



Department of  
Education

# PARENT/CARER AND STUDENT HANDBOOK



**Broome Residential College and its staff respectfully acknowledge the Yawuru people who are the traditional custodians of the Yawuru land on which our students live and are educated.**

**We pay respect to Elders past, present and those who are emerging.**

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## CONTACT DETAILS

**Broome Residential College**  
**Cnr Kerr & Matsumoto Streets**  
**Broome WA 6725**

### Supervisors

Telephone: (08) 9194 7550  
Mobile: 0436 864 745  
E-mail: Broome.ResCol@education.wa.edu.au

### Administration and finance

Business hours: Mon-Fri 7:00am-4:00pm  
Telephone: (08) 9194 7550  
E-mail: danielle.reimer@education.wa.edu.au  
Website: <https://www.education.wa.edu.au/web/broomeresidentialcollege>  
Facebook: <https://www.facebook.com/BroomeResiCollege>  
Mail: Broome Residential College  
PO Box 2047  
Broome WA 6725

### Department of Education

151 Royal Street  
East Perth WA 6004  
T: 9264 4111  
W: [www.education.wa.edu.au](http://www.education.wa.edu.au)

### Inward telephone

If your child does not have a mobile phone, you can contact them at the college on the following number:

Student telephone 1: 0436 864 745

Students are asked to remind family and friends that they are unavailable to receive incoming calls during mealtimes, study time or after lights out.

### **Inward mail**

You can send mail to your child at the College's postal address above.

### **Emergency contact**

Students are discouraged from using their mobile phones after lights out. In case of emergency, please call the college supervisors on (08) 9194 7550 or 0436 864 745. A supervisor will then contact your child with minimum disruption to other students.



## WELCOME TO BROOME RESIDENTIAL COLLEGE

Thank you for choosing Broome Residential College for your child.

We look forward to working with you as we raise our boarders together and watch them grow over the years to come. All college staff are committed to providing a safe and caring environment to support your child in their personal development and education.

We aim to provide a high-quality boarding service which is valued by you and your children. Your suggestions on how we can improve our service are always welcome.

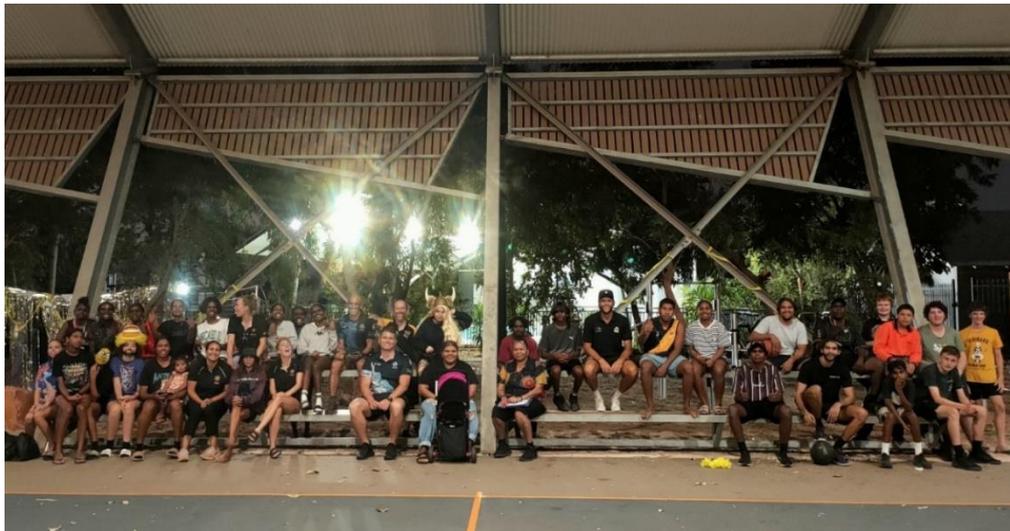
### About us

Broome Residential College provides a high level of care to meet the social, mental, and physical needs of students from rural and remote communities primarily within the Kimberley Region of WA. This ensures students have every opportunity to be successful in their secondary schooling while still being relatively close to home and family. The college provides a safe, fun, and healthy boarding environment where students learn to socialize with their peers and develop the skills required in readiness to learn.



Broome Residential College was established in Broome in 2007 with accommodation for 72 students. The \$11.5 million Stage Two build at the college, which reached practical completion in December 2016, increased the capacity from 72 to 116 places, as well as the addition of a new recreation facility, purpose built junior dorms, an Olympic sized, fully covered basketball court and swimming pool and new staff accommodation.

Accommodation for students is spread across 6 dormitories. Senior Girls and Senior Boys (Years 11 & 12), Middle Girls and Boys (Years 9 & 10) and Junior Girls and Boys (Years 7 & 8) Sleep over facilities for staff are in the junior dorms to ensure our youngest students have access to staff at any time day or night. Access to staff for Middle and Senior students is via internal phone. All dormitories have CCTV and are alarmed for safety.



Our students can access schooling at either Broome Senior High School or St Mary's Catholic College. Both of which are close by. As are the beautiful Cable and Riddell's beaches, Entrance Point and other beautiful spots Broome is famous for.

At the college, we acknowledge the First Nation People on whose land we live, learn, and work on and celebrate the diversity of peoples that is the Broome Culture. We ensure our students can access cultural, spiritual and community occasions. We expect all to participate in activities and excursions that are planned daily to promote health and fitness (and ease homesickness), to do their best at learning and study and to learn resilience and independence.



The challenges that students meet at Broome Residential College and the support they receive have a common purpose; to assist their development as individuals and as members of society. The college seeks to graduate young people whose creativity and independence, whose interest in others and the world around them surpass their self-concern, and whose passion for learning takes them into an interesting and productive life.

Broome Residential College strives to create an environment that cherishes both the individual and a strong sense of community. We must promote friendship, honesty, generosity of spirit, and concern for others. Students must learn to make personal decisions regarding time, to care for their own physical and emotional well-being, and to balance work and leisure. The opportunity to live together in a residential college should help students look beyond themselves, realize there is a big world for them to explore and to take their learning home to benefit others.

The college seeks to provide the highest standard of care and supervision. Experienced and qualified staff employed by the Western Australian Department of Education as live in Supervisor's care for all students and support them with their learning and personal development. Residential college staff are warm and caring people who enjoy working with students and their parents to create a memorable boarding experience and friendships that last a lifetime



### **Our staff**

Residential college staff comprise of a supervisory team and a support team, both of which report to the College Manager. The College Manager reports to the Manager Residential Colleges in the Department of Education in Perth.

Supervisory staff hold various qualifications including:

- Certificate IV in Community Services – Student Residential Care
- First Aid Certificate (including CPR)
- Surf Rescue Certificate
- Aquatic Rescue for Group 3 Pool Award
- LR Class Driver's Licence with passenger transport driver (PTD) authorisation.

### **College governance**

Broome Residential College is governed by the *School Education Act 1999* and is administered by the Western Australian Department of Education. The College Manager works with staff to develop local processes in line with Department of Education policies and procedures.

All Department of Education policies can be viewed at [www.det.wa.edu.au/policies](http://www.det.wa.edu.au/policies).

### **LINC Committee**

Supporting Broome Residential College is our Local Input Networking and Communications (LINC) committee.

The purpose of the LINC committee is to enable parents and members of the community to provide input to the college manager regarding the operation and management of the college. Please speak with us if you would like to join this important advisory group.

## **Our code of conduct**

The Residential College Code of Conduct (the Code), reproduced in the Appendix, sets out some simple expectations for students:

- In respect to self
- In respect to other students
- In respect to staff
- In respect to property.

When signing the Boarding Agreement for your child, you are undertaking that your child will comply with the Code.

When your child signs the Boarding Agreement, they agree they have read, understood, and will follow the Code; and understand that there may be consequences for breaches.

## **Positive Behaviour Support (PBS)**

We are committed to the PBS program which supports the implementation of the Department of Education's *Student Behaviour in Public Schools Policy and Procedures*. Our goal is to create a safe, positive environment where students are engaged and successful.



## COSTS AND CHARGES

### Annual boarding fee

The boarding fee covers a student's bed, meals, facilities, and pastoral care. It applies to all Department of Education Residential Colleges and is the same for all year levels.

Refer to our website <https://www.education.wa.edu.au/web/broomeresidentialcollege> for the latest information on costs and charges.

### Bond

A \$300 bond is required as part of the boarding agreement. The bond is security for the performance of your obligations under the agreement. It may be used to compensate the residential college for any outstanding costs or for repairing damage a student may cause to college property. At the completion of the boarding agreement the balance of the \$300 will be returned to you.

### Other costs – individual services

The residential college recovers the cost of providing individual services to students such as the purchase of required medications and participation in optional organised activities.

### Payment

By accepting a place at the college and signing the Boarding Agreement you agree to:

- Pay the invoiced amount for accommodation and individual services each year.
- Complete required payments prior to the first day of term unless a prior arrangement or payment plan has been approved by the College Manager.
- Pay any outstanding amounts if the Boarding Agreement is terminated.

### Payment options

 <b>in Person</b> <i>cash, cheque, EFTPOS</i> Broome Residential College Cnr Kerr & Matsumoto Streets Broome WA 6725	 <b>by Phone</b> <i>credit card</i> (08) 9194 7550 8:30 am -3 pm Monday to Friday	 <b>by Mail</b> <i>cheque, money order</i> Broome Residential College PO Box 2047 Broome WA 6725	 <b>via EFT</b> <i>electronic bank transfer</i> BSB: 306 119 A/C: 0158270 Please use student name as the reference
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### Financial assistance and allowances

It is a condition of the Boarding Agreement that you assign to the residential college any subsidies or payments received to offset the charge for accommodation each year.

Please refer to the residential college's website <https://www.education.wa.edu.au/residential-colleges> for the latest information on fees and allowances.

## LEARNING SUPPORT

The main reason a student boards with us is their desire to access a quality education. At Broome Residential College we provide a number of supports to assist students to achieve their academic goals.

Please note that residential college staff are not authorised to sign school documentation such as permission slips on parents' behalf.

### Homework and study

All students are expected to practise sound study habits and be respectful of other students' needs for a distraction free environment.

We have multiple computers that students can use for study each afternoon. We also have multiple quiet spaces around the college where students get study in quiet.



Broome Senior High School and St Marys College both offer after school home work sessions with teachers present. If parents/ students wish to attend this we will support the student in getting to and from these sessions.

Students are expected to work constructively during these study times, and may need to dedicate extra effort outside of these times to complete all academic requirements.

### Term 3 school holidays ATAR exams

Some ATAR exams take place during the Term 3 school holiday period. With sufficient advanced notice, we can remain open during this time to facilitate those students' requiring accommodation in order to attend exams.

A modified boarding service is offered with fewer staff than normal, with the expectation that Year 12 students will demonstrate high levels of responsibility and self-management.

Please let our staff know as soon as possible should your child require this service.

## Music practice

At the College we have a fully equipped sound proofed music room. We have a range of guitars, drums, ukuleles, microphones, etc that the students can use each afternoon and during the weekend.



## Tutoring

If students require additional help with their schooling, they should always avail themselves of the school programs on offer. If students are unable to attend these, or if what is offered by the school and college is not sufficient, you may consider engaging a private tutor. Private tutoring costs are not covered by student boarding fees, but college staff will assist in finding a suitable place for private tutoring to occur.

## Computers and internet access

We have 9 computers available for students to do their homework on in a private study room. These are available to use:

Mon, Wed: 4:00pm-5:00pm

Tues, Thurs: 6:30pm-7:30pm

Fri: 3:30pm-5:00pm & 6:30pm-7:30pm

Sat: 1:00pm – 5:00pm & 6:30pm-7:30pm

Sun: 1:00pm-5:00pm

We also have student WIFI available throughout the college that the students can connect to if they need.

College internet is set up for students to be able to study and research their required schoolwork.



There is also scope for students to use the network for reasonable personal use. Students are discouraged from using the college network for online gaming and/or streaming which may slow user speeds for others.

To access college internet, you and your child will sign an online services acceptable use agreement setting out rules surrounding Department of Education-provided online services.



## WHAT YOUR CHILD NEEDS TO BRING

### The essentials

- Clothes for all seasons
- Socks & underwear
- Thongs & enclosed shoes
- School uniforms and shoes
- Shampoo
- Conditioner
- Body Wash
- Deodorant (roll-on only)
- Sanitary products (tampons or pads)
- Hairbrush
- Toothbrush
- Toothpaste
- Bathers
- 1 school bag / backpack
- Stationery (pens, pencils and writing paper.

The college provides all bedding; however, students can bring their own bedding if desired.

The following is a guide with regards to bedding should you prefer to bring your own:

1 x King single sheet & doona set.

1 x Towel

### Personal computers

Computer access has become an integral part of schooling and a personal device is a great idea. Please check with your child's school to see what type of device they recommend.

If your child brings their personal device to the residential college please ensure all appropriate cabling, any required adaptors and USB devices are included.

Personal devices are primarily for study purposes and are not to be used after lights out.

## **Mobile phones**

Your child is welcome to bring their mobile phone to the residential college. Students are responsible for their safekeeping and appropriate use. They are not to be used at mealtimes, during study or after lights out.

Mobile phones are locked away securely prior to lights out for students in years 7-10 each weeknight and returned after school the next day. These are the times phones are handed in for each year:

Year 7 & 8: 8:20pm

Year 9 & 10: 8:45pm

Students may keep their phones Friday and Saturday nights.

Students are to provide their mobile phone number to staff and enter the college phone number into their contacts list.

## **Student property**

### **Insurance**

The Department of Education does not have insurance cover for student property that is lost, stolen or damaged.

### **Security**

Please ensure your child's personal property including clothing and bedding is clearly and permanently labelled or marked for easy identification.

The college will take all practical precautions to care for your child's personal belongings and retrieve lost or stolen items but accepts no responsibility for any items that are damaged or lost.

Supervisor's reception provides safekeeping of valuables and money, and students are encouraged to make use of this service.

Students' money, key cards, keys are best kept in their personal locked pigeonholes.

### **Bicycles, scooters, and skateboards**

Students' personal bikes, scooters and skateboards are allowed and can be stored locked in the sports shed. However, they are not allowed to be ridden on college grounds or to school. They can be used on excursions.

Parents' written permission is required to have a bicycle, scooter, or skateboard at the college and also to be able to use them on excursions. Staff will advise when and where they may be used on college grounds.

### **Inappropriate items**

Students are not to bring offensive material into the residential college. Neither are they to display inappropriate material in their room. If in doubt, students can check with college staff who will indicate if it is acceptable. College staff may confiscate items deemed offensive, inappropriate or in poor taste, and students will be asked to take the item home.

### **Student room searches**

To ensure the health and safety of students, residential college staff may search student rooms if they have sufficient reason to do so. Room searches normally take place when staff have formed a reasonable belief that:

- A student is at risk of self-harm.
- Dangerous or banned items or illegal substances may have been brought into the residential college.
- A student may be in possession of stolen property.

Any items confiscated will be given to you or returned to your child to take home unless it has been delivered into the custody of the Police.

### **Student mail**

We will contact you if your child receives a package that we believe looks suspicious or may contain contraband. We may ask your child to open the package in front of a staff member or give the unopened package to you. We will never open student mail.

## LEAVE ARRANGEMENTS

A record of students' whereabouts is maintained at all times. When leaving the college, all students must **'sign out'** in the appropriate way and **'sign in'** on returning.

### Leave while under college care

Different leave arrangements enable students to participate in a range of sporting, cultural and social activities held outside school hours and away from the residential college.

### Leaving residential college grounds

Except when leaving to attend school, students must receive permission from a supervisor before leaving the residential college grounds.

The college manager may revoke approval to leave the college grounds for disciplinary reasons.

### Shopping trips

With your permission, students will be taken to the local shopping centres on Tuesday, Thursday, and Saturday. Year 12's may walk to the Broome Boulevard shopping centre if needed in pairs of 2 or more.

Supervisors will be present on these trips however they are not always directly with the students at all times and students are expected to be an ambassador of the residential college and behave in line with the Code of Conduct.

### Casual Employment Leave

After consultation between parents, the student and the college manager, your child may be given leave to undertake casual employment. College staff will assist with transportation needs.

### Leave under another's care

Students are entitled to seven-day care throughout the school term. However, we do support and encourage students to spend time with family and friends wherever possible.

College staff have a duty of care to protect students from risk of harm. In consultation with you, we may refuse a leave request, or refuse to release a student where leave has previously been approved, if we consider the host may pose a risk to your child.

If your child is unable to return on schedule, please contact college staff to let them know when they will be returning.

### REACH boarding school system

Broome Residential College uses REACH boarding school software.

REACH is designed to make leave requests and other residential college procedures accurate, easy to use and always available.

At the beginning of your child's residency at the college they will be assigned a profile on REACH and shown how to use the system. Parents also will be assigned a profile which will allow you to log into the portal and arrange for and approve your child's leave. You may choose to download the REACH app which provides similar functionality.

If you have any issues or queries about REACH, please don't hesitate to contact college staff or the REACH support team at [www.reachboarding.com](http://www.reachboarding.com).

### **Sign out ('host') list**

You can add any number of trusted adults ('hosts') into REACH that you can approve your child to go on leave with. However, we require written permission each time your child will be getting signed out with dates and names included.

### **Leave requests**

Leave requests are fully automated in REACH.

If your student will be getting signed out we will need written permission or a REACH leave request in submitted by each Thursday.

### **'Day leave'**

Students can go on day leave on the weekend and at various times during the week. They can only be signed out if we have written permission from their guardian.

On weekdays they must return to the college by 7:00pm and on weekends then can sign out between 8:00am – 7:00pm.

### **'Overnight leave'**

Students are permitted weekend overnight leave to return home or spend the weekend away from the college. It is preferred that they return by 7:30pm Sunday night.

Overnight leave on a school night is discouraged and generally will only be granted for school purposes or to stay with parents or immediate family.

## **STUDENT TRANSPORT**

### **Residential college vehicles**

Broome Residential College maintains vehicles which supervisors use to transport students. Staff transporting students have appropriate driving licences and passenger transport driver (PTD) authorisations.

The College endeavours to meet student transport requirements in and around town where practical

Students are expected to be responsible passengers at all times.

### **Private motor vehicles**

Your child is not permitted to travel in a private vehicle unless the driver is an approved host entered in REACH.

Your child will not travel in the personal private vehicle of a residential college staff member unless this is the best course of action in a medical emergency situation.

### **Student motor vehicles**

Student motor vehicles are not permitted at Broome Residential College.

## COLLEGE LIFE

Boarding at Broome Residential College gives your child access to a great education and Broome's fantastic lifestyle. There are sporting and recreational facilities, shops, the beach and a welcoming community. At the College your child develops many friendships and the skills to be independent and successful in their endeavors.



### **Supervision of Students**

All students are tracked using the Daily Roll Call. Students are signed out in the morning by one of the Supervisor's on duty when they leave the College for the school. Upon their return in the afternoon, students are marked as returning in the Daily Roll Call. All leave details, whether local, extended or weekend is also recorded in the Daily Roll Call.

Staff take all reasonable care to ensure that no student is exposed to any unnecessary risk of injury. Boarding Staff are in *loco parentis* of the students under their care and the standard of their care is that of a skilled professional.

Staff are familiar with, have been trained in and adhere strictly to the College's evacuation procedures. Ill or injured students are attended to by the supervising staff member.

### **Daily routine**

Weekdays:

- Wake up 6:00am
- School 7:30am-7:45am
- Finish school 2:10pm-2:15pm
- Dorm time 7:30pm
- Lights out Juniors 8:30pm, Middles 9:00pm and Seniors 9:30pm

Weekends:

- Wakeup 8am
- Dorm time (dependent on weekend activities)
- Lights out 10:00pm

### **Bedrooms**

Students are expected to tidy their room and make their bed every day. College staff perform daily room checks to monitor this.

## Dress code

Students are expected to be fully dressed at all times throughout the college. Students should be mindful of the CCTV, and note that in some instances a supervisor of a different gender may need to access their dormitory.

No offensive logos or alcohol/drug related pictures/ logos.

## Meals

Broome Residential College supports healthy eating. 'Eat Learn Thrive' is the health and wellbeing program at all Department of Education Residential Colleges. It is based on the Department's Healthy Food and Drink in Public Schools Policy and the 'traffic light' system of menu planning.

The college supports and will cater for any medically required or religious dietary requirements. The kitchen staff can also prepare vegetarian and gluten free options where required, so please advise us of any special dietary needs. Students can speak with college staff and the chef to suggest additions to the menu.

Mealtimes:

Weekdays

- Breakfast 6:00am-7:00am (also make lunch for school)
- Afternoon tea 3:00pm-3:30pm
- Dinner Girls 5:30pm Boys 6:00pm
- Supper 7:00pm

Weekends:

- Breakfast 8:00am-9:00am
- Lunch 12:00pm -12:30pm
- Afternoon tea 3:00pm-3:30pm
- Dinner 5:30pm
- Supper 7:00pm

During mealtimes all students are expected to have shoes on and take their hats off upon entering the dining hall. No phones allowed in the dining hall.



All students must attend dinner. Before dinner begins Supervisors will run through any notices or announcements for upcoming events so it is important that all students are present.

### Meal requirements outside of regular mealtimes

Fruit, water, and hot drinks are available at any time.

Students can order a late, packed, or early meal if they will not be present at a mealtime (e.g. for sports training or medical appointments). In most instances staff will be able to arrange these meals, but students should plan ahead and notify staff if they need one.

### Personal food and snacks

Food snacks can be purchased or sent from home but for hygiene reasons are best kept in sealed containers. Students can store this in the office or kitchen fridge and personal pigeonholes. Energy drinks and chewing gum are banned from the college.



### Recreation and Social

We aim to provide a range of activities while also allowing for individual needs. Here are some of our facilities and activities on offer to our students.

Please note that charges may apply to some activities. We do not seek to profit from these events and your child's participation in any activity requiring payment is at your discretion.



Dependent on the time of year we do many beach outings for swimming, walking, kite flying, football, etc.

We also do regular trips to the local outdoor cinema, rent out the inflatable obstacle at the Broome Aquatic centre, go to town beach to play basketball or to the jetty for fishing trips.

We try to hold a big colour run/ water-based obstacle course once a year and set up the slip and slide on the grass.

During the warmer months we set up the arts and crafts tables and so a range of activities from painting, tie dying, jewellery making embroidery, etc.

We are very open to suggestions from students if there are any activities, they would like us to get involved in.

### Sport and hobbies

Students are encouraged to participate in a range of individual and team sports and hobbies according to their interests. We do this to promote fitness, fun and social interaction.

- The college organises a wide variety of fun activities throughout the year.
- Details of local sporting clubs and associations can be supplied by college staff if required.
- Students will need to meet the cost of any membership fees, personal equipment, and uniforms.



The college welcomes suggestions for activities from students and parents, and we will endeavour to accommodate all reasonable requests.



### Camps and outings

The college organises camps and outings throughout the year. These activities are voluntary and there is no obligation for your child to participate. You will be asked to provide written permission for your child to attend.

### Swimming pool and recreation room

Students are encouraged to make good use of college facilities. Students are expected to look after the equipment and observe the user requirements on display.



### Movies and gaming

Personal gaming consoles are not permitted at the college however college owned consoles are available for use during gaming times. Students may attend the cinema on weekends at their own cost to see approved films. Students can also select films that they would like to have shown in-house.

All media (television, movies, computer games, DVDs, magazines etc.) accessed by your child whilst residing at Broome Residential College will be consistent with Australian Government classification ratings for films and computer games

The college permits content rated G, PG and M. All content remains at the discretion of college staff and will be removed or confiscated if it is deemed inappropriate. Material rated MA15+ will not be displayed in the college.

### Visitors

To ensure the safety of all students, we ask that you enter and leave through reception and to register in the visitors' book.

Visitors are permitted in the office area. They may walk around college grounds if accompanied by a staff member.

Visitors are not permitted to enter student dormitories other than on approved dates and times – usually at the start and end of each term.

Students are welcome to invite their school friends to visit the college. Friends are also required to register in the visitor book and are not permitted in the student dormitories. Students' friends are required to follow staff instructions whilst on college grounds.

## Chores

Students will be required to work as a team to assist around the college with simple duties such as:

- tidying common rooms or other sections of the college
- loading the dishwashers after meals
- simple gardening.

Assisting the cleaning, kitchen and grounds staff replicates what students may be expected to do at home. It encourages cooperation and provides some practical domestic skills for when they leave home.

## Laundry

The college offers a laundry service for all middle and junior students personal washing.

Juniors can put their personal washing out any morning Mon-Fri. Middle boarders can put their personal washing out 2 mornings per week.

Supervisors will wash all middle and junior students uniforms each afternoon.

We also have washing machines and driers in the senior dorms and they are able to wash all personal clothes and uniforms whenever needed.

All bed linen and towels get sent away once a week to a laundry mat to be cleaned.

## Religious freedom

Under the *School Education Act 1999* the curriculum and teaching in government schools is not to promote any particular religious practice, denomination, or sect. We also adhere to this principle at Broome Residential College.

The college supports students who wish to practise their beliefs. Staff will assist where possible for your child to attend any religious services and cultural events they choose.



## HEALTH AND SAFETY

### Student health

Our staff care for your child's health and wellbeing and all supervisors have a First Aid Certificate. When we offer a place at the college, we ask that you complete a 'Student Health Care Summary' form so that college staff have the knowledge to support the management of your child's health care needs.

### Unwell students

Students who are too sick to go to school will be confined to bed in the sick bay and will be excused from normal activities until they are well. College staff will contact you and your child's school to notify them of the absence. If a doctor's appointment is necessary, we will organise for this and notify you at the earliest convenience.

For the protection of all students and staff, any child that contracts an infectious disease (e.g. COVID-19, chicken pox, measles) must return home until they have served the appropriate isolation period and are no longer contagious.

### Medical appointments

We work with all our families to help maintain the health of students. Please advise us if your child requires a medical appointment and we can make one for you.

All medical expenses, including the cost of an ambulance in an emergency, remain the responsibility of parents. You may choose to take out insurance, including ambulance cover, for your child's health needs.

### Cancellation of ambulance call-out by parents

We have a duty of care for our students. If we call an ambulance for a student at risk, but when parents are contacted they request cancellation, we will not do so until parents arrive and the student is handed into their care.

### Medication

All student medications are kept in their personal pigeonholes in the office or in the office fridge if refrigeration is required.

There is a Defibrillator located in the front office

With your written permission, college staff can administer medication to your child. We will give you a *Short/Long Term Medication* form upon accepting a place at the college seeking your approval.

Please inform the college of any medication being taken by your child. If your child requires short term medication, such as antibiotics or some other prescription, we will ask you to complete and sign an *Administration of Medication* form with the appropriate details. All medications brought into the college must be disclosed and given to college staff to be dispensed as required. They should be in the original packaging and clearly labelled with the student's name.

With your written permission, senior students may self-administer their medication. You can authorise this on the *Administration of Medication* form. However, all medications must still remain with the college for safekeeping.

All medication given to students is recorded. Prescription medications that student's self-administer are also recorded in the event that information is required by a health practitioner.

Students may keep their asthma inhaler with them in their room.

### **Mental Health**

Our supervisors keep a close watch on all our students' mental health, and we will speak with you if we have any reason to feel concerned about your child. We also have regular organised access to a school psychologist who works with students and staff to improve student wellbeing.



Care is taken by staff to ensure that the college is a safe and comfortable place for students. We have zero tolerance to bullying and any instances will be dealt with in line with the College code of conduct.

### **Being homesick**

It is possible that students may become homesick when living away from home. Staff have a great deal of experience in assisting students and parents when students show signs of missing home. Homesickness can affect each student in different ways so there are several methods used by staff to support and care for students. Staff work with you to help your child with coping skills and to build resilience in living in a boarding community.

### **CCTV**

To support the safety of staff and students, CCTV is installed to provide coverage of select areas of the college.

### **Emergencies and accidents**

The college maintains an Incident Management Plan to guide all aspects of prevention, preparedness, response, and recovery. We regularly practise evacuation and lockdown drills.

### **Fire Safety**

The college has fire alarms, smoke detectors, fire extinguishers, and emergency evacuation plans. Students are trained in emergency evacuation procedures and practise evacuation drills regularly.

The Department of Fire and Emergency Services may charge a fee to attend premises in response to an alarm where there is no fire. Where it can be established a student has deliberately caused a false fire alarm, they may be asked to contribute to the costs of the callout.

## PARENT CONCERNS AND COMPLAINTS

### Residential college concerns and complaints

Broome Residential College is committed to providing a high-quality boarding service. We are always considering how to improve, and we value your feedback.

If you have any concerns about our service or facilities, we want to know. The college manager is happy to speak with you at any time to hear your concerns or discuss a complaint. You can also talk about it with any member of staff. We also welcome positive feedback.

Queries, concerns, and complaints are best managed at the college, in line with the Department of Education's *Disputes and Complaints* policy. If a satisfactory resolution has not been found after providing the College Manager with sufficient time and opportunity to address the matter, you may choose to make contact with the Manager Residential Colleges on 9264 4425 or [residential.colleges@education.wa.edu.au](mailto:residential.colleges@education.wa.edu.au).

### Child protection concerns

Broome Residential College is committed to the care, safety, and protection of all students. We provide protective behaviours awareness training to our students and our supervisors have undertaken training in child protection and are **mandatory reporters** of suspected child abuse.

#### Reporting a child protection incident or concern

There are a number of avenues for communicating incidents or concerns:

- Inform the College Manager and/or the Manager Residential Colleges.

Contact the Department of Education's Standards and Integrity Directorate on 9264 4740 or email [complaints@education.wa.edu.au](mailto:complaints@education.wa.edu.au).

## SAFETY AND WELFARE – FOR STUDENTS

The following sections are for students.

At Broome Residential College our supervisors are always on hand. You can talk with us about anything. We will listen and give you advice and support. If we think a matter needs to be discussed with others, we might refer you to someone more qualified to provide specialised support. This might be the College Manager or school psychologist.

### Your safety and the safety of others

Firstly, you have the RIGHT to be safe and to feel safe at all times. If you have concerns or a complaint about what might be happening at the college, there are people who are able to help you.

Safety concerns may include things like:

- inappropriate social approaches by a person to make friends with you or start a close relationship with you
- inappropriate touching by a person which makes you feel uncomfortable
- sexual talk, personal emails or personal contact via mobile phones or social media
- inappropriate physical handling (hitting, pushing, hugging).

You might also be concerned about similar behaviour towards someone else at the college. It's OK for you to make a complaint on behalf of another student and we encourage you to do so.

### Residential college student complaints

T: 1800 011 114 (Monday to Friday 8am to 5pm)

E: [residentialstudentcomplaints@education.wa.edu.au](mailto:residentialstudentcomplaints@education.wa.edu.au)

W: [www.education.wa.edu.au/complaints](http://www.education.wa.edu.au/complaints)

When you call you will speak to someone trained in protective behaviours. They care and understand that you may feel a range of emotions about contacting them including anxiety, shame, or relief. You can talk with them about yourself or someone else you are concerned about. You can remain anonymous but if you would like someone to get back to you, you will need to provide some contact details.

If your complaint is urgent or is an emergency please call the Police, Crisis Care or Kids Helpline.

### **Police**

24 hours a day, seven days a week

T: 131 444 (000 for emergencies)

W: [www.police.wa.gov.au](http://www.police.wa.gov.au)

When you call you will be asked to:

Press '1' for immediate police attendance

Press '2' for general information, or to report an incident that does not need immediate police attendance

Remember, if it's an emergency, immediately hang up and call 000.

### **Crisis Care**

24 hours a day, seven days a week

T: 9223 1111

T: 1800 199 008 (country free call)

T: 9325 1232 (TTY)

W: [www.dcp.wa.gov.au/crisisandemergency](http://www.dcp.wa.gov.au/crisisandemergency)

Crisis Care is a crisis information and counselling service of the Department of Communities Child Protection and Family Support for people needing urgent help.

Crisis Care can help when:

- you need immediate help with a serious problem
- you are concerned about your wellbeing or that of another person
- you are alone or afraid and urgently need to talk with someone
- you need counselling, information, or other support.

### **Kids Helpline**

24 hours a day, seven days a week

T: 1800 55 1800

W: [www.kidshelpline.com.au](http://www.kidshelpline.com.au)

Kids Helpline is Australia's only free, private, and confidential telephone and online counselling service specifically for young people aged between five and 25.

- If you need to talk with someone immediately, the fastest way is to call and speak with a counsellor.
- If you're not sure about talking with someone on the phone, or you can't get to a phone, use the web, or email service.
- Calls from mobile phones, landlines and payphones are free if you are calling from within Australia.

You can talk with Kids Helpline about anything including:

- relationships with your family, boyfriend, or girlfriend
- a friend who needs help
- school or study worries
- how you are feeling, such as angry, sad, or confused.

### **Your health and wellbeing concerns**

It's OK to have concerns about what might happen at school or where you are living during the school year. We understand there might be times when you want help so please use the helplines listed here.

### **School concerns**

If you have concerns about school such as homework, school activities or other students you can talk with your parents or carers or with school staff such as:

- your teachers
- school psychologist
- school nurse
- school chaplain
- any other staff member.

### **Residential college concerns**

Raise any concerns about the Residential College – e.g. facilities; meals; leave arrangements – with college staff. Discuss your concerns with other students to see what they think.

You can take your concerns to:

- any member of staff including the College Manager
- your parents/carers
- the Residential college student complaints line.

#### **Residential college student complaints**

T:1800 011 114 (Monday to Friday 8am to 5pm)

- E: [residentialstudentcomplaints@education.wa.edu.au](mailto:residentialstudentcomplaints@education.wa.edu.au)  
W: [www.education.wa.edu.au/complaints](http://www.education.wa.edu.au/complaints)

### **Anti-bullying policy**

Broome Residential College does not tolerate bullying in any form. We are committed to providing you with a safe and caring environment where you feel happy and safe. Whenever you have concerns about feeling unsafe or threatened, we encourage you to speak to staff.

### **Suggestions**

If there is anything we can do better, please let us know. You can raise your suggestions with any member of staff at any time.



## APPENDIX: RESIDENTIAL COLLEGE CODE OF CONDUCT

### 1 AUTHORITY

The Code of Conduct (the Code) is issued and published pursuant to section 213J of the *School Education Act 1999*.

### 2 PURPOSE

The Boarding Agreement provides that the student must obey the Code.

The purpose of the Code is to set out the required standard of conduct to be observed by a student while boarding at a residential college.

Students who breach the Code may be subject to disciplinary action. The college manager can suspend or terminate a boarding agreement for substantial breaches of the Code.

### 3 SCOPE

This Code applies to all students who board at a residential college.

### 4 CONDUCT IN RESPECT TO SELF

Students will:

- act with proper regard for their safety, education, welfare and health (mental and physical);
- conduct themselves in a respectful, responsible and lawful manner;
- behave in a way that upholds the values, integrity and reputation of the residential college; and
- accept responsibility for their actions.

### 5 CONDUCT IN RESPECT TO OTHER STUDENTS

Students will:

- treat other students with respect, dignity, courtesy, honesty and fairness and with proper regard for others' rights, safety and welfare;
- live in harmony with other students and respect others' views and opinions;
- respect the privacy of others; and
- report a breach of the Code to appropriate staff.

### 6 CONDUCT IN RESPECT TO STAFF

Students will:

- treat staff with respect, dignity, courtesy, honesty and fairness and with proper regard for their rights, safety and welfare;
- respect their property, views and opinions; and
- comply with any reasonable request of a staff member.

## 7 CONDUCT IN RESPECT TO PROPERTY

Students will:

- treat residential college property and facilities with respect; and
- treat staff and fellow students' property with respect.