18+). The College is aware of its duty of care and responsibility for the welfare and well-being of its students, and recognizes the need to protect children from Abuse by members of the College and wider community.

This policy will be made available to students and parents of Cromwell College via the College website, along with a copy always being available for viewing and / or collection through the College Office. The attention of parents and students will be drawn to the Policy via the Student Handbook which is published annually. The policy will be directed to the attention of all staff through the Staff Handbook, and in particular, on the first Staff Professional Development session of each year, and to all new staff at the time of appointment.

The purpose of this policy is to provide written processes about the appropriate conduct of College employees and students that accord with legislation in Queensland about the care and protection of children.

This policy applies to all staff, students and volunteers at Cromwell College. It covers information about the reporting of physical, emotional and sexual abuse, as well as neglect, inappropriate behaviour and self-harm.

Relevant Legislation

Child Protection Act (1999) (Qld)
Child Protection Regulation 2000 (Qld)
Commission for Children and Young People and Child Guardian Act 2000(Qld)
Commission for Children and Young People and Child Guardian Regulation 2001 (Qld)
Education and Training Legislation Amendment Act 2011
Education and Care Services National Law (Queensland) Act 2011
Education and Care Services National Regulations
Education (General Provisions Act) 2006 (Qld)
Education (General Provisions) Regulation 2006 (Qld)
Education (Queensland College of Teachers) Act 2005 (Qld)
Public Health Act 2005 (Qld)

For the purpose of this Policy, “**employees**” includes Staff, RA’s, Tutors, O Week Committee, Student Executive Members, Contractors, Volunteers and students aged eighteen and over.

PRINCIPLES

Cromwell College will uphold the following principles under this policy:

1. Employees at Cromwell College are expected to reflect the highest standards of care in their behaviour towards and relationships with students.
2. Employees of Cromwell College must not, under any circumstances, Abuse a student of the College.
3. Because of the authority that exists between an employee and a student, a student cannot "consent" to Abuse.
4. Failure to behave in an appropriate manner may result in criminal proceedings and/or disciplinary action, including dismissal employees and expulsion for other students.
5. Protecting students from harm and the risk of harm is fundamental to maximizing their personal and academic potential.
6. Employees of Cromwell College must not, under any circumstances, engage in physical or emotional abuse or engage in sexual conduct of any nature with a student of Cromwell College. It is irrelevant whether the conduct is consensual or non-consensual, or condoned by parents or caregivers. The age of the student is also irrelevant.
7. Cromwell College recognizes that people who are subjected to Abuse are harmed by it.
8. At Cromwell College, the welfare and best interests of the students will always be a primary consideration.

9. Cromwell College expects its students to show respect to employees and to comply with safe practices.
10. Cromwell College will respond diligently to a report of suspected or actual harm, or risk of harm to a student.
11. Cromwell College will not tolerate reprisals against students, employees or others making a complaint.
12. At Cromwell College, student management practices will be administered with respect and in a manner which maintains the student's dignity.
13. Cromwell College will act fairly and reasonably towards an employee or student who is the subject of allegations of improper conduct.
14. Cromwell College will support an employee or student who is the subject of a proven false allegation of causing harm to a student.
15. Cromwell College will take disciplinary action against employees who harm others.
16. Cromwell College will not permit people to work in a position if the College believes on the basis of all information available that, if the allegations against them were wholly or partly true, there would be an unacceptable risk that others might be harmed.
17. Cromwell College will co-operate with state authorities in resolving allegations of harm.
18. A defense of absolute privilege is available for publishing information contained in a report about Sexual Abuse given under the obligations of the Education and other Legislation (Student Protection) Amendment Act 2003 ("Student Protection Act").
19. Persons receiving information about Abuse or suspected Abuse should explain to the informant that the information supplied will be:
 - Confidential, to the extent that this is possible given the need to investigate allegations and requirements of the law; and
 - Victimization of the informant will not be tolerated.

GUIDELINES

In complying with these principles, Cromwell College will be guided by the following:

Risk Management

For the protection of both employees and students, no employee is permitted to be alone with a student in a room with the door closed, unless both the employee and the student are clearly visible from the outside, e.g. by means of a pane of glass. For the purposes of this requirement, any room so utilized must be subject to regular observation by other persons for the duration of the interaction.

Natural Justice

The principles of Natural Justice will apply to decisions to be made under this Policy. The two fundamental principles of Natural Justice are:

- That those making a decision are not biased;
- That nobody should be condemned unless they are given prior notice of the allegations against them and they have a fair opportunity of being heard.

Confidentiality

Each person who has access to information regarding suspected or disclosed harm has an obligation to observe appropriate confidentiality. Cromwell 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 about actions under the Policy and to produce documents.

Defamation

A person providing information about harm in good faith to a person who needs to know that information is generally excused from liability for defamation.

Promptness

All steps under this Policy should be carried out promptly. Cromwell College will keep the victim and the alleged perpetrator informed of progress.

Public Relations

The Principal will ensure that Cromwell College is able to react quickly to allegations of harm so that accurate and relevant information is available for employees, students and their families and / or the media.

Police Action

It will usually be necessary to wait until the police have decided whether to charge the respondent before taking any internal disciplinary proceedings. If the police do charge the respondent, it will be necessary to wait until the charges have been dealt with in the courts before commencing internal enquiries or disciplinary proceedings. This does not preclude the Principal from seeking advice from police regarding the duty of care to existing students which may involve the standing down of an employee during an investigation. The police are not required to inform Cromwell 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.

Insurer

Cromwell College will keep its insurer informed about developments.

Review

The Principal will ensure that this Policy is reviewed at least once every two years.

The Role of the Principal

The Principal of Cromwell College should not, under any circumstances, caution the alleged victim as to the possible consequences of reporting Abuse (e.g. possible break-up of the family unit), especially if the alleged abuser is a family member.

1. On receipt of a report of Abuse other than the suspected Sexual Abuse of a student by an employee referred to in paragraph 3, the Principal of Cromwell College will carry out a preliminary assessment to determine whether the Principal reasonably suspects the Abuse has occurred.
2. There will be two representatives of Cromwell College present at interviews, where practical. In cases of allegations of serious harm, it is best not to interview a student who is a child unless a properly qualified person conducts the interview.
3. If the Principal of Cromwell College receives a written report about Sexual Abuse or suspected Sexual Abuse by another person of a student under 18 years attending the College, the Principal will immediately provide a copy of the report to the police, and must also give a copy of the report to the Chairman of the Cromwell College Board of Governors.

The Principal of Cromwell College must, upon becoming aware of all allegations of paedophilia, immediately refer them in writing to the police, including those from the past, except where the alleged perpetrator is deceased.

4. The Principal of Cromwell College will support the child by:
 - offering pastoral support;
 - offering to arrange professional counselling, if circumstances warrant it, even if any allegation is not yet proved or disproved;
 - treating the child with respect and dignity;
 - being sensitive to the child's needs, feelings and concerns; and
 - maintaining confidentiality, to the degree possible in the circumstances.
5. The Principal of Cromwell College will contact the child's parents, inform them of the allegations and explain how that Principal intends to proceed, except where the suspected harm is from people outside the Cromwell College, in which event the responsibility for informing parents / caregivers rests with the investigating child protection agency official.
6. The Principal of Cromwell College will inform the respondent of the allegations and:
 - if the respondent is a member of the Cromwell College community, offer pastoral support;
 - treat the respondent with respect and dignity;
 - arrange for professional counselling if it is requested until the matter has been resolved.
7. The Principal of Cromwell College will stand down any employee if there is an unacceptable risk in leaving the employee in their position.
8. The Principal of Cromwell College will suspend the enrolment of any student if there is an unacceptable risk in permitting the student to remain at Cromwell College.

9. When a police prosecution relating to the information is completed or if there is no police prosecution, the Principal of Cromwell College will investigate the information to determine whether:

- redress should be offered to the child;
- disciplinary action should be taken.

The Principal of Cromwell College, with the advice of the Chairman of the Cromwell College Board of Governors, may involve independent professionals in the investigation.

10. If the Principal of Cromwell College believes redress should be offered, the Principal will refer that issue to the Chairman of the Cromwell College Board of Governors.
11. If the Principal of Cromwell College believes disciplinary action should be taken against the respondent, the Principal will initiate that action and ensure that the principles of Natural Justice are observed.
12. Notifications to Queensland College of Teachers (QCT) should the employee have QCT registration.

(a) The Principal of Cromwell College, who investigates an allegation of harm caused or likely to be caused to a child because of the conduct of a registered teacher must, as soon as practicable after the investigation starts, inform the Queensland College of Teachers (QCT) of the investigation, including the following details:

- The names of the Principal, Cromwell College and the relevant registered teacher; and
- Particulars of the allegation, including the date the investigation commenced and other relevant information.

(b) If the investigation ends for any reason, the Principal must provide to the QCT, in addition to the details required in sub-section (a) above, the date the investigation ended, the findings of the investigation, the outcome and any reasons for the outcome and, if relevant, the Principal's decision and reasons for the decision.

(c) If the Principal dismisses a teacher in circumstances that, in the opinion of the Principal, call into question the competency of the teacher to be employed as a teacher, the Principal must provide to the QCT, in addition to the details required in sub-section (a) above, the date of the notice of dismissal, the effective date of the dismissal and the reasons given by the Principal for the dismissal.

13. The Principal of Cromwell College will ensure that the following are undertaken in order to reduce the chance of Abuse occurring:
- Ensure that each employee understands and fulfils their obligations under this Policy;
 - Ensure that there is an acceptable reference for each employee engaged since the commencement of this protocol, from their previous employer;
 - Ensure that each employee who in the opinion of the Principal has sufficient contact with children has a current positive prescribed notice issued by the Commissioner for Children and Young People and Child Guardian.

Suspicion of Harm

“Reasonable grounds” for suspecting harm exist if:

- A child or young person reports that they have been harmed
- Someone else, for example another child, a parent, or an employee, reports that harm has occurred or is likely to occur
- A child or young person reports that they know of someone who has been harmed (it is possible that they may be referring to themselves)
- Significant changes in the behaviour of a child or young person, or the presence of new unexplained and suspicious injuries are a concern
- The harm is observed happening

Resources

The following guide is a useful resource for decision making purposes:

<https://www.csyw.qld.gov.au/resources/dcsyw/about-us/partners/government/child-protection-procedures-manual.pdf>

1.5 CITG Information Technology Policy

1. Acceptable Use

- i) Users of ResNet are bound by the University of Queensland *Acceptable Use of UQ ICT Resources Policy*. This policy can currently be found at; <http://ppl.app.uq.edu.au/content/6.20.01-acceptable-use-uq-ict-resources>
- ii) ResNet users are additionally bound by the following rules and regulations intended to preserve the integrity and accessibility of all computing resources:
 - Residential Computing network services and wiring may not be modified or extended beyond the area of their intended use. This applies to all network wiring, hardware and in-room data points.
 - College data points may not be used to provide network access to anyone other than the resident assigned to the data point. Residents will be held responsible for all traffic generated by their assigned connection.
 - Servers of any kind are prohibited without written authorisation from CITG. Individuals may use only the IP address assigned to them by CITG. Unauthorised use of a “fixed” IP address is prohibited.
 - The residential network is a shared resource. Network uses or application, which inhibit or interfere with the use of the network by others, are not permitted. Examples include but are not limited to file-sharing applications such as network games servers, and any excessive consumption of bandwidth.
 - The residential network may only be used for legal purposes and to access only those systems, software and data for which the user is authorised. Sharing access to copyrighted material (including MP3 files from copyrighted music media and digitised video from copyrighted motion pictures, etc.) on the network is prohibited.
 - Respecting the rights of other users, including their rights as set forth in other University policies for students, faculty, and staff, is required at all times on the network. These rights include but are not limited to privacy, freedom from harassment, and freedom of expression.
 - Users are required to know and obey the specific policies established for the systems and networks they access.
 - The residential network is provided for uses consistent with the academic mission of the institution. The network may not be used for commercial purposes nor for unsolicited advertising. Users may not provide open access to files/folders on their computers which contain anything that is protected by copyright (this includes MP3 files from copyrighted music media and digitised video from copyrighted motion pictures, etc.), or which would be in violation of the University’s and/or community standards.
 - Forgery or other misrepresentation of one’s identity via electronic or any other form of communication is prohibited. Prosecution under State and Federal laws may also apply. This includes the use of an IP address not specifically assigned to the individual using it and the use of a forged or false identity.
 - Any activity that can be deemed hostile such as port scans, email-bombs, ping-bombs, etc. are prohibited.

2. Non-Compliance

- i) Use of ResNet constitutes FULL agreement and understanding of this Acceptable Use Policy and any future modifications there to. Violations of this policy may result in termination of connection, disciplinary sanctions, as well as legal sanctions. CITG Administrators have authority to control or refuse access to the network to anyone who violates these policies or who threatens the rights of other users. Administrators have the authority to suspend network access without notice for a user/computer that is believed to have been the source of an alleged violation pending investigation of the violation and satisfactory resolution of the complaint.
- ii) All complaints/infringements will be reported to the relevant college head who will institute their own disciplinary actions. An alleged breach shall be dealt with as follows:
 - Initially, the resident shall be informed of the alleged breach, given an opportunity to respond to the allegation, and if it is not satisfactorily explained, a mandatory two week suspension from all CITG/College based computer facilities will be imposed.
 - If when computing privileges are reinstated, the breach is not desisted from or remedied, the College may either permanently withdraw the resident's access to the computing facilities, or require the resident to show cause as to why they should be allowed continued residence.
 - If the infringing conduct consists of a major breach on the Universities Policies, then the College is also obliged to inform the relevant University authority

3. Underage Access

- i) Legislation by the Federal Government restricts internet services for people under 18 years of age. As colleges contain residents under the age of 18, this legislation is relevant to the use of the Colleges network, and more specifically to the use of the pay-as-you-go internet access. This legislation prohibits CITG from giving full internet access to people under the age of 18 without written permission by a parent or guardian. Details of this legislation are available on the Australian Communications and Media Authority website.
- ii) By signing the Enrolment/Re-admission form parents/guardians give permission for the student to have full access to the College Network and to the internet via the College computer network. They agree that the College will not be held responsible for any content seen by the student.

Please see the following link;

<http://www.citg.uq.edu.au/images/AUPolicy.pdf>

1.6 Closed Circuit Television (CCTV) Policy

1. Introduction

The main aim of installing and using CCTV is to enhance the safety and security of the College community, protect college property against destructive acts and help identify perpetrators of unlawful acts and anti-social behaviour. The college recognises the need to ensure a balance between an individual's rights to be free from invasion of privacy and the duty to promote a safe environment for all students, staff and visitors and the protection of property.

2. Purpose

This policy outlines the management, operation and use of the closed-circuit television (CCTV) system at Cromwell College

3. Principles

- The use of the CCTV system must meet the requirements of the Privacy Act as well as Cromwell College's Privacy and Confidentiality Policy, Sexual Harassment Policy and Anti-Discrimination and Harassment Policy.
- The college is committed to fair, lawful, open and accountable use of CCTV.
- The CCTV system will be an overt system that is easily visible and with ample notices advising of its use.
- Information obtained via CCTV monitoring will be used exclusively for security, managing inappropriate behaviour, suspected property damage and law enforcement.
- Personal information contained on recordings will not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law.
- Information obtained by CCTV monitoring will only be with an individual or entity when authorized by the Principal or compelled to do so by law.
- CCTV may be monitored "live" by security of an evening and by reception during the day.
- The CCTV system is designed to ensure maximum effectiveness and efficiency, but it is not possible to guarantee the system will cover or detect every single incident taking place in the areas of coverage.

4. Scope

This policy applies to the installation of CCTV cameras on college grounds and the use and disclosure of any footage

- CCTV systems installed on college premises;
- CCTV footage; and
- Data collected via CCTV (CCTV data)

5. Authorised Purposes

Consistent with the college's obligations set out above, Cromwell College may use CCTV cameras to:

- Prevent and verify incidents involving
 - Criminal behaviour of anyone on college grounds
 - Student or visitor misconduct
- Verify other incidents involving students, staff and visitors (e.g. incidents in which a person has sustained injury, loss or damage on college premises).
- Provide the Principal with visual coverage during emergencies

The CCTV system will not be used:

- To provide recorded images for release to media, social media, Internet website, or internal college videos made for amusement purposes
- To record images of the inside of student rooms or inside bathroom facilities
- To monitor staff work performance

6. Location of CCTV Cameras

The location of CCTV cameras will be determined by a risk-based approach, taking into consideration areas:

- a. with high incident rates; and
- b. where there is a risk of incidents near entrances to buildings, common areas, car parking areas.

Typically, this will be near entrances to the college, entrance to buildings, common areas, car parking areas and other high traffic locations.

7. Signage

Signs indicating the operation of CCTV will be displayed near or below each CCTV camera and at entry points to the college.

The signage must:

- a. be clearly visible;
- b. be located in areas with good lighting;
- c. be placed within normal eye range;
- d. be large enough so the text can be read;
- e. be easy to understand;
- f. use worded text (such as CCTV 24 Hour Surveillance) and also symbols, such as an image of a camera; and
- g. indicate when the area is being monitored, for example, 24 hours per day.

8. Notification

The college will inform residents, staff and visitors about the CCTV system's purpose and the way in which data may be collected, used, and stored via the Policy and Procedures Handbook and Website.

9. Collection of CCTV footage

Cromwell College operates closed-circuit television (CCTV) cameras 24 hours a day, 7 days a week and will be in accordance with the relevant privacy laws.

10. Access to CCTV Footage

Access to CCTV footage will be restricted to authorized personnel, including college security and designated college staff authorised by the Principal.

When using CCTV for the purposes listed in this policy under the heading "Authorised Purposes", and only when appropriate, the Principal or his delegate may show specific footage of an incident to those directly involved to students or staff.

11. Retention of Footage

CCTV footage is kept for no longer than 60 days. If no request has been made to view or access footage during this time, the footage is securely deleted. If the college has not used CCTV footage in this policy, and there has been no request to access or view footage during this period, the footage is deleted.

Where CCTV footage has been used to verify an incident, or where it is required to be retained for legal reasons, the college will manage and securely maintain the footage until the incident has been resolved.

12. Complaints Resolution

Any resident, staff member or visitor who believes a CCTV camera may be in use on college grounds, other than in accordance with this CCTV Policy should notify the Principal or another member of Senior Management.

13. Review

An annual review will be undertaken to ensure that existing cameras are situated in the most appropriate locations and are correctly installed to ensure the most effective coverage. Recommendations may then be made to the Principal for any further improvement of its capabilities.

14. Definitions

CCTV footage – refers to the images captured by the CCTV system and the metadata that is integral to establishing the context and authenticity of the footage;

15. Legislation

There is no specific legislation regulating the use of visual surveillance in Queensland or Tasmania, however, Queensland is currently considering implementing specific workplace surveillance laws in the near future.

Privacy Act 1988 (Cth)

1.7 Confidentiality of Resident Information Policy

1. Definition

This policy and procedure must be followed by the Resident Assistant in relation to the confidentiality of Resident Information.

2. Policy

1. Information held on student residents, both present and past, is confidential and is not to be released to any external person or agency except in accordance with this Policy.
2. Resident information may be released only by the Principal or by a member of College staff delegated by the Principal:
 - a. With the consent of the resident;
 - b. In response to a court order or subpoena;
 - c. Where the College's Duty of Care requires the release to Emergency Services or Police in cases where significant risk of harm to self or another is established; or
 - d. Where the resident is a minor and the request is made by the resident's parent or guardian.

3. Procedure

1. Written requests for release of resident information must be forwarded to the Principal or to the Principal's delegate.
2. In dealing with all such requests, the Principal and/or delegate will be bound by this Policy.
3. All requests to release resident information will be recorded, the decision to release or to withhold will be noted and the reasons for the release or withholding recorded.
4. College staff members who receive a request for resident information are to inform the person making the request of the College's Policy. The staff member may advise the person making the request that the College will note the request and the details of the person making the request and pass them on to the resident with a message stating that the College does not release information but provides the relevant contact details if the resident wishes to contact the person making the request.

1.8 COVID - Safe Policy

1. Policy

At Cromwell College, we place our highest priority on the health and wellbeing of our employees and other workers, residents, visitors, contractors, the community we serve and the environment. We are committed to implementing responsible management practices which ensure a risk based approach to achieving positive health, safety and environmental outcomes where we always strive to prevent any potentially adverse impacts.

To deliver on this commitment, Cromwell College Management will:

- ❖ Role model safe work behaviours and set expectations of a workplace culture that empowers everyone to be personally responsible for health, safety and environmental outcomes;
- ❖ Ensure a safe working environment and safe systems of work;
- ❖ Identify hazards and reduce risks so far as is reasonably practicable where there is potential to cause injury or illness to people, or to adversely impact the environment or community;
- ❖ Ensure safe plant and structures;
- ❖ Provide for the welfare of employees and workers;
- ❖ Implement and maintain a safety management system that is regularly reviewed utilising a continuous improvement model;
- ❖ Comply with legal obligations and meet relevant industry standards;
- ❖ Provide forums for engaging and consulting with all employees and other worker stakeholders;
- ❖ Provide role specific health, safety and environmental responsibilities in job descriptions;
- ❖ Communicate Management expectations to all personnel and hold them accountable for their performance as applicable to this policy;
- ❖ Establish and review measureable annual safety performance objectives and targets for the purpose of always improving;
- ❖ Require contractors to manage health, safety and environmental aspects in accordance with this policy;
- ❖ Appropriately investigate all incidents for the purpose of preventing recurrence; and
- ❖ Allocate sufficient resources and provide information, supervision, instruction and training to ensure the aims of this policy can be achieved.

Our commitment extends to ensuring that our operations and activities do not place our employees and other workers, residents, visitors, contractors, customers at risk of harm or illness from the COVID-19 global public health emergency. We recognise our moral and legal responsibility to provide a safe and healthy work environment in our workplaces for all persons and that the safety and well-being of all persons are monitored. The Australian Government, Queensland Department of Health and the WHO (World Health Organisation) websites are our reference for the Coronavirus COVID-19 health alerts, which will be reviewed daily.

2 Purpose

We will adopt procedures to eliminate or minimise risks to health, safety and well-being so far as is reasonably practicable

To achieve this, we will, so far as is reasonably practicable provide all our staff preventative measures to apply regarding good hygiene practises within the workplace by:

- Providing facilities to wash hands regularly with hand sanitiser or soap and water if hand sanitiser is not available.
- Requesting staff to avoid shaking hands and engaging in physical contact
- Requesting staff to maintaining social distancing (staying at least 1.5 metre distance between themselves and another person anyone who is coughing
- Restrict Face to face meetings
- Suggesting they avoid touching their eyes, nose and mouth
- Encouraging staff to engage in good respiratory hygiene such as covering the mouth or nose with a tissue when coughing or sneezing and disposing of the tissue appropriately. If no tissue is available, using the inside of the elbow (or shirt sleeve) to cover the mouth or nose is preferable to using the hands. Always perform hand hygiene after sneezing, coughing and handling dirty tissues or other soiled material.
- Requesting any gathering (e.g. for the purpose of ordering or collecting food or meals), must not exceed one person per 4 square metres.

Highlight via posters and e-mails workers the list of common symptoms of the coronavirus:

- sore throat
- cough
- fever
- runny nose
- respiratory problems such as having trouble with breathing

so they can be diligent with their health and safety and seek medical advice as required.

Create and maintain a coronavirus “register” which includes a list of all our workers, contractors and visitors to record any recent contact with COVID-19 either locally, interstate or overseas. Included on the “register” will be a list of any workers that are required to “self-isolate” for 14 days.

Stipulate to our workers who have come in contact with any persons that have contracted the virus; to seek medical attention immediately and prepare to self-isolate.

Provide all our workers a list of people most at risk:

- people with compromised immune systems o elderly people o people diagnosed with chronic medical conditions
- young children and babies
- people living in group residential settings

Ensure that all persons discharge and comply with their health and safety duties and obligations.

Provide such information, instruction to all our workers, essential visitors, contractors and other persons as is necessary to ensure their continued health and safety.

Provide support and assistance to all our workers and involve them in consultation on safety issues about the coronavirus and how this may impact their daily lives.

3 Responsibilities

Cromwell College has the primary duty of care under the Act, and as such must ensure the health, safety and welfare of workers and other persons who may be affected by our operations and activities.

Employees must take reasonable care for their own health and safety and for the health and safety of other persons and comply with any reasonable instruction or policy given by the college to enable it to comply with the Work Health and Safety Act.

It is our responsibility to exercise due diligence and control the risk of the coronavirus outbreak, administering best hygiene practises at all times.

4 Scope

This policy applies to all of Cromwell College's :

- Employees and Board of Governors members;
- Cromwell College activities and operations.

5 Legal References

Information Privacy Act 2009 (Qld)

Work Health and Safety Act 2011 (Qld)

6 Related Documents

Cromwell College's Health, Safety and Environment Policy POL-S02

Cromwell College's Management of Infectious Diseases Policy POL-S06

1.9 COVID-19 Vaccination Policy Statement

At Cromwell College, student welfare is our priority. The College is committed to protecting the health and well-being of our students, staff, contractors and vendors, our guests and visitors who arrive on campus, and the broader community in which we operate.

Vaccination requirements for new and returning students

As a residential community, the COVID-19 pandemic presents our College with unique challenges. Our accommodation settings present higher risk of COVID-10 transmission due to close proximity and difficulties maintaining physical distancing in shared communal facilities such as bathrooms, kitchenettes, the laundry and common areas including tutorial rooms, social spaces, kitchen servery and the dining area.

Cromwell College has an obligation to minimise the COVID-19 risk to our students, staff and the broader community. Our response to the COVID-19 pandemic is shaped by the latest advice from Australian Health authorities.

Accordingly, in addition to the College COVID-safe management plan, students will be required to provide evidence of their COVID-19 vaccination status before arriving at College in 2022, and we encourage all Cromwell College students to be fully vaccinated prior to arriving on campus.

We consider this position is not only in the best interest of all students and staff who live here, but also every person they come into contact within the broader community. If a student seeks an exemption on medical ground, religious belief or practice or refusal, they will be required to consult with the Principal prior to confirmation of their offer. We will also continue to monitor authorities' suggestions and recommendations in relation to booster vaccinations.

Evidence of vaccination or exemption

Evidence of the student's vaccinations or exemption can include:

- online immunization history statement or
- COVID-19 digital certificate from the Australian Immunization Register or
- a medical contraindication certificate or
- a medical clearance form Advice from Australian health authorities

The latest scientific evidence indicates that:

- COVID-19 vaccinations are safe
- COVID-19 vaccinations are effective at reducing both the risk of becoming infected, the severity of disease if infected, and spreading infection to others
- COVID-19 has a significant risk of transmission both before the onset of symptoms and in the absence of symptoms. These risks are substantially higher among unvaccinated individuals
 - Among unvaccinated individuals, COVID-19 infections pose a substantial risk of severe illness and death and may lead to long-term adverse impacts to health. These risks are higher among those individuals with certain underlying health conditions
- The Delta COVID-19 variant is twice as infectious as the original COVID-19 strain and there are now more cases in young people.

1.10 Cyber Security Policy and Procedures

1. Introduction

- 1.1 While Cromwell College (the college) wishes to foster a culture of openness, trust, and integrity, this can only be achieved if external threats to the integrity of the organisation's ICT systems are controlled, and the organisation is protected against the damaging actions of others.
- 1.2 Effective protection of business information creates a competitive advantage, both in the ability to preserve the reputation of the college's brand and in reducing the risk of the occurrence of negative events and incidents.
- 1.3 Effective Cybersecurity requires an enterprise approach to ensure each responsible entity has the procedures, tools and support required to undertake its business effectively while managing the risk of adverse security incidents and events.
- 1.5 This policy, and its procedures, does not assure protection against all security threats or attacks that may interrupt college services. It does, however; demonstrates that cybersecurity risks and measures are being identified and managed in a way that is appropriate for the information value, business environment, and objectives of the college.

2. Purpose

- 2.1 The purpose of this policy is to make sure that the college manages and shares information appropriately and securely to meet information security obligations and to appropriately protect staff, students, contractors and their families.
- 2.1 The college aims are to be more resilient to cyber-attacks and better able to protect our interests in the digital economy.
- 2.2 This policy sets out guidelines for generating, implementing and maintaining practices that protect Cromwell College's cyber media – its computer equipment, software, operating systems, storage media, electronic data, and network accounts, from exploitation or misuse.
- 2.3 The policy applies to employees, students, contractors and volunteers at the college, including all personnel affiliated with third parties, to all equipment owned or authorised for use by the college, for the conduct of its business.

3. Policy Statement

- 3.1 While the college wishes to provide a reasonable level of personal privacy, users should be aware that the data they create on the college's systems remains the property of Cromwell College. Because of the need to protect Cromwell College's network, the confidentiality of information stored on any network device belonging to

the college cannot be guaranteed, and Cromwell College reserves the right to audit networks and systems periodically to ensure compliance with this policy.

- 3.2 Information in the possession of the organisation shall be classified into different grades depending on its degree of confidentiality. Particularly sensitive information will receive special protection.
- 3.3 Employees and volunteers will take all necessary measures to maintain the necessary cyber security procedures, including protecting passwords, securing access to computers, and maintaining protective software.

4. Policy Elements and Procedures

Sensitive Information

Sensitive information is a type of personal information with stronger legal protections due to the risk of discrimination. It includes information or opinion about an identifiable person's racial or ethnic origin, political opinions or affiliations, religious beliefs or affiliations, philosophical beliefs, sexual orientation or practices, criminal record, or membership of a trade union. Sensitive information in colleges includes, but is not limited to, the following:

- student information (past, present or prospective) including name address and date of birth.
- student academic records
- student health and medication information
- student information pertaining to family circumstances including Intervention Orders and Family Court decisions.
- student photographs and individual images
- parents' names, address, phone number, email address and custody instructions
- staff personal information
- parents' banking and credit card information and hard-copy records
- college financial information
- tendering and procurement documents
- vendor invoices, contacts and accounts payable and receivables

Personal and sensitive information is regulated in Queensland under the Information Privacy Act 2009 (Qld).

All employees are obliged to protect this data and this policy provides some guidelines to our employees on how to avoid security breaches.

Protect personal and company devices

When employees use their digital devices to access company emails or accounts, they introduce security risk to our data. Staff are required to keep both their personal and company-issued computer, tablet and cell phone secure. They can do this if they:

- Keep all devices password protected.

- Choose and upgrade antivirus software.
- Ensure they do not leave their devices exposed or unattended. (All PCs, laptops and workstations should be secured by a password-protected screensaver with the automatic activation feature set at 10 minutes or less, or by logging-off when the host will be unattended)
- Install security updates of browsers and systems monthly or as soon as updates are available.
- Log into company accounts and systems through secure and private networks only.
- Employee log-on IDs and passwords will be deactivated as soon as possible if the employee is terminated, placed on leave, or otherwise leaves the employment of the organisation. Supervisors/managers shall immediately and directly contact a representative from CITG to report a change in employee status that require terminating or modifying employee log-on access privileges.
- Computers being deaccessioned (whether for sale, reuse or disposal) shall not be released until all data has been securely deleted.
- 1. Users shall not download unauthorised software from the internet onto their PCs or workstations.
- The college also advises our employees to avoid accessing internal systems and accounts from other people's devices or lending their own devices to others.

When new staff receive college-issued equipment they will receive instructions on password management through a representative from CITG.

Keep emails safe

Emails often host scams and malicious software (e.g., malware, phishing, disinformation) To avoid virus infection or data theft, employees are instructed to:

- Avoid opening attachments and clicking on links when the content is not adequately explained (e.g., “watch this video, it’s amazing.”)
- Be suspicious of clickbait titles (e.g., offering prizes, advice.)
- Check email and names of people they received a message from to ensure they are legitimate.
- Look for inconsistencies or give-aways (e.g., grammar mistakes, capital letters, excessive number of exclamation marks.)
- Staff who believe their terminal or computer systems have been subjected to a security incident, or has otherwise been improperly accessed or used, should report

the situation to a CITG representative immediately. The user should not turn off their computer or delete suspicious files.

- If an employee isn't sure that an email they received is safe, they should refer the matter to CITG.

Manage passwords properly

Password leaks are dangerous since they can compromise our entire infrastructure. Not only should passwords be secure, so they won't be easily hacked, they should also remain confidential. For this reason, employees are asked to:

- Choose passwords with at least eight characters (including capital and lower-case letters, numbers and symbols) and avoid information that can be easily guessed (e.g., birthdays.)
- Remember passwords instead of writing them down. If employees need to write their passwords, they are obliged to keep the paper or digital document confidential and destroy it when their work is done.
- Exchange credentials only when absolutely necessary. When exchanging them in-person isn't possible, employees should prefer the phone instead of email, and only if they personally recognize the person they are talking to.
- Change their passwords every two months.

Remembering a large number of passwords can be daunting. The college will secure the services of a password management tool which generates and stores passwords. Employees are obliged to create a secure password for the tool itself, following the abovementioned advice.

Authentication credentials involving two factor authentication will be introduced where practicable.

Transfer data securely

Transferring data introduces security risk. Employees must:

- Avoid transferring sensitive data (e.g., student or contractor information, employee records) to other devices or accounts unless absolutely necessary. When mass transfer of such data is needed, staff are requested to ask a representative from CITG for assistance.
- Share confidential data over the college network/ system and not over public Wi-Fi or private connection.

- Ensure that the recipients of the data are properly authorized users or organizations and have adequate security policies.
- Report scams, privacy breaches and hacking attempts

CITG need to know about scams, breaches and malware so they can better protect the college's infrastructure. For this reason, staff are advised to report perceived attacks, suspicious emails or phishing attempts as soon as possible to CITG. CITG will investigate the matter promptly, resolve the issue and send a college wide alert when necessary. CITG are responsible for advising employees on how to detect scam emails. We encourage our employees to reach out to them with any questions or concerns.

Additional measures

To reduce the likelihood of security breaches, staff are requested to:

- Turn off their screens and lock their devices when leaving their desks where reasonably practicable.
- Report stolen or damaged equipment as soon as possible to the Business Manager.
- Change all account passwords at once when a device is stolen.
- Report a perceived threat or security weakness in the college's systems.
- Refrain from downloading suspicious, unauthorized or illegal software on their company equipment.
- Avoid accessing suspicious websites.
- Complete First Focus Security Training as required

Staff are also expect to comply with our **social media** and **internet usage policy**.

CITG have a number of security measures in place and are responsible for:

- Installing firewalls, anti-malware software and access authentication systems.
- Arranging for IT security training to staff when required.
- Informing employees regularly about new scam emails or viruses and ways to combat them.
- Investigating security breaches thoroughly.
- Following this policies provisions as other staff do.

Working Remotely

Staff working remotely/ at home must follow this policy's instructions as well. Since they will be accessing college accounts and systems from a distance, they are obliged to follow all

data encryption, protection standards and settings, and ensure their private network is secure. Staff are encouraged to seek advice from CITG.

Disciplinary Action

We expect all our employees to always follow this policy. Those who cause security breaches may face disciplinary action:

- First-time, unintentional, small-scale security breach: We may issue a verbal warning and train the employee on security.
- Intentional, repeated or large-scale breaches (which cause severe financial or other damage) may invoke more severe disciplinary action up to and including termination. Each incident will be assessed on a case-by-case basis.

In addition, employees who are observed to disregard our security instructions will face disciplinary action, even if their behaviour hasn't resulted in a security breach.

Taking security seriously

Everyone, from our students and families to our staff and contractors, should feel that their data is safe. The only way to gain their trust is to proactively protect our systems and databases. We can all contribute to this by being vigilant, putting in place suitable controls and keeping cyber security top of mind.

5. Definitions

Acceptable Use – means those behaviours and actions, in connection with the use of the college's ICT facilities.

Authorised User – means a person who has been provided with an Authentication Credential by the college to access college ICT services.

Authentication Credential – means a userID/password, username/passcode, PIN or other secret keys used to gain access to ICT Services.

Capability – the capacity, materials and expertise an organisation needs in order to perform a business function.

CITG (Colleges Information Technology Group) – employed by a number of residential college's at UQ to service their IT needs.

Control – means a measure put in place to eliminate or minimise risk.

Cybersecurity – means the methods (policies, strategies, behaviours and techniques) through which necessary and commensurate measures can be identified, implemented, and maintained to effect Information Security.

Health information is information or opinion about an identifiable person's physical, mental or psychological health or disability. Health information is a type of personal information which, because of its sensitivity, also has different and stronger legal protections.

Information Security – means the protection and preservation of the confidentiality, integrity and availability of information in digital or other means.

Personal information - is recorded information or opinion, whether true or not, about a person whose identity is apparent, or can reasonably be ascertained, from the information. The information or opinion can be recorded in any form. A person's name, address, phone number and date of birth (age) are all examples of personal information.

Reasonably Practicable – means that which is, or was at a particular time, able to be done to ensure Information security, considering and weighing up all relevant matters including:

- the likelihood of risk concerned occurring.
- the consequence that might result from the threat or the risk.
- what the person concerned knows, or ought to know, about the risk, and about the ways of eliminating or minimising the risk.
- the availability and Suitability of Controls to eliminate or minimise the risk; and
- after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.

Suitability of Control – means the suitability of a particular control having regard to whether or not the control:

- is effective in eliminating or minimising risk or the likelihood of risk.
- does not introduce new and higher risks in the circumstances; and
- is practical to implement in the circumstances in which risk exists.

6. Relevant Policies and Legal Documentation

- Privacy Act 1988 (Cth)
- Public Records Act 2002 (Qld)
- Queensland Right to Information Act 2009 (Qld)
- POL S13 Social Media Policy- Cromwell College

1.11 Door Battery Procedure

1. Definition

Door locks are battery operated. At times the batteries will be required to be changed. This is the responsibility of Maintenance during work hours and the Resident Assistants after hours.

2. Procedure Statement

- Low battery will be indicated in door locks that show a flashing red light followed by a green light.
- To change batteries, collect door lock screw driver, red and black handle and new batteries from the 2nd drawer from the top in the front office. Sign inventory book and take the batteries to the lock to be changed.
- Locate screw on underside of door lock. (Centre of the bottom panel).
- Unscrew the screw, take out and place in safe area.
- Bottom panel of door lock can now be removed. Pull-down and away from the door at the same time to release panel.
- **Once removed replace batteries one at a time.** If all batteries are taken out at the same time the lock memory will be wiped and maintenance will be required.
- Replace panel pushing the top in and pressing the panel firmly into place.
- Replace screw and tighten.
- Check lock to make sure it is working properly.
- Return screwdriver back to the office.

1.12 Fee Policy

1. Purpose

The purpose of this policy is to ensure consistency and transparency in the management of student accommodation fees at Cromwell College. The charging and setting of fees ensure that the College has the required resources to adequately manage the wellbeing of residents and to maintain the facilities to an acceptable standard.

2. Setting Accommodation Fee

The annual accommodation fee will be set by the Board of Governors at their September general meeting as part of the Budget approval process.

3. Contract term

The Accommodation fee will be charged based on the academic year of the University of Queensland.

The contract term is for the full academic year and any variation to the contract term is at the discretion of the Principal.

4. Invoicing Accommodation Fees

a. Semester Fees

The College invoices fees to residents in advance and prior to the commencement of each semester. The amount invoiced is required to be paid in full prior to arrival at the College unless a payment plan has been entered into with the College.

The College weights the invoicing of the annual fee to Semester 1 at approximately 60% of the annual fee. The balance of the fee will be charged and payable prior to the commencement of Semester 2.

The College reserves the right to refuse entry to any resident who is in arrears at the commencement of the semester.

b. Discounts

Sibling Discount

The College will offer a \$500 discount to the annual fee, for each sibling of a current Cromwell College resident. The (maximum) sibling discount per resident is \$500.

Annual Fee Payment Discount

The College will offer a \$500 discount to the annual fee, for payment of the full amount by the Semester 1 payment date as notified by the College. An annual fee payment discount does not apply to any College residents who is in receipt of a bursary.

c. Deposits

Re-enrolment Deposits

Residents re-enrolling in Cromwell College for the next academic year, will need to confirm their intentions with the Deputy Principal and ensure the \$3,000 re-enrolment deposit is paid by the last day of the preceding academic year.

Current residents who fail to pay the deposit by the due date maybe placed on the waitlist and their enrolment subject to demand for new enrolments.

Provisional Offer Deposits

Applicants who have been made a provisional offer to attend Cromwell College will need to pay a \$1,000 deposit with in 5 business day of the date of the provisional offer.

Once the student has completed the enrolment contract the \$1,000 deposit will be credited to the student's fees.

Any variation to the deposit amount or the payment time frame is at the discretion of the Principal.

A refund of any provisional offer deposit for students who elect not to take up an offered position at Cromwell College is at the discretion of the Principal.

5. Withdrawal Fee

A Withdrawal Fee of \$4,000 is payable to the College in the event that a student terminates the residency agreement prior to the end date of the agreement.

6. Withdrawal from College

The residency agreement signed by the student is for the full academic year, currently 34 weeks and the College is under no obligation to release the student or their guarantor from the residency agreement.

If the student elects to withdraw from College, the student must give 6 weeks notice in writing of their intention to terminate their residency agreement. The student will be liable to pay the withdrawal fee of \$4,000 prior to the termination of the agreement.

The student may apply to have the withdrawal fee waived due to exceptional circumstances. Such waiving of the withdrawal fee will be at the sole discretion of the Principal. The student will need to supply supporting evidence to justify the exceptional circumstances.

When considering a waiving the withdrawal fee, the Principal may consider such factors as the mental and physical wellbeing of the resident and whether the College has a replacement or likely to find a replacement for the vacated place.

Where the College terminates the residency agreement where in the opinion of the Principal the Student has breached the Residency Agreement, the requirements of the College's Handbook, the Student Code of Conduct, any other relevant policies, guidelines, rules or procedures, any fees and charges paid in advance for the Semester will be forfeited. The Student will not be required to pay the withdrawal fee in this instance.

7. Payment of Fees

Payment Options

There are three options for residents to pay their accommodation fees,

- i. **Annual Payment** – the accommodation fee for the full academic year is paid by the Semester 1 due date. A \$500 discount is available when the annual fee is paid in advance.
- ii. **Semester Payment** - Semester fees as set by the College must be paid by the start of each semester.
- iii. **Monthly Payments** – the accommodation fee can be paid monthly where prior arrangement has been made with the College. The monthly payment will be direct debited from a nominated credit card and the monthly payment will incur a surcharge as determined by the College.

Method of Payment

Bank Transfer

Residents may pay their fees via bank transfer to the nominated Cromwell College bank account. Payments will be receipted on the date the transfer arrives in the Cromwell College bank account. It is the resident's responsibility to ensure that all payments are received by the due date.

Credit Card payment

Credit card payments maybe made online via the link provided by the College or made over the phone to a member of the Administration team.

To ensure the College remains PCI compliant the College will not accept credit card details via email. All emails with credit card details will be deleted.

7. Financial Assistance

Cromwell College offers several bursaries through the Cromwell College Foundation to assist those families in financial need. Information on the application process can be found on the College website.

In addition, the Principal has the discretion to provide remission to the Accommodation fees on a case by case basis.

Any bursary funds will be allocated to the students accommodation fees and will not be paid to the student in cash.

Termination of the Student Residency Agreement will terminate any bursary, scholarship or financial assistance agreement offered to the student. Any funds remaining as part of the bursary agreement will be refunded to the Cromwell College Foundation and will not be paid to the student.

1.13 Event Management Plan – Risk Management Procedure (Student Events)

1.0 Governing Policy

The event risk management procedure is implemented under the Health, Safety and Environment Policy.

At Cromwell College, we place our highest priority on the health and wellbeing of our employees and other workers, residents, visitors, contractors, the community we serve and the environment. We are committed to implementing responsible management practices which ensure a risk based approach to achieving positive health, safety and environmental outcomes where we always strive to prevent any potentially adverse impacts.

This EMP- Risk Management Process incorporates aspects of the Cromwell College Risk Management Procedure HSM-S02-P01 and Risk Matrix HSM-S02-P01-A01.

2.0 Purpose

This procedure outlines how Cromwell College will comply with its legal obligations to identify, control and manage risks in the workplace to ensure residual risks be reduced to be As Low As Reasonably Practicable (ALARP). The risk management process contained in this procedure aligns with the Australian Standard for Risk Management (AS/NZS ISO 31000:2009).

3.0 Applicability and Scope

The requirements of this procedure are applicable to all personnel and operations under the management and control of Cromwell College when student events are run.

4.0 Roles and Responsibilities

The Principal / CEO is accountable for ultimate approval of this procedure and for the overall implementation and assurance of effective management systems throughout all Cromwell College operations.

The Principal is also responsible for approval, or otherwise, of Event Management Plans, associated checklists and risk assessments. Events shall not proceed without this approval.

The Deputy Principal - Student Life shall liaise with Lead Organisers to ensure:

- They are briefed and sign off on having been inducted in how to complete a risk assessment;
- each EMP is correctly documented;
- Risks are identified and risk control measures are implemented.

The Lead Organiser is responsible for preparing the EMP and conducting the necessary risk assessments to an appropriate standard, and for the implementation of the plan.

The members of the organising committee are responsible for providing assistance to the Lead Organiser in the preparation and implementation of the EMP and Risk Management controls.

5.0 Definitions

ALARP:

To reduce a risk to a level which is 'As Low As Reasonably Practicable' involves balancing reduction in risk against the time, trouble, difficulty and cost of achieving it. 'ALARP' represents the point, objectively assessed, at which the time, trouble, difficulty and cost of further reduction measures become unreasonably disproportionate to the additional risk reduction obtained.

Event:

Any function or assembly of any type of patrons within the college campus that is not related to the core business of providing resident students and visitors with accommodation and lodgings.

Hazard:

A hazard is defined as anything with the potential to cause harm to people, damage to the environment, or result in the loss of reputation or assets.

Hazards are associated with every activity undertaken in College operations. Most hazards are managed as a reflex action without need for further evaluation. However, other hazards are more significant requiring formal assessment of risk and documented identification of control measures for hazard communication and training.

Hazard Identification:

The process of recognising the presence of hazards as might affect workers or the operation.

Initial Risk:

The inherent level of risk exposure which exists before any action is taken to control the risk.

Residual Risk:

The level of risk which remains following the implementation of control measures. There will always be some level of risk, which must be either accepted as tolerable or rejected as intolerable.

Risk:

The probability that a hazard will actually result in an adverse consequence.

Risk Assessment:

The process of identifying hazards and associated control measures. For qualitative risk assessment, this involved determining how likely it is that a particular hazard will result in adverse consequence. See below for further definition of risk qualification.

Risk Controls (Control Measures):

An action to eliminate risks so far as is reasonably practicable, or if that is not possible an action to minimise risks so far as is reasonably practicable.

Risk Management:

The systematic application of procedures and practices to ensure the following process:

- Communicating and Consulting about potential risk
- Establishing the context of the risk
- Identifying the risk
- Analysing the risk
- Evaluating the risk
- Treating the risk
- Monitoring the risk

Risk Matrix:

The risk matrix is a tabulated tool used for qualitative risk assessment.

Risk Monitoring:

The process of periodically and systematically checking and confirming that selected risk control measures are effective.

Risk Qualification:

Qualitative risk assessment is the subjective application of a risk matrix table to examine the likelihood (probability) of a hazard resulting in an adverse consequence as well as the impact the risk will have if it does occur. This is always done (subjectively) using pre-determined category ratings in the risk matrix table, as customised to suit the organisation to determine a risk rating of low, medium, high or extreme for the purpose of prioritising risk.

6.0 Requirements for Managing Events

An Event Management Plan and Risk Assessment Checklist is required for each student event to ensure that events are well organized and any risks are minimized.

It is important from the beginning of the planning process that all people involved in planning, designing and managing the event fully understand that it is critically important to identify, manage and control any risks associated with the event. The aim of the risk management process is to ensure that the level of risk after implementing control measures be as low as reasonably practicable.

Lead organisers will be required to undertake an induction covering the Risk Management Process, Hierarchy of Controls and Risk Assessment Matrix outlined in the sections below.

7.0 Risk Management Process

The risk management process is shown graphically in Figure 1 below:

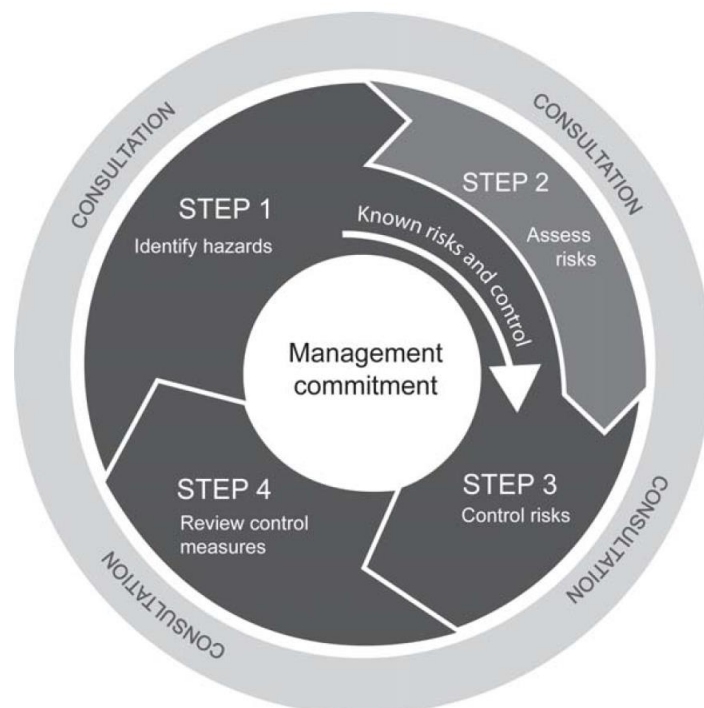


Figure 1: Risk Management Process

Proper management of risks involves consultation with stakeholder representatives at all times and begins with identifying risks and hazards. The Risk Management Checklist will assist the event organisers to ensure essential basics are in place for each event, however; further risk assessment and controls may be necessary.

8.0 Hierarchy of Controls

During all risk assessments, or whenever considering risk mitigation options, the Hierarchy of Control should be used to ensure the most effective strategy be applied, as shown in Figure 2 below.

It is very common that good risk assessment will identify a range of combined control measures that will incorporate some or all aspects of the Hierarchy of Control, with various control measures being in addition to other control measures.

In all cases, the highest possible level of control measure should be applied.

Following this process is the simplest way to reach a level of risk which is as low as reasonably practicable (ALARP).

For example, during risk assessment people should never jump to conclusions and select Personal Protective Equipment and Administrative Procedures without first considering the higher level and more effective levels of the Hierarchy of Control.

When selecting control measures, it is also important to ensure that further hazards are not inadvertently introduced.

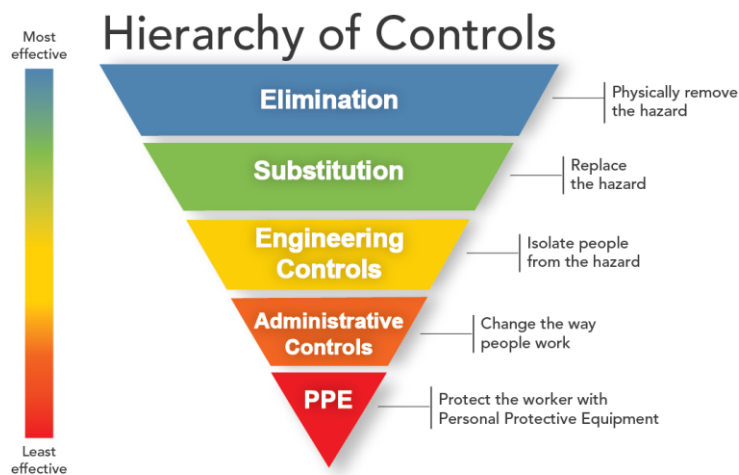


Figure 2 – Hierarchy of Controls

8.0.1 Elimination

This is the highest level and most effective type of control measure, where the hazard is removed completely. In every situation, consideration should be given to whether or not the hazard can be removed. Examples include but are not limited to:

- Can the hazard be removed completely?
- Can work at height risks changing a light bulb on a pole be eliminated by providing a pivoting pole to bring the work down to the worker at ground level?
- Can hazardous work be contracted out to ensure less experienced internal employees not be exposed to the hazard?

- Can a potentially dangerous piece of equipment be eliminated from a process?
- Isolate and lock out power (energy) sources during maintenance activities,
- Etc

8.0.2 Substitution

Where it is not reasonably practicable to eliminate a hazard, check if a product or piece of equipment can be substituted for a less hazardous product. Examples include but are not limited to:

- Can a telephone hand set be replaced with a headset?
- Can a hazardous solvent based paint be substituted with water based paint?
- Can package or carton sizes be substituted from smaller packages or containers to reduce manual handling risks?
- Can small quantities of chemical products be purchased 'as needed' to avoid chemical storage issues?
- Etc.

8.0.3 Isolation and Engineering Controls (Safeguarding Technology)

If a hazard cannot be eliminated or if a safer substitute cannot be found, the next best approach is to use engineering controls to keep the hazard from reaching the worker. Examples include but are not limited to:

- Can noise dampening technology be applied to reduce noise levels?
- Can machine guarding be installed?
- Can an exhaust ventilation extraction system be installed to remove fumes from a workers breathing zone?
- Can a mechanical lifting device be installed to minimise manual handling exertion?
- Can permanent barriers be installed?
- Can anti slip walkways and stair nose treads be applied to reduce slip and fall risks?
- Can a permanent platform be designed and constructed instead of requiring specialised fall protection equipment and training?
- Etc.

8.0.4 Administrative Controls

Various forms of administrative procedures are used to influence how we want people to work and relies on people following that instruction. Examples include but are not limited to:

- Training,
- Safe Work Procedures,
- Job rotation to minimise period of exposure to hazards,
- Warning signs and labels,
- Painting of walkways,
- Beepers and flashing lights on reversing trucks, tractors,
- Etc.

8.0.5 Personal Protective Equipment (PPE)

The weakest and least effective type control measure is the use of PPE, where the worker is still exposed to the hazard and is only protected by their safety equipment. If the safety equipment fails, the worker will be unprotected unless other control measures are also in place to reduce risk exposure. Examples include but are not limited to:

- Safety glasses, boots, aprons, spats, protective clothing,
- Cut resistant gloves, chemical resistant gloves,
- Respirators, masks, breathing hoods,
- Fall protection equipment,

Assessment Matrix (Risk Averse Approach)

Consequence Probability	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Almost Certain (A)	MEDIUM	HIGH	EXTREME	EXTREME	EXTREME
Likely (B)	MEDIUM	HIGH	HIGH	EXTREME	EXTREME
Possible (C)	LOW	MEDIUM	HIGH	HIGH	EXTREME
Unlikely (D)	LOW	MEDIUM	MEDIUM	MEDIUM	HIGH
Rare - Practically Impossible (E)	LOW	LOW	LOW	MEDIUM	MEDIUM

CONSEQUENCE – What is the worst credible outcome of an event?

	Consequence	OH&S	Environmental	Asset Damage	Business Interruption	Community / Public Relations/ Penalty
5	Catastrophic	Fatality (s) as a result of injury or illness	Serious on/off site environmental harm, largely irreversible.	Critical infrastructure written off	Huge financial loss. Operation permanently ceases	Serious ongoing public outcry. National media coverage. Court conviction and serious fine.
4	Major	Permanent impairment and/or disability as a result of injury or illness	Serious on/off site environmental harm, largely reversible.	Major damage beyond control of resources available.	Major financial loss Operation ceases for extended period	Major short term public outcry. State media coverage. Court directed significant fine.
3	Moderate	Temporary impairment unable to resume normal duties immediately Significant injury without impairment / disablement (LTI)	Material on/off site environmental harm. Significant licence parameter breach.	Moderate damage, able to be rectified with available resources	Moderate financial loss Operation ceases for limited period	Minor public outcry Local/regional media coverage. Penalty infringement notice; written direction from regulatory agency.
2	Minor	No temporary impairment, able to resume normal duties immediately I.e., First Aid Case	Minor on/off site environmental harm; Off site environmental nuisance. Minor licence parameter breach.	Minor property damage, not requiring immediate repair	Minor financial loss Minimal effect on operation	Referenced in community meetings or media; draws attention of regulatory authority.
1	Insignificant	No injury or illness	No Damage	No Damage	No issues	No issues

	PROBABILITY	Ask: What is the likelihood of a specific adverse outcome occurring?
A	Almost Certain	The event is expected to occur in most circumstances (more than 95% probability)
B	Likely	The event will probably occur in most circumstances (between 65% and 95% probability)
C	Possible	The event might occur at some time (between 15% and 65% probability)
D	Unlikely	The event could occur sometime (between 5% and 15% probability)
E	Rare - Practically Impossible	The event may occur only in exceptional circumstances. (less than 5% probability)

Risk Tolerance Directive

Residual Risk Level	Risk Tolerability Directive
Extreme	Intolerable The work or activity shall not proceed.
High	Intolerable The work or activity shall not proceed.
Medium	Tolerable The work or activity may proceed if the controls are considered appropriate for the task and residual risk is as low as reasonably practicable (ALARP).
Low	Tolerable The work or activity may proceed.

1.14 Fire Emergency Evacuation Procedure

1 Definition

These procedures must be followed in the event of any emergency which requires partial or total evacuation of buildings.

2 Procedure Statement

These Fire and Emergency Evacuation Procedures provide for:

- Fire or Emergency situations.
- Safe orderly evacuation of people from the building in an emergency.
- Early control of the fire or emergency.

3 Emergency Evacuation Assembly Points

There are two assembly points for evacuation at Cromwell College, they are the;

- Grassed area next to the Chapel Building
- Cromwell student car park located on Hood Street.

Evacuation Procedure

College Resident Staff

The Principal, Deputy Principal - Student Life, Staff Back Up or Maintenance Manager, if on site will assume responsibility of any emergency evacuation in conjunction with Emergency service professionals.

Duty Resident Assistant (Duty RA)

When the fire alarm sounds the Duty RA is responsible for co-ordinating the whole College evacuation. They will be responsible until one of the following arrives on the scene, College residential staff mentioned above, emergency services (Fire, Police or Ambulance) or UQ Security.

The Duty RA will;

- Go directly to the main fire panel in the front office. Gather information from the panel about the source of the fire/alarm to assist emergency services when they arrive.
- Stay at the main panel until assistance arrives.
- Liaise with Cromwell Staff, UQ Staff or Emergency services personnel.
- Lead Emergency services to the source of the alarm.
- Obey any instructions given by Cromwell, UQ or Emergency personnel.
- Give the all clear to residents at the two assembly points once instructed by emergency services personnel.

Resident Assistants (RA)

Resident Assistants (Fire Warden) are responsible for the evacuation of their corridor as quickly as possible. They are to ensure a safe, calm and orderly evacuation.

On hearing the Fire Alarm or being instructed to evacuate:

- Evacuate via the nearest safest emergency EXIT
- If possible close all doors behind you
- REMAIN CALM
- Proceed to the assembly point
- If any injuries are sustained notify emergency personnel
- Do not re-enter the building until advised to do so by an authorised person
- Advise emergency personnel immediately if you are aware of people trapped in the building

R – Remove People from immediate danger to a safe place

A – Alert staff & visitors

C – Confine Fire & Smoke by closing doors and windows only if safe

E – Extinguish and control the fire if safe to do so

Residents

Residents are to leave via the nearest exit and assemble at the designated assembly area.

On hearing the Fire Alarm or being instructed to evacuate:

- Evacuate via the nearest safest emergency EXIT
- If possible close all doors behind you
- REMAIN CALM
- Proceed to the assembly point
- If any injuries are sustained notify emergency personnel
- Do not re-enter the building until advised to do so by an authorised person
- Advise emergency personnel immediately if you are aware of people trapped in the building

R – Remove People from immediate danger to a safe place

A – Alert staff & visitors

C – Confine Fire & Smoke by closing doors and windows only if safe

E – Extinguish and control the fire if safe to do so

5. Emergency Evacuation Information

Fire and Emergency plans are displayed throughout all buildings and on the back of individual rooms.

These evacuation plans show:

- Location diagram
- Evacuation procedures
- Fire exits and escape routes
- A legend that includes:
 - EXIT
 - Assembly points
 - 'You are Here' diagram
 - Hose Reel
 - Manual call point
 - Emergency phone
 - Hydrant
 - Fire Extinguisher
 - Emergency light
 - Restrooms

1.15 Infectious Diseases Policy

1. Principles

This Policy relates to any infectious disease. In the case of life-threatening notifiable diseases, the report to the Public Health Unit will involve a response in which the PHU takes control of the situation in College. The College will cooperate fully with the PHU in dealing with the outbreak.

2. Policy

The College will ensure that Resident Assistant Training includes an awareness-raising element dealing with serious and potentially fatal diseases that may occur at College. All Resident Assistants will be issued with appropriate first aid training on serious, life threatening diseases which need rapid identification and treatment so that they can be vigilant in ensuring that residents in their charge do not neglect illnesses that can be life-threatening or which have serious outcomes.

Once a case of an infectious disease has been detected in College, notification will be given to all other residents whose health status may be compromised. The University Health Service will be notified and information on the symptomology and other characteristics of the disease will be released to other residents.

The infected resident(s) will be quarantined to minimise the risk of spread of infection.

Where serious or life-threatening disease is detected in College, parents will be informed by the Principal as soon as a positive diagnosis is received by the College.

3. Procedure for the Control of Infectious Diseases Detected in College

1. Residents are to be instructed that they must report any case of illness to their Resident Assistant.
2. When a resident receives a diagnosis of a notifiable disease, the College is to be informed immediately.
3. Upon receiving a report of a notifiable disease diagnosis, the Principal will arrange for:
 - a. The patient to be hospitalised or, if appropriate, quarantined and arrangements put in place for suitable meals to be delivered to his/her room.
 - b. Notification to the UQ Health Service, if the Service has not already been involved.
 - c. Acquisition of fact sheets on the disease to be procured and circulated to residents who have been in contact with the patient.
 - d. Contact with the patient's family to inform them of the patient's condition.
 - e. The Public Health Unit (PHU) (Queensland Health Communicable Diseases Control Unit – 3000 9148) is to be notified.
 - f. Other residents to be notified of the symptoms and instructed to report any occurrence of these symptoms to College Administration.
 - g. All staff to be instructed to cooperate with instructions from the Health Service or the PHU.

4. Residents with existing disease status

Persons with existing health conditions such as HIV/AIDS, Hepatitis A, B or C are not required under law to disclose their health status. However, it is advisable that residents or potential residents disclose their health status so the appropriate support, if needed, can be provided by the College.

5. Confidentiality of Residents who disclose their health status.

In all cases where there is to be disclosure, the final responsibility for determining the level of confidentiality to be observed rests with the parents (if the student is under 18) the student and the Principal.

When disclosing information on the health status of an individual student or staff member, all concerned may request that the information remain confidential or restricted to specific staff. The resident concerned will be required to enter into a written agreement with the College which clearly defines how, and for what purpose, that information will be used by the College.

At no time will the identity of a resident who has disclosed information on his/her health status be intentionally or otherwise disclosed to fellow residents except after negotiation and agreement by the resident concerned.

1.16 Lion's Den Policy

1. Introduction

The Lion's Den is an important part of the culture of Cromwell College. The College and the Students' Association have shared the cost of providing the facilities in this room, and it is one of the responsibilities of the Vice-President of the Students' Association to ensure that The Lion's Den is maintained in a suitable condition.

2. Policy

It is a great place to meet fellow residents and to entertain guests from time to time. Because it is a common area, it needs to be used in such a way that all residents have reasonable access to it and it should not be a focus for undue noise and disruption of nearby residents.

All residents are welcome to use The Lion's Den to socialise. It is the main access area for the 'Shop'. If people returning late at night wish to talk, it is the Lion's Den they should go to rather than a common room. College rules in relation to noise, mess and damage still apply.

Just as the College is not a hotel or a club, so The Lion's Den is not a bar. A few friends enjoying a **quiet drink or two** – literally understood – will usually be regarded as an appropriate use of the Lion's Den. Moreover, provided a written request is made to the Deputy Principal - Student Life or Deputy Principal with sufficient notice – typically two full working days will suffice – it is usually possible for a group of residents with a common purpose, such as celebrating a birthday, to organise a small-scale function in The Lion's Den. The proposal must outline:

- Who the principal organiser is
- Numbers of persons present, both Cromwellians and guests
- Timing of the event (commencement and conclusion) and
- Clean-up: an individual must be named in the proposal and he or she will be responsible for ensuring that the Lion's Den is left in a reasonably clean and tidy fashion at the end of

the function. It is **desirable** that the clean-up occur at the end of the function, but it must be completed before 8am the next day. This is the responsibility of the nominated individual.

It should be noted that any event where there will be more than twenty (20) people in attendance, and alcohol will be consumed, will require an EMP and approval by the Deputy Principal - Student Life before proceeding.

The regular use of the Den for pre-drinking, prior to Thursday and Sunday nights out, doesn't require a weekly EMP. Expectations for these nights are noted below:

- The Den can be used between the hours of 7:00 pm – 9:00 pm on Thursday and Sunday nights
- RA's are to encourage their corridors to go to the Den by 8:30 pm
- The Den isn't to be used between the hours of 1:00 am and 7:00am unless permission has been sort from the Deputy Principal - Student Life or Deputy Principal.
- Students are not permitted to bring bottles of spirits or goon bags to the Den. It is preferred that mixed drinks brought to the den are in their original container, however; students may bring their own mixed drinks as long as they have been mixed in appropriate proportions.
- The Socials need to remind students of the need to vacate the Den by 9:00pm at regular intervals after 8:30 pm to ensure students are ready to depart.
- All students need to depart the Den no later than 9:00 pm if heading out. Buses will regularly be provided on a Thursday night to assist in moving students to social destinations as a group, however; if no buses are provided the Den still needs to be vacated by 9:00 pm.
- Bins are to be provided by the Socials, or a nominated person, near the departure points for buses on Walcott Street to ensure no litter is left near the college. Bins then need to be returned to their location by a nominated person or the RA on duty

Please Note: This policy should be read in conjunction with the most recent addition of the College's Alcohol Policy.

1.17 Lockdown Procedure

Events across the world necessitate that Cromwell College must be prudent and have an emergency Lock-Down policy for situations where an evacuation to one or two areas would be counterproductive. This procedure is to be used only for life threatening

situations where everyone in the College area should be immediately protected from a threat to their life until Police arrive. One example would be a person wielding a gun or other deadly weapon. A bomb threat would necessitate an evacuation, not a lock-down.

Please note that in this document, specific positions / roles within the College (Principal, Deputy Principal - Student Life, Maintenance Manager etc) are named. It is important that should a named person be off campus or otherwise for whatever reason unable to fulfill their role in the emergency, that another person capable of doing so steps up. This may be the person who would normally deputize for the named person, but in a business of this size, many people do not have people to deputize, so others would be required to step up, dependent upon the people available and the situation.

Procedure

- 1.1 A continuous “announcement” in the form of an on / off, on / off bell sound will be heard through the emergency speaker system to indicate that a Lock-Down is in place.
- 1.2 Everyone is to sit on the floor of their rooms, or the room that they are in, closing and locking the external doors, windows, shutters, and closing any curtains or blinds in the room. Turn the lights off in the room. Do not look out of the windows or doors. If in the heavily glassed Dining Room, everyone to move into the kitchen area and shut the wooden doors.
- 1.3 No one is to leave the room for any reason whatsoever.
- 1.4 Anyone outside when the “announcement” is made is to move to the nearest room and follow 1.2 above.
- 1.5 Everyone is to remain in their rooms until the all-clear signal (cessation of on / off, on / off bell sound) is given by the Principal.

2 SPECIFIC INSTRUCTIONS FOR LOCK-DOWN PROCEDURES

The first person to receive notice of, or observe the emergency is to activate the “announcement” (1.1 above), by following (2.1) below.

This person is to immediately call 000 and then UQ Security Emergency 3365 3333.

This person then immediately calls the Principal (0422 226 867). If the Principal does not answer, the following order of contact is to be immediately followed until actual contact with a member of the Senior Management Team is made:

Deputy Principal - Student Life (0410560789)

Deputy Principal (0449274340)

Business Manager (0438 383 901)

Cromwell College Reception (3377 1300)

The Principal (or other Senior Management Team member first contacted, or another staff member if no Senior Management staff are contactable) is to then call the Chairperson of the

Board of Governors (Dr Joe Goodall – 0422 122 285) or if he does not answer, the Deputy Chairperson (Dr Janet Porter 0438 116 963)

If the first person to receive notice of the emergency receives this by telephone, they should not hang up, and should record any display that may appear to help later identify the caller.

Write down what you recall regarding the threat. For example the date, time of call (if called), what words were spoken, type of voice, what you saw if the threat was advised in person or observed by you.

2.1 Emergency Lock-Down “Announcement”

This “announcement” can be made by breaking the glass in the GREEN panel box located next to each fire panel in each building. Once the glass in the GREEN panel box is broken, the on / off, on / off bell sound will automatically begin.

2.2 Visitors / Contractors to the College

The Business Manager is to contact all signed in visitors / contractors to the College on campus (by telephone) and advise them of the Lock-Down emergency and the details of 1.2 (above) which the visitor / contractor is to follow. To restrict new visitors / contractors arriving to the College, the four boom gates are not to be opened during the emergency.

2.3 Students and Staff off Campus

The Deputy Principal - Student Life is to text message from StarRez all Cromwell students, staff, and staff families “Cromwell Lock-Down” so that those people off campus receive notification of the emergency. People off campus are not to return to the College until the Deputy Principal - Student Life, once 2.4 (below) has occurred, sends another message “Cromwell Lock-Down Over.” If access to StarRez is not practicable given the nature of the emergency or other factors, the Lock Down “announcement” is audible outside but close to the College, which people attempting to return to the College would hear and must take heed of.

2.4 All Clear

The Principal will decide when the “all clear announcement” will be made and will communicate this to the Maintenance Manager who will turn off the bell sound. The “all clear announcement” is the cessation of the on / off, on / off bell sound.

3. MEDIA

The Principal will be the sole spokesperson for the College in relation to any incident and is the only employee with authority to do so. Staff and students have no authority to speak on behalf of Cromwell to the media and must never do so in an emergency situation. Requests from the media for official comment must be referred to the Principal.

4. DEBRIEFING / SUPPORT

A critical incident will impact upon everyone in different ways dependent upon the nature of the incident and the people involved. The Principal will assess the situation and arrange responses appropriate to the situation with reference to the College's Crisis Procedure and Traumatic Incident Procedure. At the earliest convenience once the danger has passed, the Principal will communicate in writing to the Chairman of the Board of Governors, all staff and students, and to others dependent upon the situation, the facts surrounding the incident to minimize rumor and innuendo.

1.18. Management of Communicable Diseases Policy

1. Principles

This Policy relates to the Management of communicable disease in the College.

2. Policy

1. The College is committed to providing a healthy environment for all residents and staff.
2. The College will not unlawfully discriminate against any person on the basis of their health status.
3. All information held on the health status of residents and staff will be kept confidential and not released without the consent of the person concerned or, in the case of minors, of their parents/guardians.
4. The College will approach any outbreaks of communicable disease in the College with responsibility, ensuring that residents and staff are kept informed, that information is provided to the University through the UQ Health Service and to Queensland Health and that, where necessary, parents and other Colleges are informed.

3. Procedures

- Ensure that all staff and Resident Assistants are aware of this Policy and Procedures
- If there is an outbreak of communicable disease, identify patients and have diagnosis confirmed. Refer patients to UQ Health Service or local medical practices during business hours or to the Taringa 7 Day Medical Practice (tel: 3870 7239)
- Report outbreak to UQ Health Service Campus Nurse (tel: 3365 6210)
- Consult the Queensland Health website for guidelines and Fact Sheets and helpful tips http://www.health.qld.gov.au/health_professionals/diseases.asp
- Meet with College Administration to plan approach and inform managers about the outbreak and the details of the disease.

- Appoint one member of staff to manage communication to residents, external agencies, families
- Notify Public Health authorities – details: Queensland Health, Brisbane North Population Health, Communicable Diseases unit. Telephone: 3624 1111
- Cooperate with Queensland Health on the distribution of information, distribution and collection of questionnaires if required, specimen collection if required.
- Document all cases, including, name, date of birth, room, date of onset, duration and nature of symptoms
- Access and make available fact sheets on the symptoms and treatments for the disease to Resident Assistants and other residents on request.
- Place information on the identification of symptoms, disease prevention and personal hygiene in every area of the College.
- Institute information and hygiene protocols in areas such as Dining Hall and Kitchen, Maintenance and Housekeeping
- If necessary and indicated, isolate patients from rest of College residents
- If hospitalisation is not required, ensure that patient is supported to remain in her/his room with meals, assistance and emotional support.
- Continue to confer with UQ Health Service on progress of outbreak and steps taken to contain it.
- Notify stakeholders of existence of the outbreak (Board of Governors, parents, University, other Colleges)
- Arrange for information and support for residents who are seeking Special Consideration for assignments and assessment.
- Notify residents and other stakeholders of the progress of the outbreak, including its cessation
- Thank all staff and residents for their cooperation.

NB: "Resident Assistants" are the later year residents who take on a leadership and mentoring role with other residents. They are staff members on a discount on their fees and receive training and supervision throughout the year.

1.19 Payment for Damage – College Policy

1. Introduction

Each year the college needs to attend to the damage of college property. In these circumstances staff at the college work closely with student leaders to determine who is responsible and the context of how the damage occurred. The college manages accidental damage but there are many occasions where the damage could have been avoided and can be attributed to students behaving inappropriately. In these situations, the cost of repair will be charged accordingly and any disciplinary action deemed appropriate will be instituted.

2. Policy

1. Loss or damage within individual rooms will be charged to the resident of that room.
2. Loss or damage in common areas will be charged as follows:
 - a. If an individual can be identified, the individual pays;
 - b. Any damage outside of a student's room will be costed by the maintenance Manager and then charged to the Students' Association. The Students' Association will then be responsible for recouping their money by determining who caused the damage and following up payment from that person back to them.
 - c. The College will access CCTV footage to assist investigations if requested or needed.
3. CCTV cameras may be used to assist in identifying those responsible.
4. The Principal has the right to exclude or refuse re-admission to any resident who refuses to pay their invoice within the given payment period.

1.20 Prevention of Sexual Harassment Policy

Our Commitment

Cromwell College is committed to providing a safe and healthy workplace free from sexual harassment for all College employees and students.

Sexual harassment will not be tolerated under any circumstances and appropriate disciplinary action will be taken against any staff member or student who engages in such action.

Cromwell College will treat reports of sexual harassment seriously and will respond to reports promptly, impartially and confidentially.

This policy will be made available to all workers, including contractors, and students. New workers and students will be given a copy of this policy at their induction or orientation. Staff and supervisors will remind workers and students of the policy from time to time.

Purpose

The purpose of this policy is to

- (a) define what constitutes sexual harassment;
- (b) outline measures to prevent sexual harassment; and
- (c) outline the staff and student grievance resolution procedures, for the resolution of sexual harassment complaints.

Scope

This policy applies to all Cromwell College staff and students

Legal Basis

Sexual harassment is unlawful under state and federal legislation.
Work Health and Safety Act 2011 (Qld)
Anti-Discrimination Act 1991 (Qld)
Sex Discrimination Act 1984 (Cmth.)

What is sexual harassment?

The following definition of sexual harassment has been taken from the Queensland Anti-discrimination Act 1991 (Qld).

Sexual Harassment happens if a person:

- (a) subjects another person to an unsolicited act of physical intimacy; or
- (b) makes an unsolicited demand or request (whether directly or by implication) for sexual favours from the other person; or
- (c) makes a remark with sexual connotations relating to the other person; or
- (d) engages in any other unwelcome conduct of a sexual nature in relation to the other person;

and

the person engaging in the conduct described in (a), (b), (c) or (d) does so

- (e) with the intention of offending, humiliating or intimidating the other person; or
- (f) in circumstances where a reasonable person would have anticipated the possibility that the other person would be offended, humiliated or intimidated by the conduct.

Examples of sexual harassment

The following actions may constitute sexual harassment. (Please note that this is not an exhaustive list and other actions or activities may also constitute sexual harassment).

- Physical contact such as patting, pinching or touching in a sexual way;
- Unnecessary familiarity such as deliberately brushing against a person;
- Sexual propositions;
- Unwelcome and uncalled for remarks or insinuations about a person's sex or private life;
- Suggestive comments about a person's appearance or body;
- Sexually offensive phone calls;
- Unwanted sexual attention using internet, social networking sites and mobile phones;
- Indecent exposure;
- A publication such as sexually offensive e-mails or graphics;
- Sexually offensive screensavers or posters.

The College also treats as sexual harassment the creation of an environment that is 'hostile' to a person in a sexual context. Some of the factors that may indicate a potentially hostile environment include the display of obscene or pornographic materials, general sexual banter crude conversation or innuendo and jokes of a sexual nature.

Prevention of sexual harassment

All staff and students are responsible for maintaining an environment free from sexual harassment therefore managers, workers and students should take all reasonable steps to prevent sexual harassment from arising. This includes:

- ensuring all new employees complete the staff induction
- ensuring all employees have completed staff development training covering the College's prevention of sexual harassment;
- making all students aware of Cromwell College's policy on prevention of sexual harassment;
- modelling appropriate behaviour;
- monitoring workplace behaviours to ensure compliance with policies;
- removing any sexually inappropriate material from the work, residential or study environment
- monitoring and / or previewing information presented to students. This includes, but isn't limited to, videos prepared for presentation at Student Functions, Ask letters, black and white lists and material presented during Student election week.

Resolving reports of sexual harassment

1. Resolution of complaints of sexual harassment of staff or students should take place through the following steps:

Students

The **Sexual Assault and Sexual Misconduct – Procedures for Students** in conjunction with **Cromwell College Student Complaints** procedure

Staff

The **Cromwell College Staff Grievance Resolution** procedure.

2. Cromwell College is committed to adopting good practice principles in the resolution of grievances that include, but are not limited to:

- taking all allegations seriously and responding within a reasonable timeframe;
- applying the principles of natural justice and procedural fairness when dealing with all parties to the complaint;
- maintaining confidentiality for all parties to the complaint;
- providing for early resolution and where possible, at the lowest organisational level;
- ensuring people are not victimised for having made a complaint;
- ensuring all parties are aware of the availability of free staff and student counselling;

3. Nothing in this policy prevents a complaint of sexual harassment from being dealt with by an appropriate authority such as the police

Consequences of breaching the policy

Sexual harassment will not be tolerated under any circumstances and appropriate disciplinary action will be taken against any staff member or student who engages in such action. It is acknowledged that issues of vicarious liability may arise from a failure to act in relation to a complaint of sexual harassment and therefore all reasonable steps will be taken to prevent sexual harassment within the College.

1.21 Resident Assistant Incident Reporting Policy

1. Definition

Resident Assistants (RA's) are required to maintain records of any incidents that occur within college during their Duty. The Incident report will be used as a daily record of lock up by the Resident Assistant and any other incidents

2. Policy

Whether Resident Assistants are rostered for duty or not, they are expected to be reasonably aware of incidents such as property damage, intrusion, disruptive behaviour, excessive noise or other behaviour by residents, their guests or intruders.

1. When Resident Assistants become aware of an incident, they have a duty to act on that awareness and to do so in a timely manner. This may be done by:
 - Intervening to stop the behaviour;
 - Seeking support from other Resident Assistants, particularly the Duty Resident Assistant or College staff members, to stop or prevent the disruptive behaviour; and
 - Reporting the behaviour.
2. Where the incident has been dealt with and the response from the students concerned is satisfactory, an incident report may not need to be made. If, however, the behaviour is part of a pattern of disruption from a particular student or students or their guests, a Report will become part of a paper trail to assist the College to deal with the student's behaviour.
3. Incidents concerning serious illness or injury of a student, violence, theft, drunkenness, harassment or bullying, disturbance of other students leading to conflict, damage or vandalism, illegal behaviour, illicit drug usage or incidents with unauthorised guests living at College, should always be reported.
4. Interference with fire protection or fire-fighting equipment requires mandatory reporting.
5. When reporting the Incident, the Resident Assistants will follow the **Resident Assistant Reporting Procedure**.

1.22 Resident Noise Policy

1. Definition

Cromwell College is first and foremost a place to live and to study. Students need to have the opportunity to have a quiet environment in which to do this. Students are required to be considerate and keep noise to a minimum at all times. Excessive noise is one of the biggest issues when living in a residential community.

2. Policy

The College does not tolerate noise between 11.00pm and 6.30am on any night. Despite the various social activities that enrich and draw together the Cromwell community, maturity and responsibility are required, along with respect for fellow students and staff.

Students will consider others and make sure that all noise is at an appropriate level prior to the 11pm. Noise must then be kept to a minimum until 6.30am the following day.

The “no noise after 11pm” rule is clear cut and is well respected by the students.

During this time any noise including Music and talking should not be heard outside of a student’s room.

Noisy behaviour and disruption during these times or as a result of alcohol consumption will have serious consequences.

Students can assist with noise reduction in the following ways:

- Do not bring large stereos or speakers to college.
- Set the volume to a level that cannot be heard outside of the student’s room at any time.
- Wear headphones
- Do not congregate in student’s rooms after 11pm, if students want to talk after this time move to an area that will not affect fellow students i.e. The Lion’s Den or JCR.
- When returning home late at night only return to corridors once you are ready to sleep
- Keeping any noise on the Tennis Courts to a minimum

1.23 Sexual Assault and Misconduct Policy

1. Purpose and Objectives

Cromwell College is committed to ensuring that the college environment is safe, respectful and free from all forms of Sexual Misconduct. This policy outlines the overarching principles governing the College and University of Queensland's approach to preventing, addressing and responding to Sexual Misconduct, which are behaviours inconsistent with the College's and University's core values. This policy is to be read in conjunction with the Sexual Assault and Sexual Misconduct – Procedure for Students.

2. Definitions, Terms

Consent- Consent is freely and voluntarily given by a person with the cognitive capacity to do so.

“Consent” is the voluntary agreement to the act or acts in question and to continue to engage in the act or acts. Voluntary agreement to engage in the activity or to continue to engage in the activity must be communicated through words or conduct.

Consent can be withdrawn at any time during the act or acts in question.

Consenting to a sexual activity with an individual or individuals does not mean that consent is given for another sexual activity with an individual or individuals, and consent only applies to each specific instance of sexual activity.

Circumstances in which a person does not consent to an act or acts include:

the person is asleep or unconscious;

the person incapable of consenting, such as where they are affected by alcohol or another drug;

the person submits to the act because of: force or the fear of force; threats or intimidation; fear of harm; exercise of authority; or false or fraudulent representations about the nature or purpose of the act.

the person submits to the act because of false or fraudulent representation of identity

No consent is obtainable from a person under the age of 16 years.

Disclosure – is the informal sharing of information regarding Sexual Assault or Sexual Misconduct to the persons or units specified in section 4.6 of the Sexual Assault and Misconduct – Procedures.

Enterprise Agreement – is The University of Queensland Enterprise Agreement 2014-2017, or as amended or replaced.

Formal Report - is providing a formal statement regarding Sexual Assault or Sexual Misconduct to the persons or units specified in section 4.7 of the Sexual Assault and Misconduct – Procedures. A formal statement regarding Sexual Misconduct given to the police or another external agency is also considered a Formal Report, provided that the

University is made aware of its existence and it is referred to the First Responder Network, the Sexual Misconduct Support Unit or the Integrity and Investigations Unit.

Natural Justice – also referred to as procedural fairness, and is a principle that is applied by the University to ensure that decisions are made in accordance with the rule against bias and the hearing rule (where a person is given an opportunity to present their case with knowledge of any prejudicial material that may be taken into account by the decision-maker).

Sexual Assault - is any unwanted, forced, or coerced sexual act or behaviour without Consent. It covers a broad range of sexual activity including, but not limited to groping, inappropriate touching of a sexual nature, and other sexual or indecent acts.

Sexual Harassment – happens if a person:

- (a) subjects another person to an unwelcome and unsolicited act of physical intimacy; or
- (b) makes an unsolicited demand or request (whether directly or by implication) for sexual favours from the other person; or
- (c) makes a remark with sexual connotations relating to the other person; or
- (d) engages in any other unwelcome conduct of a sexual nature in relation to the other person;

and the person engaging in the conduct described in (a), (b), (c) or (d) does so–

- (e) with the intention of offending, humiliating or intimidating the other person; or
- (f) in circumstances where a reasonable person would have anticipated the possibility that the other person would be offended, humiliated or intimidated by the conduct.

Examples of sexual harassment include (but are not limited to):

- (a) physical contact such as patting, pinching or touching in a sexual way;
- (b) unnecessary familiarity such as deliberately brushing against a person;
- (c) sexual propositions;
- (d) unwelcome and uncalled for remarks or insinuations about a person's sex or private life;
- (e) suggestive comments about a person's appearance or body;
- (f) sexually offensive phone calls;
- (g) unwanted sexual attention using internet, social networking sites and mobile phones;
- (h) indecent exposure;
- (i) a publication such as sexually offensive emails or graphics; and
- (j) sexually offensive screensavers or posters.

Sexual harassment may also occur where, during a situation that relates to their role with the College, a member of the College Community engages in the above behavior outside of the College toward another person.

The College also treats as sexual harassment the creation of an environment that is hostile to a person in a sexual context. Some of the factors that may indicate a potentially hostile environment include the display of obscene or pornographic materials, general sexual banter, crude conversation or innuendo and jokes of a sexual nature.

Sexual harassment is unlawful when it falls within the relevant statutory definition under the Anti-Discrimination Act 1991 (Qld) and/or the Sex Discrimination Act 1984 (Cth).

Sexual harassment involving violent and/or coercive components such as Sexual Assault, persistent following or stalking, indecent exposure, and obscene communications in any media, may be considered a criminal offence under the Criminal Code 1899 (Qld).

Sexual Misconduct - is a broad term encompassing any unwelcome behaviour of a sexual nature that is committed without Consent or by force, intimidation, coercion, or manipulation. It includes behaviour that would amount to Sexual Assault and Sexual Harassment.

In this policy, the term 'Sexual Misconduct' includes a reference to alleged sexual misconduct.

Trauma-Informed –understanding, recognising and responding to the impact of trauma, and emphasising physical, psychological and emotional safety and the importance of choice for individuals who have experienced Sexual Misconduct.

College Community – means current College students, staff, other workers, volunteers, official visitors, recognised individuals and anyone else contractually bound to comply with this Policy.

Victimisation – happens if a person does an act, or threatens to do an act against an individual who has experienced Sexual Misconduct, or a person associated with such an individual because:

they have made a Disclosure or Formal Report, or intend to make a police or other external report; or

they, in good faith, intend to make a Disclosure or Formal Report, or intend to make a police or other external report; or

they are, have been, or intend to be involved in a proceeding involving Sexual Misconduct.

A reference to involvement in a proceeding includes involvement in a prosecution for an offence involving Sexual Misconduct, involvement in a University or external agency investigation, or other process to deal with Sexual Misconduct.

Adverse action taken against a person may be unlawful under the *Fair Work Act 2009* (Cth) and a person who makes a public interest disclosure under the *Public Interest Disclosure Act 2010* (Qld) is protected by that Act.

Policy Statement

The Sexual Assault and Sexual Misconduct – Procedures for Students will be implemented having regard to the principles outlined in 3.1 to 3.10 below. These principles reflect the College's commitment to preventing all forms of Sexual Misconduct, supporting individuals who are impacted by Sexual Misconduct, and responding appropriately and sensitively when Sexual Misconduct occurs:

The College prohibits all forms of Sexual Misconduct, and requires all members of the Cromwell College Community to comply with this prohibition.

The College acknowledges that education and awareness are important aspects of prevention, and commits to educating students and staff to assist in the prevention of Sexual Misconduct in the College Community.

Members of the Cromwell College Administration are aware of the responsibility they have in responding appropriately when they are made aware of information regarding Sexual Misconduct, particularly taking account of Trauma-Informed approaches.

The College acknowledges that Sexual Misconduct may include criminal behaviours and may be unlawful. The College does not have jurisdiction over criminal acts, but can take action in respect of breaches of its rules, policies and procedures.

The safety, welfare and support of the Cromwell Community is paramount. Cromwell recognises that any Sexual Misconduct is likely to have an adverse impact on members of the College Community, and is committed to appropriately supporting those affected.

Procedures supporting this policy aim to be Trauma-Informed and afford Natural Justice.

Disclosure and Formal Reporting options are intended to be simple, accessible and available through multiple avenues.

The College aims to bring sensitivity, timeliness and good management to its responses to Disclosures and Formal Reports and to meet legal requirements.

Confidentiality and information privacy will be upheld, in accordance with legislative requirements and College policies and procedures.

The College will not tolerate Victimisation.

Acknowledgment

Cromwell College has adopted the University of Queensland's Sexual Misconduct Policy to be in alignment with the University's philosophy and approach to Sexual Misconduct. The College acknowledges the work done by the University in the preparation of this document.

1.24 Sexual Assault and Misconduct – Procedures for Students

1. Introduction

These procedures have been adapted from the University of Queensland's procedures which were developed in accordance with Australian and International guidelines for best-practice in relation to sexual assault and sexual misconduct prevention, management and response. While every effort has been made to provide procedures that cover most scenarios, the complex nature of sexual assault and sexual misconduct means that there will be circumstances that do not always fit neatly within these procedures. Where this is the case, the College will draw on the founding principles outlined by this Policy to deliver the best possible outcomes for those involved.

2. Prevention and education

Members of the College community are responsible for maintaining a safe and respectful environment. To assist this, the College will provide students with educational opportunities, including those around developing respectful and consensual interpersonal relationships.

2.17. The College will oversee and coordinate sexual assault and sexual misconduct prevention and response protocols and processes, communications and training.

- Students' Association Executive and Resident Assistants attend an annual training day, run by UQ, on Sexual Consent and Ethical Bystander responsibilities during P Week.
- All Freshers attend a presentation on Sexual Consent and Ethical Bystander training during O Week.
- All students complete the online UQ Module on consent prior to re-entering college each year.

2.18. The College will ensure the delivery of an education program that counters broader social attitudes regarding gender, sex and sexuality which often normalise Sexual Assault and Sexual Misconduct.

2.19. College staff, students leaders and supervisors have particular responsibilities to create an environment of 'zero tolerance' towards all forms of sexual misconduct.

2.20. Prevention measures put in place by the College will be trauma-informed, founded on good practice, and developed in conjunction with subject matter experts as required.

3. Definitions

Sexual Assault - is any unwanted, forced, coerced sexual act or behaviour without explicit consent. It covers a broad range of sexual activity including *groping, inappropriate touching of a sexual nature, forced sexual or indecent acts without consent through coercion or trickery.*

Sexual assault may be a criminal act, as defined by the *Criminal Code 1899 (Qld).*

Sexual Misconduct - is a broad term encompassing any unwelcome behaviour of a sexual nature that is committed without consent or by force, intimidation, coercion, or manipulation.

Trauma-Informed – means ensuring the choice and control, physical and emotional safety, collaboration, trustworthiness and empowerment of the survivor.

Consent- Consent is freely and voluntarily given by a person with the cognitive capacity to do so (Queensland Police Service)

“Consent” is the voluntary agreement to the act or acts in question and to continue to engage in the act or acts. Voluntary agreement to engage in the activity or to continue to engage in the activity must be communicated through words or conduct.

For clarity:

- Consent cannot be implied, and can be revoked at any time during the act or acts in question.
- Consenting to one kind of sexual activity does not mean that consent is given for another sexual activity, and consent only applies to each specific instance of sexual activity.
- No consent is obtainable where an individual is incapable of consenting. An individual may be incapable of consenting if they are impaired by alcohol or drugs, or if they are induced to engage in the activity by fraud or trickery, by someone exercising a position of trust, power or authority, or through coercion or the threat of violence.

Natural Justice – is also known as procedural fairness, and is a principle that is applied by the University to ensure that decision-making is fair and reasonable.

Need to know - describes the restriction of data which is considered very sensitive. The passing on of information will only be the facts that need to be known at the time they are need to be known and nothing more.

Disclosure – is the sharing of information regarding any incident of Sexual Assault or Sexual Misconduct with a member of the Cromwell or UQ Community.

Formal Report - is a formal statement of allegations of Sexual Assault or Sexual Misconduct. A formal statement of allegations given to the Police or another external agency is also considered a Formal Report.

Reporter – is a person making a Formal Report.

Survivor- is the individual(s) who survived the sexual assault or sexual misconduct. The Survivor is not always the ‘Reporter’ as described above.

Respondent – is a person about which an allegation of Sexual Assault or Sexual Misconduct is made as part of a Formal Report.

College Community – means current Cromwell students, staff, volunteers, official visitors, recognised individuals and anyone contractually bound to comply with this Policy.

Vicarious Trauma - is the emotional residue of exposure that counsellors or first responders experience from hearing traumatic stories and becoming witness to the pain, fear, and terror that trauma survivors have endured.

Sexual Assault Support and Prevention Unit – is a cross-institutional unit responsible for coordinating UQ University’s responses to Disclosures or Formal Reports of sexual assault or sexual misconduct within the UQ Community. The Unit will ensure that: an appropriately trained and supported First Responders Network is in place; survivors receive appropriate support; and that reports are investigated in accordance with these procedures.

First Responders Network – is the group of individuals at UQ who are trained to receive Disclosures or Formal Reports of sexual assault or sexual misconduct. Details of individuals and how to contact them are online at <https://respect.uq.edu.au/first-responder-network>

Integrity and Investigations Unit – is the unit at UQ where specialist resource sits, and which investigates allegations of sexual assault and sexual misconduct.

Investigation - is an investigation carried out by Cromwell, UQ or another external agent on the basis of a Formal Report, as set out in these procedures.

Investigator- is the individual appointed by the Associate Director, Integrity and Investigations Unit to investigate a Formal Report.

Respondent- is the individual(s) who is requested to respond to allegations of sexual assault or sexual misconduct.

Victimisation - when a person does an act, or threatens to do an act against a person because:

- they have made a complaint, (complainant), or are associated with a person who has made a complaint, under this policy, or
- they have had a complaint made against them (respondent), or are associated with a person who has had a complaint made against them, under this policy.
- Adverse action taken against a complainant may be unlawful under the Fair Work Act 2009 (Cth) and the Whistleblowers Protection Act 1994 (Qld). The UQ and Cromwell College will not tolerate victimisation of a complainant, respondent or person legitimately associated with the resolution of a grievance.

4. Formal Reporting and Disclosing within the College and University

People can choose to disclose and talk about their experiences with anyone. However, if students wish to seek support or action by the College or University, there are two main options – Disclosing and/or making a Formal Report.

There are two main differences between a Disclosure and a Formal Report. A Disclosure is a less formal option that is made to access support and/or Precautionary Measures. A Formal Report has additional options which may include but are not limited to, investigation and/or disciplinary action.

Disclosure does not initiate an investigation or other action by the College or UQ, subject only to section 4.4. The survivor may also elect to make a Formal Report.

From time to time, staff or students may hear a disclosure from a member of the College. It is critical that we support our community in making and receiving disclosures and where possible and when appropriate, staff and students would be advised to refer the person making the disclosure to one of the trained network of people available to ensure that they receive support as soon as possible.

1.18 All Disclosures and Formal Reports will be treated sensitively, addressed in a timely manner and managed in accordance with legal requirements.

1.19 Students who are sexually assaulted, or exposed to other sexual misconduct, will be offered available supports, irrespective of where or when the offence occurred.

1.20 Students may use one or more of the following options to disclose or formally report:

1.20.1 **Disclosure or Formal Report** to the Principal, Senior Staff, member of the SLT, counsellor (Vicki or external services), member of the First Responder Network, Sexual Assault Support and Prevention Unit (UQ) or Police.

1.20.2 **Anonymous** Disclosure or Formal Report to the Principal, Senior Staff, member of the SLT, counsellor (Vicki or external services), member of the First Responder Network, Sexual Assault Support and Prevention Unit (UQ) or Police.

1.21 Disclosures

1.21.1 Disclosures may be made to the Principal, Senior Staff, member of the SLT counsellor (Vicki or external services), member of the First Responder Network, Sexual Assault Support and Prevention Unit (UQ) or Police.

1.21.2 The person receiving the Disclosure will support the Reporter by outlining the options available to help them determine any next steps.

1.21.3 Disclosures will be recorded and kept confidentially.

1.21.4 Disclosures will be kept separate from, and not linked to students' enrolment records.

1.21.5 The information can be accessed by the survivor if they wish to use it for the purposes of making a Formal Report.

1.21.6 For the purposes of establishing patterns of disclosure, the information will be anonymised and patterns monitored by the College

1.22 Formal Reports

1.22.1 Formal Reports may be made to the Principal, Senior Staff, counsellor (Vicki or external services), member of the First Responder Network, Sexual Assault Support and Prevention Unit (UQ) or Police.

- 1.22.2 The person receiving the report will support the Reporter by outlining the options available to help them determine any next steps.
- 1.22.3 In all instances, the person receiving the report will outline the support and precautionary measures that can be taken to ensure safety as outlined in Sections 6 and 7 of these procedures.
- 1.22.4 Formal Reports will be stored confidentially and in accordance with the principles of trauma-informed care. When the person making the Formal Report determines what they want to do with it, the information will be shared on a strictly 'need to know' basis.

1.23 Anonymous and Third Party Allegations / Formal Report

- 1.23.1 Anonymous allegations, or allegations of Sexual Assault or Sexual Misconduct made by a third party (someone other than the individual who was directly subjected to the Sexual Assault or Sexual Misconduct) can be submitted to the Principal, Senior Staff, , member of the SLT, counsellor (Vicki or external services), member of the First Responder Network, Sexual Assault Support and Prevention Unit (UQ) or Police.
- 1.23.2 The College, UQ or Police may be unable to proceed with an investigation involving anonymous or third party allegations, due to limited information from the individual who was directly subjected to the Sexual Assault or Sexual Misconduct, or where proceeding might not be able to deliver natural justice.
- 1.23.3 The Principal or other authority will consider whether any other steps can and should be taken. In some cases, the third party who submitted the allegations may be contacted to determine if the individual who was directly subjected to Sexual Assault or Sexual Misconduct would consider submitting a Formal Report.
- 1.23.4 Where other sufficient evidence exists and where it would not compromise natural justice, the College may decide to proceed with an Investigation. In such cases, the individual who was directly subjected to the Sexual Assault or Sexual Misconduct has the right to not participate in the Investigation.
- 1.23.5 If the College is unable to proceed with an Investigation involving anonymous or third party allegations, information relating to the allegations will be retained by the College.

2 Reporting and Disclosing to the Police

Three basic principles underpin the College position on students disclosing and reporting to the police authorities:

- Anyone can make a report to the police and no-one may prevent anyone else from reporting or referring a matter to the police.
- It should be the survivor's choice as to whether or not they report the matter to the police.

- There is generally no legal requirement to report alleged or suspected crimes to the police.
- 2.18 Where the survivor is a member of the College community and they wish to report to the police, the College will offer appropriate support to assist them through the process.
- 2.19 Where the survivor does not wish to make a report to the police, the College will comply with this decision.
- 2.20 The College notes that disclosing information to the police without consent of the survivor could cause significant harm and may impact the trust and support relationship between the survivor and the College.
- 2.21 There are, however, exceptional circumstances in which the College may report an alleged crime to the police, contrary to the wishes of the survivor. These are based on mandatory legislative requirements. Such circumstances include the need to protect the reporting student or others from immediate harm, or to prevent a further crime from taking place. In any sharing of information, the College would seek first and foremost to withhold survivor details.

3 Support

The College will take all reasonable steps to ensure the safety of all parties involved or impacted by sexual assault and sexual misconduct. This may entail providing support and where necessary, negotiated practical interventions to protect survivors and alleged perpetrators and/or those making or receiving a disclosure or report of sexual assault and sexual misconduct.

- 3.18 Support for students will normally be offered by the Cromwell College Student Counsellor the Sexual Assault Support and Prevention Unit (UQ) and may include, but is not limited to:
- 3.18.1 Counselling by a qualified mental health professional.
 - 3.18.2 Consideration of accommodation arrangements should the perpetrator be from within the College
 - 3.18.3 Support to make a Formal Report, within the University and/or to the Police.

4 Precautionary Measures

Where there is an allegation of sexual assault or sexual misconduct, there may be a need for the College to implement precautionary protocols to ensure that the College exercises their duty of care to all parties. The need for precautionary measures will be determined on a case-by-case basis, in recognition of the complexities and sensitivities associated with managing incidents of alleged sexual misconduct.

- 4.18 Any measures taken before formal action by the College, University or external authorities is not an end or a determination on whether the alleged sexual assault or sexual misconduct has occurred.

4.19 In taking any measures, the College and University will apply the principles of being trauma-informed, ensuring natural justice, and exercising its reasonable duty of care to all parties involved.

4.20 Precautionary Measures may result in a series of accommodations for all parties. Where possible, these would extend to both the survivor and the alleged perpetrator. These may include but not limited to:

Student housing re-location or short term emergency student housing.

Class timetable changes.

Temporary remote learning arrangements.

Academic adjustments.

Work placement reassignment.

Emergency funding.

Wellbeing safety planning.

Measures to minimise risks of victimisation.

Other safety measures.

Decisions on what measures will be taken will normally be determined by the survivor.

4.21 The College and University recognises that, at times, meeting the expectations of all parties will be difficult, and will seek to balance any conflicting rights and interests. Proposed measures will be discussed with the reporting party in the first instance.

4.22 Precautionary measures must also take into account any external requirements caused by the alleged sexual assault potentially being a criminal offence.

5 Formal Action in respect of alleged sexual assault and sexual misconduct

Formal Reporting to the College of an incident of sexual assault or sexual misconduct can result in the investigation of whether a breach of the College's policy or associated policies has occurred.

- 5.18 Upon receipt of a Formal Report, the Principal will conduct an initial review to determine if the College is able to investigate sufficiently to determine whether, on the balance of probability, a breach of one or more of the College's Policies has taken place.
- 5.19 The initial review will occur within 14 calendar days of receiving a Report unless exceptional circumstances prevent the Principal from doing so, in which case the Principal will ensure that the Reporter is informed of a revised timeline.
- 5.20 If it has been determined that there is not sufficient information to warrant an investigation, the Principal will ensure that the Reporter is informed of this as soon as possible, including what alternative options are available to the Reporter.
- 5.21 If the Principal determines that an investigation should proceed, the Principal may appoint an Investigator to take forward the investigation, and will ensure that the Reporter is informed of the process that is expected to occur, including their option to use support persons throughout the investigation, and how to access support services. At this point the investigation may be stopped at the request of the Reporter.
- 5.22 The Investigator will, at the appropriate time, contact the Respondent to advise them that a Formal Report has been received. The Investigator will provide the Respondent with details of allegations made, and advise them of the process that is expected to occur, including their opportunity to respond, options to use support persons throughout the investigation, and how to access support services.
- 5.23 Investigations will normally be completed **within 2 months** of the Investigator receiving the Report, unless exceptional circumstances prevent the Investigator from doing so, in which case the Principal or Associate Director will ensure that the Reporter is informed of a revised timeline.
- 5.24 Investigations will be conducted in a manner that is not adversarial. Hearings are not normally held as part of the investigatory process.
- 5.25 The Investigator may use a variety of methods to investigate on the proviso that these fall within the principles of natural justice.
- 5.26 When the investigation is complete, the Investigator will prepare an investigation report that will outline the following:
- 5.26.1 Summary of information considered.
 - 5.26.2 Assessment of credibility of information considered, in terms of whether a determination can be reasonably made.
 - 5.26.3 Findings of fact.
 - 5.26.4 Findings of possible and likely occurrences.
 - 5.26.5 Determination, on a balance of probabilities whether sexual assault or sexual misconduct has occurred.
 - 5.26.6 Recommendations, including that possible for any disciplinary action should be considered.

5.26.7 Where the allegations involve an employee of the College investigation reports will be prepared in accordance with the Crime and Corruption Commissions (CCC) Corruption in Focus Manual.

6 Disciplinary Action

Where the investigation report indicates on balance of probabilities that there has been a clear breach of the Sexual Assault and Sexual Misconduct Policy, or other relevant Student or Staff Policies, the College may consider disciplinary action separate to and not linked in any way to any criminal proceedings or disclosure or reporting to the Police. The College's Student Misconduct Procedures (SMP) will be used as a guide to sanctions imposed.

9.1 Students

Where the alleged perpetrator is a student at Cromwell support measures will be put in place for all members of the Cromwell community involved while disciplinary processes are being followed. This might involve alternative arrangements having to be made for some students e.g. accommodation, meals, access areas.

9.2 Staff

Where the alleged perpetrator is a staff member support measures will continue for all members of the Cromwell community involved while disciplinary processes are being followed.

7 Management of Vicarious Trauma

Supporting and working with individuals who have been exposed to sexual assault or sexual misconduct can expose staff, volunteers and other members of the College Community to emotionally disturbing information. The capacity to empathically engage with this information and listen, validate, understand and respond to the trauma of others is a vital aspect of support. Exposure to traumatic material involves risk to the emotional and psychological health of the members of the College and UQ Community involved. The College understands that these risks can lead to vicarious trauma, and that vicarious trauma may be as debilitating as primary trauma.

Members of staff responsible for working directly with the survivors of sexual assault and sexual misconduct must engage regularly in supervision and take responsibility for their own self-care.

11. Records and Reporting

11.1 Confidentiality

Records of any Disclosures made to the Principal of the College or a member of the First Responder Network will be kept strictly confidential, unless there is a legal requirement to share information.

Formal Reporting to the University or Police

The decision to proceed or not proceed with a police report or Formal Report must be recorded by the person listening to the Disclosure. Records of the survivor's decision in

this will be held in strict confidence. Confirmation of the decisions should be held by signature or electronic confirmation.

A survivor may, at any time in the future, decide to progress with a police report or a Formal Report and will be offered support by the College to do so.

11.2 Need to know

The disclosure of any information related to a case of sexual assault or sexual misconduct will be strictly on a 'need to know' basis. The information will be stored and shared with a restricted number of individuals within Cromwell all of whom will have a direct responsibility to both maintain confidentiality and use the information in the best interests of the individual.

11.3 Monitoring

The College will review the number and nature of any disclosures made on an annual basis and make recommendations for further improving procedures.

12. Acknowledgment

Cromwell College has adopted the University of Queensland's Sexual Misconduct Policy to be in alignment with the University's philosophy and approach to Sexual Misconduct. The College acknowledges the work done by the University in the preparation of this document.

13. Ongoing Improvement

The College will, on a continuing basis, work to build robust, trauma-informed best-practice frameworks for the response to, and prevention and management of, sexual offences that may impact the College community.

Review: Reviews will be undertaken every two years in consultation with students and other members of the College Community

1.25 Social Media Policy

1.0 Our Commitment

Cromwell College is committed to providing an environment for staff and students that is free from all forms of discrimination, harassment and bullying, including those due to social media use.

2.0 Purpose

The purpose of this policy is to provide:

- (a) information highlighting the potential implications of using social media inappropriately
- (a) guidelines for the appropriate use of social media at Cromwell College
- (b) examples of inappropriate social media use and how to manage these circumstances

3.0 Definition

Social media refers to communication methods via digital platforms that are used to share opinions, insights, experiences and perspectives via written comments, shared images, video or audio files. Social media platforms include blogs, Snapchat, LinkedIn, Pinterest, Instagram, Messenger, Wikipedia, Facebook, Twitter, Flickr and YouTube.

4.0 Scope

Social media is an increasingly prevalent, effective and powerful method of communication and has become an integral part of modern life. Cromwell College acknowledges that its students, staff, contractors and conference guests while on-site use social media in both personal and professional capacities. The college also seeks to engage with its students, alumni and broader community through social media. With this in mind social media can blur the lines between personal and professional expression and all members of the College must carefully consider their conduct online, so as to preserve and protect their individual reputations and the reputation of the College.

When using social media the College community is responsible for following the same behavioural standards as outlined in the Students' Code of Conduct, Student Handbook, policies published by the College and University and as outlined in both State and Federal Legislation.

5.0 Guidelines

In addition to the College's behavioural expectation, as outlined in the Students' Code of Conduct and Student Handbook, the following points provide some additional guidance with respect to the use of social media:

- 5.1 Be genuine, credible and respectful
- 5.2 *Remember no social media environment is the same.* Ensure that you are aware of and understand the distinctions and accepted communication style of each application, before you begin posting.
- 5.3 *Remember to post appropriately as social media content is easily spread.*
- 5.4 *Maintain confidentiality.* Don't share any confidential, private or sensitive information through social media. Only provide information that is publicly available, and do not comment on or disclose any confidential or sensitive information.
- 5.5 *Do not use social media to harass, vilify, bully or discriminate against any individual.*
- 5.6 *Protect your own safety and privacy.* Before broadcasting information of your location or activities, consider your own privacy and safety. Ensure that you are aware of and understand the privacy settings you have set for social media sites that you use and set them to protect your privacy and safety.
- 5.7 Be aware of liability. What you post online is your responsibility. Post carefully and after considering your liability in doing so. Be aware that any instance of breaching copyright laws is unlawful.
- 5.8 *Consider how your posts might affect other people.* If you post something derogatory, negative or inflammatory about another person or group on a social media site, you need to consider the potential affect it might have especially given the whole community will be reading it. If it is something that you would not consider saying to someone personally then you should not post it.
- 5.9 *Think about in what capacity you are posting.* Give thought to the capacity in which you are posting and be sure to differentiate between your roles if you hold more than one. If you are acting in your personal capacity rather than your work capacity, ensure that is made clear.
- 5.10 *Use your online posting to promote the College and not to damage its reputation in any way.*
- 5.11 *Something posted on a social media site is a written communication,* and the same legal ramifications can result, such as breach of privacy or confidentiality, defamation or trade practices/ fair trading violations. As it is written in a permanent forum, it will always be able to be accessed and has the same evidentiary value as a more formal, hard copy communication.

Acknowledgements

The College acknowledges that sections of this policy have been provided, with permission, from Dunmore Lang College's Social Media Policy, Macquarie University.

APPENDIX

The following information is provided by Legal Aid Queensland (accessed 12 December 2017) and is intended to provide examples of common areas and circumstances where the

College's Social Media Policy would be breached as well as some suggestions on how to manage each situation.

Cyber bullying

What is cyber bullying?

Cyber bullying is intentional and repeated cruel or hurtful behavior that is carried out using technology, such as:

- SMS or text messages
- email
- blogs
- chat rooms
- discussion boards
- instant messaging
- online games
- photo sharing apps, eg Snapchat and Instagram
- social networking sites and apps like Facebook, Twitter and Ask.fm.

Cyber bullying can include:

- sending cruel and threatening messages or material
- putting embarrassing photos of people on the web
- creating fake profiles that are mean or hurtful
- sending unwanted messages online, teasing and making fun of others.

A cyber bully can be someone you know or a stranger.

Is cyber bullying illegal in Queensland?

Yes. Cyber bullying is a crime if it involves using the internet or a mobile phone to:

- **make threats**
this can include trying to intentionally frighten, intimidate or annoy someone by threatening to hurt them; it is also illegal to threaten to enter or damage a property
- **stalk someone**
stalking is when someone gets repeated attention that frightens or intimidates them
- **menace, harass or seriously offend someone**
this can include sending offensive messages or making posts that make someone feel extremely angry, outraged, humiliated or disgusted.

How do I stop cyber bullying?

- Don't give out your private information like passwords, names, addresses, phone numbers, school names, photos or family information online to people you don't know or trust. This information can be used by bullies and others to harm you.
- Don't exchange photos or give your email address to people on the internet you don't know or trust.

- Don't send messages when you're angry. This can start a heated conversation that may lead to bullying.
- Don't reply to messages from a bully. Bullies will often get bored and stop their behaviour if you don't respond.
- Leave a chat room or instant message service immediately if you are feeling harassed.
- Block the person so they can't contact you.
- Use caller ID blocking to hide your phone number when making calls.
- Don't leave your name on your voicemail.
- Report the bully. You can anonymously report the bully and if the bully has breached a website's terms and conditions their account may be disabled.
- Take a screenshot to keep as evidence of the bullying.

What should I do if I am being cyber bullied?

- ***Tell someone***

Nobody should have to deal with bullying alone. Tell a trusted adult, like the Principal or Deputy Principal of the college, parent, counsellor or friend.

- ***Lifeline***

Phone: 13 11 14

- ***Stop the activity***

People who bully get their kicks from knowing they've upset the person they're bullying. If you don't let them know they've upset you, you will have taken away half of their fun and they are more likely to stop the activity.

- ***How is cyberbullying dealt with in Australia?***

There are a number of criminal laws that can apply to cyberbullies and anyone above the age of 14 will be held criminally responsible.

The offence is considered cyberbullying when it involves:

1. Using the Internet or a phone in a harassing, threatening, or offensive manner: If these devices are used to spread messages or posts which have the potential to be viewed as offensive and can cause anger, outrage, disgust or humiliation, the penalty can be up to 3 years in jail.
2. Threats or intimidation: Trying to intentionally frighten someone by using any mobile devices, emails, or online posts is considered a criminal offence. The penalty for threatening to kill someone can be up to 10 years in jail. If the threat is based on an individual's race, transgender identity or sexual orientation, the bully may be penalised for up to 6 months in jail.
3. Stalking: Cyberbullying is considered stalking when the bully repeatedly contacts an individual with the intent to intimidate or frighten them. This may involve unwanted phone

calls, sending frequent text messages or emails and causing the victim to fear for their safety. This offence holds a maximum penalty of 5 years in jail.

4. Unauthorised access: Logging into another person's online account without permission and viewing or altering their information is punishable by 2 years in jail.
5. Defamation: Publishing false information via the Internet to cause them serious harm is an offence punishable by 3 years in jail.
6. Encouraging suicide: Cyberbullying with an intent to instigate self-harm or suicide on the victim can send an offender to jail for 5 years.

What is sexting?

Sexting usually refers to:

- taking naked or partially naked photos or videos of yourself (posing in a sexual way) and sending the photos via the internet or mobile phones
- receiving or forwarding naked or partially naked photos or videos through mobile phones, internet and social networking sites such as Facebook or Instagram.

Sexting can include images from film, movies, videos, photos, and digital images sent by SMS, email, chat rooms and publishing on blogs.

Is sexting a crime?

It's illegal to create, send, possess or intend to possess images of someone aged (or who appears to be aged) under 18 (including yourself) who is:

- involved in a sexual activity
- in a sexual pose
- acting in a sexual way
- showing their sexual parts.

You can be charged with a criminal offence for 'possessing child exploitation materials' if you're aged 10 or over.

If you make or possess (have) illegal sexting images or send them to other people you may be charged with distributing child exploitation material, which is a serious crime. If you're found guilty of this offence you could be sentenced to up to 7 years in jail if you are 16 or under, or 14 years in jail if you're 17 or older.

What should I do if I receive a photo or video?

You won't get into trouble if you were sent sexual images without asking for them and you deleted the images as soon as you could.

If you know the sender, let them know you do not want them to send you any more images. You may also want to talk to a trusted adult or the police about what happened. Get legal advice.

If the person continues to send you images report it to the police. Don't forward these images onto other people as you may be charged with distributing child exploitation material.

It's important to respect other people's choices and their right to privacy and dignity.

For more information about sexting and the use of digital technology see:

- [Cyber bullying sexting and Facebook guide](#)
- Lawstuff Australia website:
 - [sexting](#)
 - [Photos and videos on your phone.](#)

What if someone has shared a private photo of me?

If someone has shared a photo of you without your consent there are a number of things you can do:

- if the image is on a social networking site like Facebook, you can [report the image to Facebook](#) and ask for it to be removed. The best way to do this is to use the report link that appears near the content.
- if you think an image on Facebook violates your privacy rights you can also ask Facebook to have them removed. See Facebook's [image privacy rights](#)
- talk to someone you trust—a parent, friend, school counsellor or teacher
- report it to the police if the images are being spread without your consent..

Taking photos or videos of someone without their consent

In Queensland, there are laws which make it illegal to take or distribute photos or videos of someone's private parts or private activities without their consent —regardless of how old they are.

It's a criminal offence to take or distribute photos or videos of someone without their consent when the person is:

- in a private place, or
- doing a private act in circumstances where they would reasonably expect privacy.

Private acts may include things like undressing, using the toilet, showering or bathing or having sex in a place where a person would reasonably expect privacy.

It's also a criminal offence to take or distribute photos or videos of someone's genital or anal region without their consent in circumstances where they would reasonably expect privacy. This applies even if their genitals or anal region are covered by underwear.

For example, it's illegal to use a mobile phone in a public place to take photos of women's underwear under their skirts without their consent.

The penalty for this type of offence is up to 2 years imprisonment.

General information

There are lots of good websites that explain how to be cyber smart. Have a look at:

www.bullyingnoway.gov.au

www.staysmartonline.gov.au

www.cybersmart.gov.au

www.netSMART.org

www.thinkuknow.org.au

www.qld.gov.au/cybersafety

www.esafety.gov.au/women

1.25 Students' Association Equity Policy

The Cromwell College Students Association aims to create an environment that supports, reflects and promotes equitable and inclusive behaviours and practices, and respects individuals and groups of people. We would like to ensure that all people included or associated with Cromwell College feels confident that they are accepted into a safe and friendly environment.

This policy applies without exception to all Members of the Cromwell College Students Association, students, associates, Administration or staff member, guest or any other capacity not mentioned.

The Executive of the Students Association understand that it is their responsibility to promote an environment free from both direct and indirect discrimination or harassment, and to maintain a standard where rights, integrity and respect is held for all persons. The Executive are committed to maintain a policy that ensures any person is not

subjected to behaviours, practices or processes that may constitute discrimination, harassment, vilification or victimization based on an attribute.

Attributes that may constitute such treatment may include but are not limited to:

- sex
- relationship status
- parental status
- age
- race
- impairment
- religious belief or religious activity
- political belief or activity
- lawful sexual activity
- gender identity
- sexuality
- family responsibilities
- association with, or relation to, a person identified on the basis of any of the above attributes.

This list is not exhaustive and includes any criteria that any member of the association feels threatened, exploited or takes offence to. All persons have a responsibility to behave in a respectful and equitable manner to others. No person is to be unfairly treated, excluded, abused or exploited based on personal attributes. This Equity Policy aims to ensure that all persons may operate and participate in their desired capacity within the college community. The Students Association also abides by the Discrimination and Harassment policy of the University of Queensland.

More information can be found online at <http://ppl.app.uq.edu.au/content/1.70.06-discrimination-and-harassment>.

For more information on this Equity Policy or its operation, please do not hesitate to contact the President of the Cromwell College Students' Association.

1.26 Student Conduct Policy

1. Objectives

The objectives of this policy are to:

- a) Ensure student behavioural standards and expectations are defined and met;
- b) Ensure student discipline procedures are transparent, consistent, equitable and fair, and consistent with the principles of natural justice;
- c) Identify responsibilities and accountabilities for decisions and processes;
- d) Define a framework of outcomes which may be imposed for misconduct that is appropriate, proportionate and consistent.

2. Scope

This policy applies to all Cromwell College students.

3. Policy Statement- Student Conduct

- 3.1 The *Cromwell Code of Conduct* sets out the key principles underpinning the relationship between students and staff at the College, and informs the policy principles in Sections 3.2 and 3.3 below.
- 3.2 As members of the Cromwell College community, students are expected to conduct themselves in a manner consistent with the standards of behaviour that promote good order and management of the College. Accordingly, students must:
 - a) make themselves aware of and comply with College policies, rules and procedures concerning their enrolment, studies and conduct while residing at the College;
 - b) supply accurate personal and other information to the College based on deadlines set by the College;
 - c) treat staff, contractors and other students with respect and courtesy;
 - d) respect all College property and facilities and respect the rights of others to use these facilities;
 - e) take reasonable steps to secure their personal property while at College
 - f) behave respectfully towards other cultures;
 - g) respect the rights of other members of the College to express different political, personal or religious views, subject to those actions or views

complying with the laws of Australia and not endangering the safety of other members of the community;

- h) not engage in frivolous or vexatious complaints or grievances;
- i) provide considered and honest feedback to the College and its staff on the quality of the residential living experience and support services at the College

3.3 The College aims to promote a diverse and inclusive environment and will:

- a) continually develop and improve its practices and structure to provide an inclusive residential living and learning environment;
- b) regularly review its policies, procedures, practices , official documentation and publications to accord with equal opportunity and workplace health and safety principles;
- c) support and assist students to exercise their leadership and authority to ensure a supportive, flexible, safe and inclusive living and learning environment;
- d) provide continued advice and support to students through awareness, training and development programs as well as on site counselling;
- e) encourage students to participate in and complete any programs or training to promote a diverse and inclusive College

3.4 An individual must not directly or indirectly, or incite others to:

- a) unlawfully discriminate against other individuals based on an attribute defined in this policy or at law;
- b) engage in harassment;
- c) engage in sexual harassment;
- d) sexual assault of an individual;
- e) engage in bullying;
- f) engage in victimisation;
- g) vilify an individual or group of individuals.

3.5 Failure by a student to meet expected standards of behaviour as outlined above, in the Cromwell Code of Conduct and associated policies may result in the student being subject to disciplinary action

4. Investigation of Student Misconduct

- 4.1 Incidents of student misconduct are investigated in accordance with the procedures outlined in the College's *Student Conduct Procedures* document.
- 4.2 The college follows transparent, fair and timely procedures for addressing Student misconduct in accordance with principles of natural justice, ensuring all parties are treated equally and fairly.

5. Definitions

Natural justice or **procedural fairness** means that a person receives a fair and unbiased hearing before a decision is made that will impact upon their rights and interests.

1.27 Student Misconduct Procedures (SMP)

1. Purpose

1. Students are expected to conduct themselves in a manner consistent with Cromwell College's values, the general standards of behaviour recorded in the Cromwell College's Code of Conduct and this procedural document.
2. The standards of behaviour and stance taken by the college on misconduct are intended to promote and foster a safe environment for members of the college community.
3. This procedure governs how allegations of misconduct against students at the college are reported, investigated, heard and determined, and the outcomes that may be imposed.

2. Scope

This procedural document applies to any student enrolled as a resident of the college.

3. Investigation and Decision Principles

When investigating all complaints, the college will ensure that:

- a. Natural justice is provided. All parties involved in the complaint will have an opportunity to be heard and the decision maker(s) will be independent of the parties;

In assisting the complainant, the College will work to ensure that the principles of natural justice are maintained for the complainant and the accused. It will work to ensure a safe and well-supported environment in which the complainant may seek redress. It will assist the complainant to engage, as appropriate, with the University, the Police, medical and external counselling services;

The College will not make a decision that could adversely affect either party unless it has given that party an opportunity to present their case;

The decision-maker will not be biased towards a party or have a conflict of interest in the complaint;

The College aims to maintain the confidentiality of complainants and respondents;

In order to enable effective resolution of the complaint and to prevent gossip, rumour and interference by persons not involved in the complaint, the College will inform all complainants and respondents of the need for them also to maintain confidentiality.

- b. All allegations are proven on the balance of probabilities;
- c. Multiple misconduct matters will be dealt with simultaneously rather than separately
- d. Compassionate grounds or mitigating factors may be taken into account when making decisions or determining sanctions. This may include whether a student voluntarily owns up to their involvement in a misdemeanour; expresses genuine remorse; their behaviour was out of character; they were involved in a first time offence; or they engaged in misconduct in response to sustained bullying or other forms of intimidation , humiliation, or offensive conduct by another. However, it should be noted that:
 - Compassionate grounds and mitigating factors do not apply to sexual violence or other sexual misconduct cases;
 - Ignorance of the SMP, the law, or your enrolling universities policies are never and excuse.
 - Being under the influence of alcohol and / or illicit drugs is not an excuse
 - Participating in unsanctioned college traditions is not an excuse

4. Types of Misconduct

A breach of the College's Student Misconduct Policy (SMP) may be at a High, Mid or Low level:

1. Low Level – examples include:

Any contravention of the SMP or College's Code of Conduct which is deemed to be not a Major or Mid-level breach and may include:

- Smoking or vaping on College property
- Removing crockery and cutlery from the dining room without a valid reason
- Repeatedly leaving an external door open
- Being disrespectful to a Resident Assistant (RA) or Students' Association Executive Member
- Removing late meals from the late meals fridge that haven't been ordered by the student
- Alcohol consumption that compromises the health and well-being of self and others
- Not notifying the Deputy Principal of reduced course loads
- Regularly failing to attend meetings scheduled with Senior Management.

Outcomes

- i. Low-level misconduct will be investigated and reviewed by the Deputy Principal and / or Deputy Principal - Student Life and may result in one or more outcomes listed in Section 7 and 8.
- ii. The outcomes of all misconduct investigations will be confirmed in writing, with a copy placed on the student's file and a copy, at the discretion of the college, sent to the student's parent/ guardian.

2. Mid-Level – examples include:

- a. Repeated and wilful contraventions of any behaviour(s) not categorised as a High Level breach;
- b. Refusing to comply with a lawful and reasonable direction by the Principal, a College staff member who is not also a student at the college, a College contractor in the course of their provision of service to the college, or an officer of the emergency services;
- c. Withholding relevant information or providing false or misleading information in a complaint or disciplinary investigation
- d. Underage Drinking, or being in possession of alcohol as a minor
- e. Repeated incidents of alcohol consumption that compromises the health and well-being of self and others
- f. Accessing the roof of any Cromwell building
- g. Accessing another student's locked room with a fob for an inappropriate purpose or without their permission
- h. Urinating in public
- i. Engaging in inappropriate external employment or activities
- j. Public nudity whether within or outside the College grounds

- k. Wilfully setting off an alarm
- l. Excessive and/or repeated disruption to the learning of others during educational activities conducted by the College.
- m. The circulation of inappropriate videos/ texts
- n. Use of cameras, including mobile phone cameras, in ways that violate the privacy of others
- o. Bullying and verbal abuse
- p. Publication, whether in print or electronically, of documents or statements that are disparaging, disrespectful misleading or untrue
- q. Spreading innuendo, gossip, or rumour
- r. Blocking or tampering with CCTV cameras or fire alarms
- s. Activities that involve coercion, hazing or are deemed non-consensual (by word or behaviour) e.g., initiation activities
- t. Wilful damage to personal and / or College property and / or resources
- u. Greater than three Low Level sanctions within a calendar year

Outcomes

- i. Mid-level misconduct will be investigated and reviewed by the Deputy Principal and / or Deputy Principal - Student Life and may result in one or more outcomes listed in Section 7 and 8.
- ii. The outcomes of an investigation will be confirmed in writing, with a copy placed on the student's file and a copy, at the discretion of the college, sent to the student's parent/ guardian.

3. High Level – examples include:

- a) Any behaviour that would constitute a crime under state or Federal law e.g. crimes and sex offences
- b) Any misconduct that is deemed to be a risk to the College, bring the College's name into disrepute and / or compromise the safety and well-being of self, and others.
- c) Any breach of the College's code of conduct, policies or procedures where:

- The misconduct causes serious and imminent risk to the health and safety of another person; or
- Seriously damages the property or reputation of the college;

Examples of behaviour that might amount to serious misconduct or criminal behaviour include, but are not limited to:

- Assault or physical violence;
 - Extortion;
 - Serious or repeated bullying, sexual harassment, discrimination, vilification or victimisation;
 - Use or sale of illicit drugs;
 - Threats to kill or inflict serious injury;
 - Sexual offences;
 - Sexual Assault;
 - Sexting;
 - Stalking a person;
 - Using technology to menace, harass or cause offence to a person;
 - Abuse of a position of power or responsibility within the College; or
 - Theft, dishonesty or fraud.
- d) Any misconduct resulting in expulsion/ exclusion from the university you are enrolled in; or
- e) Failing to report to the college any sanctions or suspensions from the university you are enrolled associated with academic misconduct

Outcomes

In all instances of high level misconduct, the impact of the misconduct on Cromwell College's reputation, the safety and well-being of the student/s involved and student body as a whole, as well as natural justice, will underpin the process of the investigation and outcome.

- i. The investigation of high-level misconduct may involve investigations being undertaken by agencies outside the college such as the university or police.
- ii. In all cases involving high-level misconduct a review of the students' college enrolment and/or disciplinary outcomes will be undertaken by all members of Senior Management.
- iii. Any suspension or enrolment termination will be reported to the Chairperson of the Board.

- iv. The outcomes of an investigation will be confirmed in writing, with a copy placed on the student's file and a copy, at the discretion of the college, sent to the student's parent/ guardian.

5. Complaints

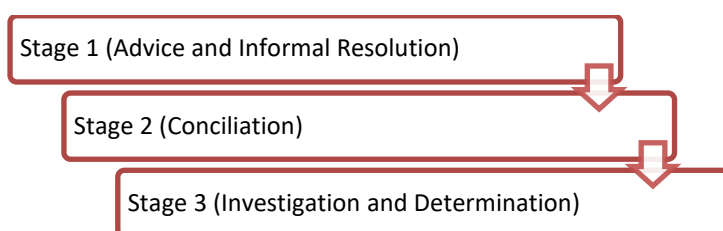
Complaints or behavioural conduct concerns may be received from a variety of sources:

- Staff observation
- Student observation
- Formal staff or student complaints
- Reports from a third party e.g. university or member of the general public

Where a resident is aggrieved by the actions of another person at the college, or perceives that unlawful discrimination, vilification, sexual harassment, bullying, victimisation or serious misconduct or criminal behaviour has occurred they should seek assistance from an RA or staff member. Where practicable, complainants should maintain and have available accurate records of the alleged conduct, including the time and place of the alleged incident(s) and the names of any witness(es).

6. Steps Investigations and Decisions

There are three stages to the Complaints Procedure:



The stages will generally, although not always, be undertaken in progression. However, in certain circumstances, it may be appropriate to skip one or more of the stages.

The processes to be applied in any particular matter are reserved to the absolute discretion of the College.

If the Police become involved in a particular complaint, the College may adapt these procedures or wait for the outcome of the criminal investigation as appropriate in the circumstances.

Stage 1 (Advice and Informal Resolution)

The aim of Stage 1 is to clarify the concern as perceived by the complainant or respondent and to facilitate informal resolution. Individuals who have a concern should consult their RA or another senior member of staff.

Stage 2 (Conciliation)

Stage 2 is about conciliation, a process in which a neutral third party (the conciliator) attempts to assist the parties to resolve the complaint through a mutually accepted agreement. The conciliator may be a senior staff member of the College or an independent external party.

Stage 3 (Investigation and Determination)

Stage 3 is about investigating a complaint and making determinations based on the investigation. A complainant, respondent, or the College, may refer a complaint for an investigation.

7. Potential outcomes from an investigation

Potential outcomes from an investigation will depend on the Level of the behavioural concern but could include the following:

- A finding that the complaint was not substantiated;
- A finding that the complaint was substantiated or substantiated in part;
- Referral to other support services;
- Counselling;
- Further monitoring of the situation;
- Requiring a statement of regret or apology, where appropriate;
- Requirement to change processes or procedures;
- Disciplinary action. This may include (amongst other things):
 - suspension or termination of a student's enrolment at the College;
 - a student's enrolment for the following year not being renewed
 - monetary sanctions;
 - rejection of applications for employment or engagement with the College;
 - non-admission or conditional admission of new residents to the College;
 - the imposition of conditions on continued residence of the College;
 - termination of employment or engagement with the College.

8. Types of Sanctions

The type of sanction imposed will depend upon the Level of the breach and the nature of the misdemeanour and recent behavioural history.

a. Low Level (one or more of the following may apply)

- A letter of warning is issued
- A request is made to issue a written or oral apology to a student, staff member, contractor or member of the public
- A fine needs to be paid
- Compensation is required to be paid to the College or another resident for the cost of cleaning, repairing or replacing property that a person has damaged, lost or stolen
- Where applicable, a requirement to attend a course, counselling or training session
- Undertaking community service for a period of time
- A suspension from the college for a period of time as determined by the Principal
- Any other course of action that is deemed reasonable
- Regular meetings with one or more members of Senior Management

b. High and Mid-Level

- Any of the above sanctions for Low Level misconduct
- A suspension from the college for a period of time
- Possible termination of a student's enrolment at college

9. Monetary Sanctions

The maximum fines, which may be applied together with other sanctions, are:

- \$50 for a student car park infringement
- \$100 for smoking or vaping on college grounds,
- \$250 for interfering with security or fire protection equipment and devices; propping open a fire door or inappropriate use of a fire hose.
- \$1500 for sounding a fire alarm other than by accident or where there is a perceived emergency;
- \$100 for the cleaning up, and sanitising, of vomit spills during business hours (8:00 am – 4:00pm, Monday to Friday)
- \$200 for the cleaning up, and sanitising, of vomit spills outside of business hours (4:00pm – 8:00am, Monday to Friday and the weekend) or Public Holidays.

10. Enforcement of Sanctions

- Students who have their enrolment terminated must leave College by the specified date and not return to the College, or attend any events associated with the College for a period determined by the Principal.

- Students who are suspended must leave College by the specified date and not return to the College, or attend any events associated with the College during the period of suspension.
- If students refuse to pay a fine or compensation, or if it is unlikely they will pay the fine or compensation before departing the College, the Students' Association will be responsible for the payment of the fine.
- If students refuse to comply with a request to apologise, attend a course, counselling or take other reasonable action, they will be deemed to not comply with a reasonable direction. This would qualify as Mid-Level misconduct, and provides for escalated sanctions including suspension from college, for a period of time, or the termination of a student's enrolment.

11. Documentation

Some information in this procedural statement is drawn from, or referenced in, the following documents:

- Colleges – Policies and Guidelines (2019)
- Cromwell College Code of Conduct
- POL-S12-PO1 Sexual Assault and Misconduct Policy
- POL-S12 -PO2 Sexual Assault and Harassment – Procedures for Students
- POL-S14 Student Conduct Policy
- Investigation and Decision Steps - 2023

1.28 Student Complaint Policy

Purpose

Cromwell College is committed to having an effective complaints management system based on best practice. This policy specifies the action to be taken to resolve complaints between students or between students and staff at the College

Definitions

The following terms are defined for the purpose of this policy:

- **“administrative decision”** is a decision made by Cromwell College in relation to the administration of its affairs and includes the failure to make a decision;
- **“complaints”** are identified as a problem or concern raised by a student about something affecting his or her studies or life as a residential student at Cromwell College, for which the student is seeking resolution. The term grievance is often used interchangeably with complaint;
- **“Cromwell College”** means the Board of Governors of Cromwell College or the Principal, acting as the delegate of the Board;
- **“decision maker”** means the Principal of the College or the Chairman of the Board of Cromwell College, as the case may be;
- **“facilitated discussion”** means an attempt by an independent third party to bring about resolution between the parties to the grievance. Facilitated discussion may include but is not limited to mediation, conciliation or negotiation;

- “**facilitator**” means an independent third party who is assigned the responsibility of assisting the parties to reach a resolution. The facilitator must be independent from the matter but need not necessarily be external to Cromwell College;
- “**issue of conscience**” refers to a conflict between religious or other similar belief, and the performance of a specific authorised work activity;
- “**staff member**” is any person employed by the College;
- “**natural justice**” is an administrative law principle that provides for fairness in decision-making;

Natural justice has two rules:

Rule against bias – decision makers are to be objective, free of bias and have no personal interest in the matter being decided; and

Hearing rule – individuals are to be informed of the substance of an allegation/s against them and have the opportunity to present their case prior to a decision being made.

- “**sexual harassment**” has the meaning given to it for the purposes of the *Anti-Discrimination Act 1991*
-
- “**workplace harassment**” is where a person is subjected to behaviour, other than sexual harassment, that:
 - is repeated, unwelcome and unsolicited;
 - the person considers to be offensive, intimidating, humiliating or threatening;
 - a reasonable person would consider to be offensive, humiliating, intimidating or threatening.

Workplace harassment is not:

- a single incident of harassing type behaviour;
- reasonable management action taken in a reasonable way;
- acts of unlawful discrimination, vilification or sexual harassment.

Principles

The Principal of Cromwell College or decision-maker will implement effective strategies to:

- Resolve a student’s complaint efficiently, effectively and confidentially;
- Actively address allegations of sexual harassment or workplace harassment;
- Ensure that, wherever possible, complaints are resolved locally and informally without the need for formal management;
- Ensure that all parties to the grievance are afforded natural justice prior to a determination being made
- Ensure that procedural fairness applies to complaints that are made. This means that:
 - The College will not make a decision that could adversely affect either party unless it has given that party an opportunity to present their case;
 - The decision maker will not be biased towards a party or have a separate interest in the complaint

Policy Coverage

This policy applies to all students and to College staff managing or responding to student complaints raised while attending Cromwell College.

Policy Statement

- the resolution of student complaints will be handled informally where possible and appropriate;
- students will not suffer any reprisal as a result of lodging a complaint;
- a student who lodges a grievance that is frivolous and /or vexatious, will have their complaint dismissed or discontinued;
- students attending an interview associated with resolving their complaint may be accompanied by a support person;
- the student complaint process will promote the principles of Procedural Fairness;
- the students complaint procedure and support available to students will be widely publicised to facilitate access to the complaints resolution process;
- students may choose to take have their complaint reviewed by an external complaint handling process.

1.29 Whistleblower Policy

4. Introduction

- 4.1 Cromwell College (the College) is committed to fostering a culture of legal, ethical and moral behaviour and exemplary corporate governance.
- 4.2 The College recognises the value of transparency and accountability in its administrative and management practices, and supports the reporting of improper conduct.
- 4.3 This Whistleblower Policy, and its associated Procedure, has been developed so that people can raise concerns regarding situations where they believe the college or anybody connected with the college has acted in a way that constitutes serious wrongdoing, including unethical, illegal, corrupt or other inappropriate conduct, as set out below.

5. Purpose

- 5.1 This Policy aims to:
- a) encourage a person to report improper conduct in good faith if they know or have reasonable grounds to suspect such conduct
 - b) provide a mechanism to report misconduct or dishonest or illegal activity that has occurred or is suspected within the organisation
 - c) enable the College to deal with reports from whistleblowers in a way that will protect the identity of the whistleblower and provide for secure storage of the information
 - d) ensure that any Reportable Conduct is identified and dealt with appropriately
 - e) ensure that individuals who disclose wrongdoing can do so safely, securely and with confidence that they will be protected and supported, and
 - f) help to ensure the college maintains the highest standards of ethical behaviour and integrity.

6. Scope

6.1 This policy applies to:

Employees	Board Members	Contractors (including employees of contractors)	Volunteers	Suppliers	Consultants
✓	✓	✓	✓	✓	✓

Within this policy all of these people are represented by the term “**Workers**”.

6.2 Although they are under no obligation to do so, any associate, family member or dependant of any person in the above groups of people may also speak up. If they do choose to speak up in line with this Policy, we will extend to them the relevant rights and protections under this Policy.

7. Principles

- 7.1 **Higher standard** – This Policy is designed to comply with the college’s legal obligations. If anything in this Policy is inconsistent with any law imposed on the College, that legal obligation or the “higher standard” will prevail over this Policy.
- 7.2 **Speak up and report it!** – We encourage Workers at the College to report any concerns in line with our policies and procedures.
- 7.3 **Our expectations of Workers** – the College expects Workers to act honestly and ethically, and to make any report on reasonable grounds.
- 7.4 **Our responsibility to Whistleblowers** – Our obligations to Workers are spelled out in this policy, but in particular in section 6 ‘Protection’.
- 7.5 **Confidentiality and consent** – The College will maintain confidentiality of all reports and protect the identity of reporters to the fullest extent possible. While the College encourages Whistleblowers to identify themselves to the Principal, they may opt to report concerns anonymously.

8. Reportable Conduct

8.1 **Who can make a report?**

8.1.1 A Whistleblower is a person who, whether anonymously or not, attempts to report misconduct or dishonest or illegal activity that has occurred in connection with the College, and wishes to avail themselves of protection against reprisal for having made the report.

8.1.2 A Whistleblower may be a current or former Worker of the College.

8.2 What is Reportable Conduct?

8.2.1 A person may disclose any information that the person has reasonable grounds to suspect concerns misconduct, or an improper state of affairs or circumstances in relation to Cromwell College.

8.2.2 Reportable Conduct is any past, present or likely future activity, behaviour or state of affairs considered to be:

- a) dishonest;
- b) corrupt (including soliciting, accepting or offering a bribe, or facilitating payments or other such benefits);
- c) fraudulent;
- d) illegal (including theft, drug sale or use, violence or threatened violence, or property damage);
- e) in breach of regulation, internal policy or code (such as our Code of Conduct);
- f) improper conduct relating to accounting, internal controls, compliance, actuarial, audit or other matters of concern to the whistleblower;
- g) a serious impropriety or an improper state of affairs or circumstances;
- h) endangering health or safety;
- i) damaging or substantially risking damage to the environment;
- j) a serious mismanagement of the college's resources;
- k) detrimental to the college's financial position or reputation;
- l) maladministration (an act or omission of a serious nature that is negligent, unjust, oppressive, discriminatory or is based on improper motives);
- m) concealing reportable conduct.

8.2.3 Reportable Conduct usually relates to the conduct of employees or Board Members, but it can also relate to the actions of a third party, such as a funder, customer/client, supplier or service provider.

8.3 What is *not* Reportable Conduct?

8.3.1 While everybody is encouraged to speak up and report any concerns to the College, not all types of conduct are intended to be covered by this Policy or by the protections under the *Corporations Act 2001* (Cth). This Policy does not apply to personal work-related grievances (see 5.3.2, 5.3.3 and 5.3.4), unless the grievance includes victimisation due to whistleblowing. Those matters are dealt with under other policies.

- 8.3.2 Personal work-related grievances are those that relate to the discloser's current or former employment with the College that might have implications for the discloser personally but do not:
- a) Have any other significant implications for the College; or
 - b) Relate to any conduct or alleged conduct about a disclosable matter (as set out in 5.2.2).
- 8.3.3 Personal work-related grievances include grievances such as interpersonal conflicts, decisions about promotions, decisions that do not involve a breach of workplace laws, or terms and conditions of employment.
- 8.3.4 However, personal work-related grievances may be covered by this policy where they include information about misconduct, an allegation that the entity has breached employment or other laws punishable by imprisonment by a period of 12 months or more, or the grievance includes victimisation due to whistleblowing.

8.4 What information do I need to make a report?

- 8.4.1 To make a protected report you must know of or have reasonable grounds to suspect the Reportable Conduct.
- 8.4.2 For a report to be investigated, it must contain enough information to form a reasonable basis for investigation. It is important therefore that you provide as much information as possible. This includes any known details about the events underlying the report such as the:
- a) date;
 - b) time;
 - c) location;
 - d) name of person(s) involved;
 - e) possible witnesses to the events; and
 - f) evidence of the events (e.g. documents, emails).
- 8.4.3 In your report, include any steps you may have already taken to report the matter elsewhere or to resolve the concern.

8.5 How can I make a report?

- 8.5.1 A report must be made to:
- a) The Principal or
 - b) Chairman of the Board of Governors should the concern be with the Principal.
 - c) The Moderator of the Uniting Church should the concern be with the Chairman of the Board of Governors.
- 8.5.2 The College will also protect individuals who have made a report:
- a) To the Australian Securities and Investments Commission (**ASIC**) or the Australian Prudential Regulation Authority (**APRA**) or another Commonwealth regulatory body prescribed in legislation;
 - b) To a legal practitioner for the purposes of obtaining legal advice or legal representation about whistleblower protections; or

- c) That qualifies as an emergency or public interest disclosure under the Corporations Act 2001(Cth). It is important that you understand the criteria for making a public interest or emergency disclosure and you may wish to consult an independent legal adviser before making a public interest or emergency disclosure.

8.5.3 While the College encourages you to identify yourself to the Principal or Chairman of the Board of Governors, you may opt to report your concerns anonymously such as by adopting a pseudonym.

9. Protection

9.1 How will I be protected if I speak up about Reportable Conduct?

- 9.1.1 If you have reasonable grounds to suspect Reportable Conduct, even if it turns out your concerns are mistaken, the College will support and protect you and anyone else assisting in the investigation.
- 9.1.2 The College will not tolerate any detriment inflicted on you because you or somebody else has made, or might make, a report of Reportable Conduct. Examples of a detriment include:
 - a) retaliation, dismissal, suspension, demotion, or termination of your role;
 - b) bullying, harassment, threats or intimidation;
 - c) discrimination, subject to current or future bias, or derogatory treatment;
 - d) harm or injury;
 - e) damage or threats to your property, business, financial position or reputation; or
 - f) revealing your identity as a Whistleblower without your consent or contrary to law;
 - g) threatening to carry out any of the above actions.
- 9.1.3 This protection applies regardless of whether any concerns raised in a report are found to be true, provided that you are acting honestly and ethically and made the report on reasonable grounds.
- 9.1.4 This protection also applies to individuals conducting, assisting or participating in an investigation. You will also be entitled to the protection if you make a report of Reportable Conduct to an external body under this Policy.
- 9.1.5 Anyone found to be victimising or disadvantaging another individual for making a disclosure under this Policy will be disciplined and may be dismissed or subject to criminal or civil penalties.
- 9.1.6 If you believe you have suffered a detriment in violation of this Policy, we encourage you to report this immediately to the Principal or Chairman of the Board of Governors (should the issue be with the Principal), or an external body under this Policy. Your concerns of being disadvantaged will be treated as a report of Reportable Conduct in line with this Policy.
- 9.1.7 Anyone engaging in detrimental conduct may be subject to serious consequences, including disciplinary action and/or termination of engagements or contracts, as applicable. They may also be subject to civil and criminal penalties.

- 9.1.8 You may also be entitled to the following legal protections for making a report:
- a) protection from civil, criminal or administrative legal action;
 - b) protection from having to give evidence in legal proceedings; and/or
 - c) compensation or other legal remedy.

9.2 How will Cromwell College ensure confidentiality?

- 9.2.1 A discloser can choose to remain anonymous while making a disclosure, over the course of the investigation and after the investigation is finalised. The College will do all it can to protect confidentiality.
- 9.2.2 However, we encourage all individuals to disclose their identity when raising a concern. This will assist us to gather further information on your report. If you choose to disclose your identity, your details will be treated confidentially to the fullest extent possible in connection with the investigation. The college will take measures to protect your identity such as by redacting your personal information, storing your information and disclosure securely, referring to you in a gender-neutral context and only allowing qualified staff to investigate your disclosures.
- 9.2.3 You may choose to report your concerns anonymously. However, if you choose to disclose your identity, your details will be treated confidentially to the fullest extent possible in connection with the investigation, and your identity will not be disclosed unless:
- a) you consent in writing to the disclosure;
 - b) the disclosure is made to ASIC, APRA or the Australian Federal Police (AFP);
 - c) the disclosure is made to a Legal Practitioner for the purpose of obtaining advice;
 - d) the disclosure is authorised under the *Corporations Act 2001* (Cth); and/or
 - e) disclosure is necessary to prevent or lessen a threat to a person's health, safety or welfare.
- 9.2.4 We encourage all individuals to disclose their identity when raising a concern. This will assist us to gather further information on your report. All information relating to a report of Reportable Conduct will be stored securely and access will be limited to authorised staff.
- 9.2.5 It is illegal for a person to identify a discloser, or disclose information that is likely to lead to the identification of the discloser unless an exception above applies. If you feel that your confidentiality has been breached, you can lodge a complaint with a regulator, such as ASIC, APRA or the ATO, for investigation. The college may also take disciplinary action against individuals that breach the confidentiality of a discloser, including summary dismissal.

9.3 False reports or disclosures

- 9.3.1 Protected Disclosures must be made on reasonable grounds. Anyone who knowingly makes a false report/disclosure of Reportable Conduct may be subject to disciplinary action, including dismissal.
- 9.3.2 The disciplinary action will depend on the severity, nature and circumstance of the false disclosure.

10. Handling and investigating a disclosure

- 10.1.1 Upon receiving a Protected Disclosure, within 14 days, the College will endeavour to assess the disclosure to determine whether:
 - a) It qualifies for protection; and
 - b) A formal, in-depth investigation is required.
- 10.1.2 The College will endeavour provide the discloser with regular updates.
- 10.1.3 The College may not be able to investigate a disclosure if it is unable to contact the discloser.
- 10.1.4 The College will handle and investigate Protected Disclosures in accordance with the Cromwell College Whistleblowing Procedure (POL-S18)

11. Monitoring and assurance

- 11.1 This Policy will be made available to all Workers via an internet access link and Staff Handbook.
- 11.2 To ensure effective protection under the Policy, the Deputy Principal will monitor and review this Policy annually.

12. Notes

- 12.1 From 1 January 2020, some entities in Australia, including companies limited by guarantee, will be required to have a whistleblowing policy that complies with the new section 1317AI of the Corporations Act 2001.
- 12.2 ASIC has announced that public companies that are small not-for-profits or registered charities with annual revenue of less than \$1 million will be exempt from the new requirement.
- 12.3 Even if organisations are exempt from the Corporations Act requirement to adopt a whistleblower policy:
 - 12.3.1 all companies limited by guarantee must still comply with the whistleblower protections in the Corporations Act from 1 July 2019. ASIC Regulatory Guide 270 includes guidance on managing whistleblowing that may be helpful even for entities that are not required to have a policy.
 - 12.3.2 it may still be appropriate to adopt a whistleblower policy:

- a) for registered charities - as part of their implementation of the Australian Charities and Not-for-Profits Commission (ACNC) External Conduct Standards in respect of their overseas operations; and
- b) for all registered charities and not-for-profit organisations - as part of steps taken to protect vulnerable persons and ensure accountability in their general operations

13. Related Documents

13.1 The **Cromwell College Whistleblowing Procedure** (POL-S18)

13.2 The **Cromwell College Staff Grievance Resolution** procedure.

14. Legislation & Industrial Instruments

- Corporations Act 2001 (Cth)
- Fair Work Act 2009 (Cth)
- Fair Work Regulations 2009 (Cth)
- Insurance Act 1973
- Life Insurance Act 1995
- Public Interest Disclosure Act 2013
- Superannuation Industry (Supervision) Act 1993
- Taxation Administration Act 1953

This policy & procedure is not intended to override any industrial instrument, contract, award or legislation.

1.30 Whistleblower Procedure

1. Responsibilities

1.1 **Whistleblowing Protection Officer(s)** comprised of the Principal and Chair of the Board Of Governors, are responsible for:

- a) Receiving whistleblower reports and protecting the interests of reporters
- b) Determining whether the report falls within the scope of the Policy
- c) Determining whether and how a report should be investigated
- d) Providing advice and support to reporters
- e) Maintaining a secure and restricted record of all reports made under the Whistleblower Policy and Procedure
- f) Appointing a Whistleblowing Investigator where an investigation is deemed appropriate
- g) Ensuring investigations are conducted in accordance with this Policy

- h) Ensuring any reports involving a Board member or the Principal are reported to the Chair of the Board of Governors
- i) Ensuring any reports involving the Chair of the Board of Governors are reported to the Principal
- j) Updating reporters on progress and details of outcomes to the fullest extent possible
- k) Maintaining to the fullest extent possible confidentiality of the identity of and reports received by reporters
- l) Immediately reporting concerns in relation to any detrimental conduct to the Principal or Chair of the Board of Governors (provided that the concerns do not relate to them)
- m) Determining the appropriate courses of action to remediate or act on the investigation
- n) Reporting matters to relevant authorities
- o) Making recommendations to prevent future instances of reportable misconduct
- p) Completing any training necessary
- q) Seeking to ensure the integrity of the Whistleblower Program is maintained.

1.2 **Whistleblower Investigators** are responsible for:

- a) Investigating reports in accordance with this Policy and Procedure
- b) Maintaining to the fullest extent possible confidentiality of the identity of and reports received by reporters
- c) Gathering evidence and taking steps to protect or preserve evidence
- d) Making findings based on a fair and objective assessment of the evidence gathered during the investigation, and formalising this in a report
- e) Keeping comprehensive records about the investigation
- f) Making recommendations to the Whistleblowing Protection Officer about how to implement the strategy in relation to how reported misconduct can be stopped, prevented and/or mitigated in future
- g) Reporting back to the Whistleblower Protection Officer on the progress of their investigation 7 days after the report and every 14 days thereafter
- h) Complying with the directions of the Whistleblower Protection Officer in relation to any further follow up, and reporting action and requirements, including the implementation of any recommendations.

1.3 **Workers** are responsible for reporting misconduct or dishonest or illegal activity that has occurred or is suspected within the college as quickly as possible, whether anonymously or otherwise.

2. Procedure

1.1 How do I make a report?

1.1.1 Whistleblowing protections will only apply to reports of Reportable Conduct made in accordance with the Whistleblower Policy and Procedure.

1.1.2 Where you have reasonable grounds to suspect that an individual has engaged in Reportable Conduct, you should report the matter to any person authorised by the college to receive Whistleblower disclosures. Authorised people are:

- a) The CEO/Principal - WPO
- b) Chair of the Board of Governors - WPO
- c) Deputy Principal

- d) Business Manager
- e) Deputy Principal - Student Life

1.1.3 If you are not comfortable or able to report Reportable Conduct internally, you may report it to ASIC.

1.2 How are reports investigated?

1.2.1 After receiving your report the College will:

- a) assess the report of Reportable Conduct;
- b) consider whether there are any conflicts of interest prior to investigating;
- c) determine whether external authorities need to be notified;
- d) determine whether and how to investigate; and
- e) appoint a Whistleblowing Investigator if appropriate.

1.2.2 If an investigation is deemed necessary, it will be conducted fairly, objectively and in a timely manner. The investigation process will vary depending on the nature of the Reportable Conduct and the amount of information provided.

1.2.3 Any individuals who are accused of misconduct in a report (a Respondent) will have an opportunity to respond to allegations before any adverse findings are made and before any disciplinary action (if appropriate) is taken.

1.2.4 The college may need to speak with a Whistleblower as part of an investigation. If the identity of the Whistleblower is known, the College will endeavour to keep them informed about the status of an investigation.

1.2.5 If there is insufficient information to warrant further investigation, or the initial investigation immediately identifies there is no case to answer, the individual who reported the Reportable Conduct will be notified at the earliest possible opportunity.

1.3 Outcome of an investigation

1.3.1 At the conclusion of the investigation, a report will be prepared outlining:

- a) a finding of all relevant facts;
- b) a determination as to whether the allegation(s) have been substantiated or otherwise;
- c) the action that will be taken, which may include disciplinary action and dismissal.

1.3.2 The disciplinary action will be dependent on the severity, nature and circumstances of the Reportable Conduct.

1.3.3 Where possible and appropriate, having regard to Cromwell College's privacy and confidentiality obligations, the Whistleblower will be informed of the outcome of any investigation into their concerns.

3. Related Documents

- 3.1 The **Cromwell College Whistleblowing Policy** (POL-S17)
- 3.2 The **Cromwell College Staff Grievance Resolution** procedure.

4. Legislation & Industrial Instruments

- Corporations Act 2001 (Cth)
- Fair Work Act 2009 (Cth)
- Fair Work Regulations 2009 (Cth)
- Insurance Act 1973
- Life Insurance Act 1995
- Public Interest Disclosure Act 2013
- Superannuation Industry (Supervision) Act 1993
- Taxation Administration Act 1953

This procedure is not intended to override any industrial instrument, contract, award or legislation.

1.31 Transport of Sick or Injured Residents Policy

1. Definition

This policy must be followed in the event of any transportation of sick or injured students to Medical assistance.

2. Policy

- Residents who are experiencing or are suspected of experiencing serious illness or injury are to be transported to medical assistance by Ambulance.
- Where less serious injury or illness is experienced, resident or staff members of College may transport the person to medical assistance in College or private vehicles only under the following conditions:
 - a. The ill or injured person has received First Aid and is in a condition to be moved;
 - b. The ill or injured person has given informed consent to this form of transport;
 - c. The ill or injured person is accompanied by another person, preferably with First Aid skills, who can support and monitor the condition of the ill or injured person during the trip.
- Where conditions 2 a. – c. are not met, an Ambulance is to be called.
- Where an Ambulance is to be called the Resident Assistant on Duty will contact UQ security to organize an Ambulance. UQ Security will accompany the Ambulance to the relevant location on UQ campus.
- If the injury or illness is such that it requires the Ambulance to be contacted directly, the RA on duty will call UQ security to inform them that an Ambulance has been called. UQ Security will organize to accompany the Ambulance to the relevant location on UQ campus.

The RA on Duty will also contact the Principal, Deputy Principal or Deputy Principal - Student Life.

1.32 Work Health, Safety and Environment Policy

Obligations

At Cromwell College, we place our highest priority on the health and wellbeing of our employees and other workers, residents, visitors, contractors, the community we serve and the environment. We are committed to implementing responsible management practices which ensure a risk based approach to achieving positive health, safety and environmental outcomes where we always strive to prevent any potentially adverse impacts.

The College is committed to complying with the *Work Health and Safety Act 2011*, the *Work Health and Safety Regulation 2011* and applicable Codes of Practice and Australian Standards as far as possible.

Responsibilities

Management:

Will provide and maintain as far as possible:

- Role modelling of safe work behaviours and set expectations of a workplace culture that empowers everyone to be personally responsible for health , safety and environmental outcomes;
- Communicate management expectations to all personnel and hold them accountable for their performance as applicable to this policy;
- A safe working environment and safe systems of work;
- Ensure plant, structures and substances are in safe condition;
- Provide for the welfare of employees, workers and residents;
- Identify hazards and reduce risks so far as is reasonably practicable where there is potential to cause injury or illness to people, or to adversely impact the environment or community;
- Implement and maintain a safety management system that is regularly reviewed utilising a continuous improvement model;
- Appropriately investigate all incidents for the purpose of preventing recurrence;
- Establish and review measurable annual safety performance objectives and targets for the purpose of always improving WHS outcomes;
- Provide forums for engaging and consulting with all employees and other worker stakeholders;
- Provide role specific health, safety and environmental responsibilities in job descriptions;
- Comply with legal obligations and meet relevant industry standards and
- Allocate sufficient resources and provide information, instruction, training and supervision that is reasonably necessary to ensure that each worker is safe from injury and risks to health.

Workers:

Each worker has an obligation to:

- comply with safe work practices , with the intent of avoiding injury to themselves and others and damage to plant and equipment
- take reasonable care of the health and safety of themselves and others
- wear personal protective equipment and clothing where necessary
- comply with any direction given by management for health and safety
- not misuse or interfere with anything provided for health and safety
- report all accidents and incidents on the job immediately, no matter how trivial
- report all known or observed hazards to their supervisor or manager

Residents, Visitors and Contractors

- take reasonable care for their own health and safety
- take reasonable care that their actions do not adversely affect the health and safety of other people
- comply, as far reasonably practicable, with any reasonable instruction given by the College and
- co-operate with any reasonable policies and procedures of the College

Work, Health and Safety Programs

To implement the general provisions of this policy, a program of activities and procedures will be set up, continually updated and effectively carried out. The programs will relate to all aspects of work health and safety including:

- WHS training and education;
- Provision of information, training, and supervision to workers;
- Undertaking risk assessments and reporting of hazards;
- Development of safe work procedures;
- Emergency procedures and drills;
- Provision of WHS equipment services and facilities;
- Regular inspections and evaluations; and
- Reporting and recording of incidents, accidents, injuries and illnesses.

Applications of this policy

Cromwell seeks the co-operation of all workers, residents, customers and other persons and encourages suggestions for realising our health and safety objectives to create a safe working environment with a zero accident rate. This policy applies to all business operations and functions, including those situations where workers may be required to work off-site.

Accountabilities of this Policy

The board is responsible for governance and oversight of Cromwell Colleges' commitment to managing health, safety and environmental aspects in accordance with this policy.

The Chief Executive Officer (Principal) is accountable for the implementation of effective management systems to ensure the commitments made in this policy are achieved.