



Raymont Residential College Handbook 2024

Located in the inner-Brisbane suburb of Auchenflower, Raymont is a close-knit, diverse community that is near to a number of universities, other tertiary institutions and a variety of public transport links that can get you into the city or wherever you need to go.

We hope you enjoy your stay with us and make some lifelong friends!



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1. Welcome

Welcome to Raymont Residential College, a fully catered co-residential College in Auchenflower (inner-city Brisbane) for tertiary students. Raymont is centrally located between the University of Queensland (UQ), the Queensland University of Technology (QUT), the Southbank campuses of Griffith University (The Conservatorium and College of Fine Art) and Brisbane TAFE. Supported by excellent public transport, and being only 4km from these campuses, students have easy access to outstanding universities and tertiary training institutions.

Raymont boasts some of the best College facilities. This includes access to spacious accommodation, multiple quiet study spaces, Student Lounge, pool, gym, music rooms, and unlimited high-speed internet. With such an array of excellent facilities, Raymont is well established to meet the academic and recreational needs of all students.

Further supporting our students, Raymont runs several programs including a *Flourishing at Uni* series, an *Academic Support Program* and *Leadership Certificate* course. These programs help to ensure that all students gain the most from their university studies while preparing for future professional opportunities.

Raymont has a long and distinguished history of providing outstanding care and support to students within a Christian environment. Thousands of students have cherished their time at Raymont and proceeded onto amazing opportunities around the world following their graduation. While Raymont has such a proud history, it has an even brighter future of supporting the next generation of tertiary students as you complete your studies and prepare for new careers as resilient young professionals.

On behalf of all the staff I welcome you to Raymont Residential College and hope that your time with us will be enjoyable and rewarding.

Krishna Stanton

Principal

Raymont Residential College

2. Raymont Vision, Mission & Values

Vision: To enrich the personal, spiritual, and academic development of our tertiary students within a caring, fun community built on Christian values that enables them to flourish.

Mission: To provide a welcoming, inclusive, safe, and supportive environment for tertiary students and visiting groups with excellent accommodation, facilities, services, and programs.

Values:

- **Respect** for self and others
- **Integrity** in personal and professional conduct
- **Courage** to act in accordance with personal values
- **Responsibility** for personal actions and safety

3. Terms and Conditions of Residency

3.1 Residential standards

Students at Raymont Residential College are expected to always act, both in and out of the College, in a manner that promotes the harmony, honour, and wellbeing of the College as a place of education and learning. To this end, they are expected to exercise good manners, self-restraint, and maturity.

Students at Raymont are responsible for maintaining the good reputation of the institution. Any behaviour that brings the College into disrepute is an offence against the disciplinary regulations and will be liable to penalties up to and including being asked to leave the College.

The Principal may take action against students at Raymont for activities that take place off-campus if they bring the College into disrepute.

All students in the Raymont community are required to observe state and federal laws. Breaches of the law can lead to disciplinary action up to and including being asked to leave the College.

3.2 Code of Conduct

PURPOSE

The purpose of Raymont Residential College is to enrich the personal well-being and academic development of all our tertiary students within a caring community built on Christian values. This is to be achieved through a whole of college commitment to providing a welcoming, inclusive, and safe environment with excellent accommodation facilities and services, alongside quality collegiate support programs.

Every community has its implicit and explicit rules for acceptable social behaviour; without these shared expectations communities would not function. A residential college community is no exception. Respecting the values of the College and the rights and property of others, and of the College, should be a priority for all who have the privilege to live at Raymont.

The purpose of this **Code of Conduct** is to ensure that everyone is aware of what is expected of students and their guests, and to provide general guidelines within which students should manage their life in college.

GENERAL EXPECTATIONS

The general expectation is that students will exercise a high degree of self-regulation. Every student is expected to be respectful and considerate of others at all times and to promote a sense of community within the College. The responsibility for maintaining such an environment rests with each one of us.

As a residential college with a Christian ethos, our way of operating and the quality of our relationships with each other should reflect a high ethical and moral standard. As a community, we are also required to operate under State and Federal laws. The following overarching principle should guide our behaviour:

We will show care and concern for each other and for the common good at all times. We will behave in such a way that no offence, inconvenience, or disturbance is caused to other students or to any person employed directly or indirectly by Raymont Residential College.

Students entering Raymont and their parents must acknowledge that while the college will assist and encourage students in all aspects of their lives at the University, the students are entering an adult environment and they must accept responsibility for their studies, their administration, their conduct, their grades and their own safety.

All students have rights and privileges and with them come responsibilities and obligations. Every student has an obligation to demonstrate respectful, considerate behaviour when interacting with other students, with staff members and with guests.

Conduct that is in breach of this Code will be the subject of processes, consequences and sanctions that are consistent with the seriousness of the behaviour. The processes to be applied in determining if a breach of the Code has occurred, and subsequent consequences, are matters reserved for the discretion of senior College staff, in particular, the Principal.

STUDENT COMMITMENT

The College requires every student to carefully and thoroughly read the *Student Handbook* and the current Terms and Conditions of Residency, and that they will meet the expectations and standards articulated in these documents. The College expects the commitment of every student to:

- Conduct themselves responsibly at all times. They are expected to know and to adhere to this Code and to all College policies, guidelines and expectations.
- Show respect and consideration for others, regardless of gender, race, religion, disability, marital status, sexual orientation or any other attribute, so that all may live, study and work in harmony.
- All members of the Raymont community should expect to be treated courteously and fairly, and to be free from acts of violence, harassment, intimidation, or discrimination.
- Acknowledge that differences between people contribute to the richness of life.
- Respect the rights of all other members of college, while also acting in accordance with the laws of the wider Australian community.
- Comply with all the systems and procedures established by the College.

DESIRED BEHAVIOURS

The following guidelines provide an overview of Raymont's expectations for every student. The *Handbook*, *Terms and Conditions of Residency*, and related policies provide more detail on each of these.

As a student of Raymont you will be expected to -

- Participate in the life of the College.
- Strive for excellence academically and access what the College offers in terms of academic support.
- Treat other students, their property and personal space with consideration at all times.
- Not use, possess, or distribute illicit drugs or misuse legal drugs.

- Not bring, store, or consume alcohol within Raymont Residential College.
- Not consume alcohol if under 18 years of age.
- Smoke only in the designated smoking area.
- Generally, keep noise levels low and be especially quiet at night.
- Not compromise the safety or security of other residents or their property.
- Maintain a high standard of hygiene in your room and in the general environment by disposing of waste appropriately, keeping common areas in units and community facilities clean.
- Care for all residential property and observe safety, fire rules and College regulations.
- Take responsibility for any damage you cause and take steps to correct it.
- Not allow any unauthorised person to make use of your accommodation or the catering services of the College.
- Be responsible for your guests and visitors, including personally accepting responsibility should they breach this *Code of Conduct*.
- Respond appropriately to any reasonable requests and instructions from all members of staff, including Residential Assistants or Senior Residential Assistants.
- Seek assistance if your rights are impacted upon and report problems that you feel unable to deal with.

CODE OF CONDUCT – ISSUE RESOLUTION

GENERAL COLLEGE PROCESS

1. If disturbed by the conduct of others, each student is encouraged to firstly ask those concerned to stop the offending behaviour. If there is some hesitation about approaching them or a reasonable approach has been ignored, the student should immediately contact their Residential Assistant, the Duty Residential Assistant, or the Duty Senior Residential Assistant **in that order**.
2. When an action or activity in breach of the College's expectations is observed, a member of staff will communicate with the resident about the breach and will request that the student cease such activity.
3. If a staff member considers that the breach is not serious and the student responds readily and positively, no further action is required.
4. If a staff member considers the breach is significant or is a repeated breach, then they will refer the matter to the Deputy Principal or, if after hours, it will be recorded in the 'Duty SRA Report'.
5. If a staff member considers the breach is of sufficient severity, then the Principal may be contacted regardless of the hour.
6. Where disciplinary action is considered necessary, the student will be given an opportunity to discuss the matter in a meeting with the Deputy Principal or Principal.
7. The Deputy Principal is authorised by the College to take appropriate disciplinary action. However, disciplinary action that may involve suspension or expulsion will be authorised by the Principal of the College.
8. When disciplinary action is taken against a student, all details will be treated in confidence and only those people directly involved in the disciplinary process will be informed.

Note that staff members (including Residential Assistants and Senior Residential Assistants) are expected to act on behaviour that they deem to be inappropriate or in contravention of this code or its associated policies, guidelines, or expectations regardless of whether a complaint has been received.

GRIEVANCES CONCERNING THE CONDUCT OF OTHER RESIDENTS

The following steps may be used when a person wishes to complain about the conduct of another student and its impact upon them. This process is also available to the College, at its discretion, when it becomes aware of a possible conflict between students and decides to investigate the matter itself.

CONCILIATION

1. Determine whether the behaviour is likely to be a breach of the Code. An individual may always seek advice from a member of the College staff to determine if the behaviour is likely to be a breach of the Code.
2. Decide whether you wish to make a complaint. If you wish to make a complaint, you will be asked to put your complaint in writing. The complaint must identify the student/s you allege have breached the Code and what you allege has been done. You should be as specific as possible. The complaint should be forwarded to the Registrar or Deputy Principal.
3. Generally, complaints will go through a conciliation process as a first step (depending upon the seriousness of the allegation). The decision to escalate the response to the allegations will be in consultation with the complainant and at the College's sole discretion.
4. Unless the College decides otherwise, a conciliator (usually a Senior / Residential Assistant) will be appointed to meet with each party individually to discuss and try to reach agreement regarding the complaint, possible redress, and future behaviour. If agreement cannot be reached, any party to the conciliation may ask for the allegations to be investigated further. In this situation, the allegations will be referred to the Deputy Principal and dealt with appropriately.
5. Conciliation is not designed to be a disciplinary process, and disciplinary outcomes will not necessarily result from this process. Breaches of an agreement reached via conciliation may result in additional action.

INVESTIGATION

1. If an incident is considered serious enough that it could result in formal sanction, the Deputy Principal will undertake an investigation in which all students involved will be interviewed and an informed assessment of the circumstances surrounding the situation will be made.
2. Upon request from the Deputy Principal, all students involved in the incident are to fully cooperate with the Deputy Principal in the completion of this investigation.
3. If a potential crime is revealed during the conduct of this investigation, the details of the potential crime are to be formally conveyed to the Queensland Police Service (QPS) for their consideration or further investigation.
4. Notwithstanding a possible referral to the QPS, the investigation will continue within Raymont to ensure the safety, welfare, and well-being of the student community.
5. This investigation, including recommendations, is to be presented to the Principal for consideration and further action.

SANCTIONS

Whether the matter is one of student conflict or a matter of conduct being addressed by the Deputy Principal the student may:

1. Be required to attend an interview with the Deputy Principal.
2. Be subject to verbal or written censure or reprimand and be given warning that harsher disciplinary action may or will be taken,
3. Be required to make restitution.
4. Be required to undertake community reparation work within Raymont of such a nature and for such a period as the Deputy Principal or Principal shall determine. Such community reparation must be completed within one week unless another timeframe has been agreed to in discussions with the Deputy Principal or Principal;
5. Be issued a Notice to Show Cause for Suspension from Raymont Residential College for a stated period. If a student has been suspended from college due to inappropriate behaviour, that student will not be entitled to a refund of residential fees (accommodation or meals) while absent from Raymont;
6. Notice to Show Cause for removal from Raymont Residential College after completion of the current semester with the possibility of being able to return at a designated time.
7. Notice to Show Cause for removal from Raymont Residential College from a specified date/time, and possibly be denied further access to the College.

APPEALS

1. A resident may appeal to the person who has taken the action to retract or reconsider the action. The basis for the appeal may be on procedural or substantive grounds.
2. If an initial appeal fails, an appeal may be made to the next most senior member of staff or to the Principal.
3. If an initial appeal is made to the Deputy Principal and the resident is not appeased, a second appeal may be made to the Principal in writing.
4. Any appeal or record of appeal will be treated with the same confidentiality as records of disciplinary breaches or actions.

Raymont's *Code of Conduct* provides a broad picture of the manner in which young adults in a respectful Christian community should conduct themselves. The policies outlined in the Student Handbook link directly to the *Code of Conduct* and provide further greater detail across the breadth of Raymont's student policies.

4. Our history

Raymont Residential College is located in the historic suburb of Auchenflower, Brisbane. It began in the grand old house Drysllwyn (named after a ruined castle in Wales, meaning "green, rolling hills"), built for the Davies family in 1904-05. William Davies was a Welshman who came to Australia during the gold rushes. He prospered in the nearby town of Gympie, accumulating a controlling interest in about 18 mines.

With the Second World War in full swing, the US military command requisitioned Somerville House Girls School, displacing the students from their premises. Davies offered to lease Drysllwyn to the Presbyterian and Methodist Schools Association, and from 1942 to 1944 the house was used as a day school for about 50 girls.

After the war, the Methodist Church began to use the house for female boarders from the country who were undergoing teacher training or working. In 1947 Mrs E. Raymont left a large bequest to the church which enabled them to pay off debts and formally take ownership of Drysllwyn. The building was renamed Raymont Lodge in recognition of this philanthropy, and the student accommodation lodge was established. The beautiful verandas of the house were closed in to create more bedrooms. There were various additions for kitchen staff quarters and walkways to and from these buildings.

In 1951, a wing which was later named Primmer was added. By the 1960s, Raymont housed about 48 young women. Primmer student accommodation for men located nearby was closed in 1977 and Raymont began to accommodate both male and female students. Alcorn, a brick accommodation block with 98 rooms, was built on the western side of Raymont campus in 1979.

In 1985-86, the Uniting Church undertook a restoration project on Raymont, managed under the Community Employment Program. Drysllwyn became a National Trust building but continued to be used in support of Raymont College activities.

In 2015, Raymont Lodge became Raymont Residential College with a vibrant multi-cultural community which includes mostly domestic students from regional areas and some international students who enjoy the supportive environment and accessible location to attend various universities and other tertiary institutions.

5. College staff

5.1 Principal

The Principal of Raymont Residential College is accountable to the Uniting Church in Australia, Queensland Synod with regard to the operation of the College.

The Principal is responsible for the leadership and administration of the College, as well as pastoral care, academic and leadership programs to support students during their stay at Raymont.

The Principal is available both in and out of office hours.

5.2 Registrar

The Registrar is responsible for managing the student enquiry, application and enrolment processes and providing exceptional administrative service and support to the Raymont community.

5.3 Deputy Principal

The Deputy Principal is responsible for leading, training and managing the Student Leadership Team (SLT), looking after student health and well-being, and running the Academic Support program (tutorials).

5.4 Operations Manager

The Operations Manager is responsible for managing the operational and CAPEX budgets as well as the day-to-day operations of the cleaning, maintenance, and catering teams. They are involved with building project management tasks related to Raymont Residential College and the Uniting Church Site. All contractors report to the Operations Manager along with the Chef Manager, Maintenance Coordinator and Cleaning staff.

5.5 Catering Staff

The Chef Manager oversees the total catering service for the College including functions, Jay's Café, staffing, ordering, menus, safety, health and hygiene. The catering staff consist of a Functions Coordinator, chefs and kitchen hands who are responsible for the development of healthy menus prepared in accordance with Australian Food Safe Standards.

5.6 Chaplaincy and Support

The College Chaplain is available for the spiritual support and pastoral care of all students. Arrangements to see the Chaplain can be made through the College office or in person with the Chaplain.

5.7 Senior Residential Assistants (SRAs)

The Senior Residential Assistants (SRAs) report to the Deputy Principal and provide leadership for the Student Leadership Team (SLT). They have a very important supervisory role of students and the site afterhours from 5.00 pm to 8.30 am the following day on weekdays, over weekends from 5.00 pm Friday to 8.30 am Monday and all day on public holidays. The duties of the SRAs include and are not limited to:

- Mentoring a group of Residential Assistants (RAs)
- contact for students and short-term visitors who require assistance
- provision of first aid as necessary
- emergency wardens
- after-hours emergency contact

- advice to the Student Resident's Association
- locking doors and setting alarms and ensuring all guests leave the premises by 11.00 pm.

To be considered for the position of being a SRA, a resident is usually in their third year of residency and has previously held the position of RA or been a member of the Resident's Association.

5.8 Residential Assistants (RAs)

Their role is to offer support and advice to new students facing the challenge of undertaking tertiary studies away from familiar surroundings. Each Residential Assistant (second year and above) takes care of a unit with a maximum of 9 students which become your "family" in the community.

6. Orientation Program

The Orientation Program is a program designed for students to get to know each other and to learn about the College. We expect new students to attend, as essential information on our college values and code of conduct are provided at this time, along with very important opportunities for new relationships to be built throughout the College. Non-attendance at orientation is not an excuse for being unaware of, or misunderstanding College rules and regulations. If you are unable to attend, please provide an email to the Principal at krishna.stanton@raymont.com.au and the Deputy Principal at james.weeks@raymont.com.au explaining why you cannot attend.

The Orientation Program includes activities to get to know each other and information to help settle into residential life. It provides a forum for questions and discussion. We will assume that you are attending unless we hear to the contrary. The full program will be included in your Welcome Pack sent to you prior to your arrival at Raymont Residential College.

7. College services

7.1 Resident's Association (Res)

The Resident's Association is accountable to the Deputy Principal and Principal for the social program and meet regularly to organise and run sporting, recreational, cultural and social activities.

These social activities include:

- Trips to the Coast and theme parks
- Battle of the Bands
- Ray's Regatta
- Trivia Nights
- Formal Dinners
- and much more

The Res Executive consists of the President, Secretary, Treasurer and a Promotions person, who are second- or third-year students appointed by the Principal for a calendar year.

7.2 Tutorials

Every Tuesday or Wednesday evening during the semester, students can attend a variety of free course/subject-based tutorials on site for up to 2 hours.

7.3 Functions

Functions are held during the year as an opportunity for the whole community to interact. Guest speakers are sometimes arranged to provide encouragement and motivation. Functions include:

- Commencement Dinner
- Parent's Soiree
- Re-Commencement Dinner (Christmas in July)
- Gala – this is the last formal function of the year which is held off-site.

7.4 Sport

The College encourages students to participate in social sporting teams. Different sporting teams are formed each semester and compete in the QUT Social Sport Competition in some of the following sports:

- Netball
- Basketball
- Soccer
- Volleyball
- Touch football
- Dodgeball

7.5 Pastoral Care & Academic Support

The first point of contact for students for minor personal, academic and College issues is their RA.

The Deputy Principal has a responsibility for the welfare and wellbeing of students and is available for academic and personal support, pastoral care counselling and career development.

All College staff have a responsibility to ensure that the wellbeing and welfare of students is supported and enhanced by their College experience. The College staff will refer students to an appropriate service if their issues are beyond the experience and training of College staff, or if the resident requests to speak with someone outside the College.

Personal issues such as academic stress, alcohol, substance abuse or severe mental health issues may strain living relationships and cause disruption within the College environment. The staff and SLT receive Mental Health First Aid training. It is both the College resident's right and responsibility to seek professional help when such issues become obvious or become disruptive to other College students.

7.6 Chaplain

The College employs a part-time Chaplain who is available for the support and pastoral care of students. If a student wishes to see the Chaplain, an appointment may be made through the Registrar or with the Chaplain directly.

Students are encouraged to attend fellowship meetings on Friday evenings, to form Bible study groups and other small groups for the purpose of mutual support, encouragement, sharing and prayer. Support for these activities is readily available from the Chaplain and other members of staff.

7.7 Disability

Any resident who has a physical disability, history of mental health or a chronic medical condition should notify the Registrar of Raymont Residential College upon application of residency. Such information will be treated in the strictest confidence. The College may provide limited support that is reasonably available within its resources to assist these students. Parents/guardians MUST ensure that support programs are in place for the resident prior to or shortly after checking into the College.

8. College facilities

8.1 Dining Room

8.1.1 Dining Room use

Current students at Raymont Residential College can access the Dining Room and the food and beverage services provided by the College.

Breakfast, lunch, and dinner are provided in the Dining Room seven days a week during the academic year. We prefer that meals are consumed in the Dining Room or outside on the deck rather than in the unit or their rooms so that students take a break and the opportunity to connect with other students.

Use of the disinfectant gel located at the servery is encouraged before touching any food service equipment. Used dishes, cups and cutlery should be returned to the clearance trolley after completing their meal.

8.1.2 Meals for guests

Under normal operations, friends and family are welcome to purchase meals in our Dining Room. Prior arrangements and payment **MUST BE** made at the College office or Café during normal business hours Monday to Friday, or students should write their names, and the meal consumed by their guest, in the Guest Meal register in the Dining Room.

8.1.3 Mealtimes

Breakfast

Monday to Friday	6.30–9.00 am
Weekends and public holidays	7.30–9.00 am

Lunch	12.00–1.00 pm
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Dinner	5.15–6:45 pm
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8.1.4 Packed lunches

If you cannot be present at lunch, a packed lunch may be ordered by 5pm the previous day. or taken away in a container at the end of dinner service the previous night or prepared at breakfast at the snack table. Packed lunches are considered to be your meal. Packed lunches are available 7 days a week.

8.1.5 Late dinners

Students who will be absent for dinner and still require a meal can print their names in the Late Dinner register located on the table on the RHS as you enter the Dining Room. Their late dinner plate and cover should be left in the appropriate containers no later than 3.00 pm on the day the meal is required.

If no plate or cover is left, **NO MEAL** will be provided.

Kitchen staff will leave late dinners in the fridge in the Dining Room. An RA should collect the meal and place it in the unit refrigerator.

Microwaves in the Dining Room and the unit kitchenettes are available for heating meals.

8.1.6 Special dietary requirements

Special diets such as vegetarian, gluten-free, dairy-free are provided on request. The Menu board for each meal clearly displays what is or is not in each dish to meet special dietary requirements. Those with food allergies or require a special diet should discuss their needs with the Chef Manager. However, it should be noted that there is a limit to the extent to which special diets can be accommodated in the normal operation of the College's catering service.

8.1.7 Menu satisfaction

The menu is formulated each Semester and works on a rolling four-week period.

Residents are encouraged to discuss concerns with the Chef Manager or Duty Chef and offer constructive suggestions. Any suggestions or concerns may also be raised with the principal, deputy principal or operations manager.

Concerns about the service or the quality and variety of food should be directed to the Chef Manager or Duty Chef at the time. There will be an SRA or RA present at the evening meal each day. Students can, if they wish, approach the SRA or RA to discuss any incident/issue that has occurred during that meal.

8.1.8 Dress standard and duties

Neat, casual dress and footwear are to be worn in dining areas. Swimwear and sleepwear are not acceptable forms of dress.

Before leaving the Dining Room, students are to leave their used crockery and cutlery on the trolley provided.

Chairs and tables are to be placed in their original positions.

Please do not sit on top of or at the end of the tables and benches. **8.1.9 Crockery, cutlery, and food supplies**

Drinks, food, crockery, cutlery, and glassware are provided in the Dining Room for main meals only and **are not to be taken from the Dining Room.**

Only plated late dinners, packed lunches and a piece of fruit may be taken from the dining area.

Students are required to provide their own snack supplies, crockery, and cutlery for use in their units between meals.

Juice and milk cartons are not to be taken from the dining hall for personal consumption.

All drinks from dispensers are for use mainly during mealtimes.

Cooking of meals in units is not permitted.

8.1.10 Jay's Café

The College operates a Café in the vicinity of the Dining Hall. This is available for students to purchase snacks between meals. In addition, it is a great place to have a coffee with parents and other visitors.

8.2 Swimming pool

A swimming pool is available for use by residents and their guests between 7.00 am and 9.00 pm Mondays to Saturday plus 9.00 am to 9.00 pm on Sundays. Students will be informed about the rules and expectations as part of the welcome and induction process. Pool users are to wear appropriate swimwear, be safety conscious and use it at their own risk.

As we have neighbours nearby, students are requested to minimise noise levels especially after 8.00 pm. Students will be asked only once to limit noise to an acceptable level, after which (if non-compliant) they will be asked to leave the pool area.

8.3 Car parking

There is **limited** parking available on-site during office hours. Please do not park in the Visitor or Disabled parking bays at any time.

8.4 Laundry

The College laundry facilities are for the exclusive use of current students at the College. Non-students using the facilities should be reported to the College office or to the on-duty SRA or unit RAs immediately.

Washing machines and dryers are free to use. Students must supply their own laundry detergent.

Exterior clothes lines are available for students of Alcorn and Primmer.

8.5 Music rooms

Two air-conditioned music practice rooms are available for students who play music for study or leisure. Both rooms are equipped with a piano. Students studying music have priority to use the rooms for rehearsal. Each room is sound dampened to minimise disturbance; however, all practice must be completed no later than 10.00 pm.

Instruments may be stored in the music rooms, provided they are packed neatly into a corner and belong to a current resident. **Security of the instruments is the responsibility of the students.**

An alarm bell has been fitted in each music room in case of emergency.

8.6 Student Lounge and Games facilities

Located on the ground floor of Drysllwyn House, facilities in the student lounge include TV and couches, pool table, and board games.

It is expected that all users of the student lounge will be mindful of the wider community by leaving the area secure and in a clean state (removing their rubbish). Any resident or resident's guest found to have damaged the lounge or the contents will be required to pay for repairs/replacement of items.

8.7 Senior Student Houses

Raymont College currently has 12 rooms for senior students across 3 properties at the College: Mason House, Niessl House, and Low House.

The senior student houses are set aside for those who are in their third year or more at Raymont. The senior student housing placements are at the discretion of the Deputy Principal and Principal. The accommodation contains lounge and dining room, bathroom with separate toilet, laundry, kitchen, TV, and Wi-Fi.

Students will be expected to be neat and tidy, making sure to place rubbish in the bins provided. Residents will also be expected to keep noise down to an appropriate level and observe regulations concerning noise, as well as other regulations for all Raymont students as outlined in this handbook.

Any resident found to have damaged the house or the contents will be required to pay for the repair or replacement of items.

8.8 Gym

The College has a well-equipped air-conditioned gym. The Student's Association endeavours to purchase gym equipment as required. Guests and/or visitors are not permitted to use the gym. Use of the gym can only occur after students have received a gym induction and **is at their own risk**. Gym users are to wear appropriate

clothing, always be respectful of other users and above all, use the equipment safely within their limits to reduce the risk of injury. Users are always asked to keep noise to minimal levels, especially after 10pm.

8.9 Bedrooms

Each room contains a desk and chair, bookshelves, long single bed with a mattress protector, built-in wardrobe and chest of drawers, a fan/light, late dinner plate and cover, blind and a notice board.

For safety reasons, each room is coded individually and only the resident and management (along with SRAs and unit RAs) can access the rooms.

8.10 Storage room

When students vacate temporarily, they may leave personal belongings in the storage room. Prior arrangements must be made with Raymont Residential College office staff during office hours. There is no charge for this service for students returning to the College the following year. A modest storage fee is applicable for students who are leaving the College.

Personal possessions left in storage must be packed in cases or boxes clearly labelled with the resident's name. Any items left in storage not labelled will be removed. Any unclaimed items left at the start of the year will be donated or disposed of. Whilst care will be taken, Raymont Residential College assumes no responsibility for loss or damage of possessions left in the storage room or around the College.

8.11 Room inventory

All students check into their room electronically on arrival to confirm its condition and the inventory noting anything that is missing or damaged. This is best done before moving in any personal items with assistance from your RA if required.

The resident will be held responsible for any damaged that is not fair wear and tear or lost items. Please ensure that you notify the college of any items of repair or damage as soon as possible.

8.12 Bathrooms

Bathrooms are a communal facility. While cleaners are responsible for maintaining an overall standard of hygiene, each resident is responsible for cleaning up after themselves.

Please observe the following rules:

- always flush the toilet, make sure the toilet seat and the floor in front of the toilet are clean and dry
- place tampons or sanitary pads in the sanitary disposal unit
- do not leave hair lying on the sink or in the shower or stuff in down the drain hole. Place in the bin provided
- do not leave clothes or personal belongings on the bathroom floor
- do not leave personal belongings on the shelves or wash basins. Store them in your room or vanity cabinet.
- be courteous and considerate at all times, particularly in the mornings when other students are preparing to attend lectures/work
- do not leave taps or showers dripping or running
- report any maintenance items immediately to management or your RA
- Store any shampoos in the racks provided and not on the shower floor to make cleaning easier.

8.13 Unit common areas

Each unit comprises seven to nine single bedrooms and a common lounge/kitchenette area. Each common area is equipped with a television, ironing board, iron, vacuum cleaner, lounge chairs, coffee table, kitchen

table and chairs, fridge, and microwave for all to share. A dustpan and broom, wipes and feather duster are available to keep the unit and your room clean. Clothes dryers are to be kept in bedrooms and not left in common areas such as the laundry or outside bedroom doors.

All unit members are responsible for keeping the common areas clean and tidy by removing any rubbish or personal items and keeping their fridges clean and clear of any off foodstuff. Students are to clean up any mess that they make in the bathrooms and kitchenette. Students are also to assist with keeping their adjoining laundry areas clean and tidy.

8.14 Bicycle cage

Those who would like to ride to university are able to secure their bicycle in a bicycle cage with external access. Access to the cage can be obtained from the College office. Bicycles are to be stored in the bicycle racks provided and secured using the owner's lock.

Fire safety regulations specifically note that bicycles cannot be left in stairwells or hallways (this includes common rooms). Bicycles found blocking evacuation areas will be removed.

Any bicycle left in the bicycle cage at the beginning of each year that has not been claimed or may belong to someone who is no longer a resident, will be removed.

8.15 Study areas

There are a variety of air-conditioned study spaces available to students upstairs in Dryslwyn house, in the Student Hub and the Albert room in Dryslwyn House. Other meeting rooms in the UCA Centre can also be used when available.

9. Accommodation

9.1 Checking in

Students are asked to arrive the day and time provided in the Welcome Pack sent out in December prior to arrival.

All students are required to go through check-in procedures when entering the College for the first time.

Students will not be issued with room fobs* unless the appropriate fees have been paid. Please refer to your Offer of Enrolment letter and Fee Schedule for the payment amounts and due dates.

When checking in, students will be booked into their allocated room and required to sign the Residency Agreement form in front of office staff.

Only one room fob will be issued. The replacement cost for a lost fob is \$15.00.

** a fob is a proximity-based coded disc that opens authorised doors.*

9.2 Checking out

Raymont issues a 'Returning & Departing' form which must be completed and returned at least two weeks prior to departure. For year-end departures this form needs to be returned by the end of October.

When a resident is leaving, a member of staff will check the resident's room to confirm their check-out. Following the inspection, the resident must finalise any damage fees at Reception prior to departure.

Rooms should be left in a clean and tidy condition, including the removal of all rubbish. Any damages to or loss of fittings from the resident's room will be charged to the resident. It is strongly suggested that students

be available and present when the room inspection is carried out. This is to enable minor issues to be rectified before departure.

All fobs must be returned to the College office before leaving the College. Failure to return a fob on departure will result in additional residency charges and/or costs of a replacement fob.

Students returning to the College the following year may store personal belongings at the College over the vacation period. However, they do so at their own risk and should make arrangements with office staff prior to the room inspection.

Students must vacate their rooms and leave the College at the completion of their exams or no later than the date indicated on their signed contract. Students who wish to stay beyond this time must move to a unit allocated for vacation accommodation.

9.3 Rooms

Students are responsible for the care of the furniture, walls, ceiling, and fittings in their rooms and will be held accountable for any damage.

All students must complete a room inventory when they first move into their room. It is important to complete this thoroughly, noting any existing defects or outstanding maintenance to avoid charges for damage when the resident vacates.

Any damage that occurs will be the responsibility of the room occupant. Any damage in the common area is the responsibility of the unit members. Please inform Admin as soon as possible if damage occurs so that it can be rectified quickly.

College furniture should not be moved from the room to which it has been assigned without permission from management.

9.4 Moving rooms

The Principal reserves the right to move students to another room if necessary. Students may not move rooms during the year without permission of the Principal.

9.5 Room furnishings

Individual rooms are supplied with a long single or single bed, desk, chair, bookshelves, notice board, built-in wardrobe, set of drawers, light/fan, and blind. Twin share rooms have a bed, dividing curtain, purpose-built storage, a desk, chair and set of draws.

Students will need to supply their own linen, blankets, pillow, and personal effects.

9.6 Room lockouts/lost fob

If you lock yourself out of your room, forget to take your fob or lose your fob during business hours (Monday – Friday 8.30 am – 5 pm) come to the Admin Office. You will receive a temporary fob that will give you access to your room once only; if you have lost your fob a new one will be issued. A replacement fee will be charged.

Outside of these hours, contact the duty RA or SRA who will let you into your room.

9.7 Walls and posters

Walls can be decorated but must be treated with care. No stickers, sticky or masking tape, pins, hooks, or nails are to be used. Students are not permitted to paint or draw on any walls or ceilings. The evacuation procedures notice on the back of each door is not to be removed or covered with posters or other material. Posters displayed in rooms are not to be offensive to any other resident, staff, or visitor. Students are not permitted to

hang clothing from the windowsills or to display posters on windows. Any material used to attach posters to the wall must be fully removed when vacating the room. If self-adhesive hooks are used, they are to be removed carefully when you leave. Any damage to the room or unit will be charged to individuals or unit members.

9.8 Air conditioning

Portable air-conditioning units may be used within the resident's room with prior approval by the Principal of the College. Once approved, the resident will receive an additional charge.

9.9 Personal electrical equipment

Personal electronic devices including computers and televisions may be kept in the students' rooms. All items are the responsibility of the individual resident. The College conducts checks on the safety switches on the electrical boards.

Small fridges may be kept in rooms subject to approval from the Principal and the provision of a drip tray to protect the carpet. Fridges are subject to random checks, without notice, by staff throughout the year.

For health and safety reasons, cooking appliances, other than those provided by the College (a microwave and jug) are not permitted in the rooms or buildings under any circumstances.

Each room has only two power outlets; under **no circumstances** are **double adaptors** or **piggyback plugs** permitted. Power boards with a safety trip mechanism are permitted.

Bar heaters **are not permitted** in the accommodation buildings for any reason. Oil heaters are permitted.

9.10 Pets

Due to the nature of community living students are not permitted to keep pets in the College. However, in exceptional circumstances approval may be sought from the Principal. For those residents granted permission, they are required to appropriately care for their pet and ensure there is minimal impact on other residents. Any damage done caused as a result of keeping a pet is the responsibility of the resident.

9.11 Pest management

Each year the College premises are treated for pest control. It remains the responsibility of students to report any concerns about pests to the Raymont Residential College office in order that issues can be dealt with appropriately.

It is important to maintain a high standard of personal hygiene and cleanliness in your living areas. Ensure that food is not left out or uncovered as this can attract ants and other pests.

Any pest infestation that is directly linked to poor housekeeping or lack of hygiene (e.g., ants, cockroaches, rats, or mice) will result in the cost of eradication being borne by the resident/s responsible, even if the cost of eradication escalates due to the subsequent spread of those pests to other areas of the College precinct.

9.12 Insurance

Raymont Residential College **accepts no liability for the security of personal property** brought into or stored at the College. Students are advised to obtain their own insurance cover for personal possessions, including cars and bicycles, which are stored / parked on the premises.

9.13 Security

Fobs issued to students are not to be lent, and they remain the property of the College. Fobs are to be returned to the College office by students before they depart at the end of their residency. Fobs that are lost or damaged

must be reported to the office immediately. If lost fobs are not located within five days, the expense of a new fob will be passed on to the resident.

Valuables should be kept in a discreet place in the room, and the room should be locked whenever unoccupied.

Any security concerns or problems should be reported immediately to the College office. After-hours incidents are to be reported to the duty SRA.

All members of the College should be vigilant in identifying potential security concerns and report suspicious activities or individuals to the College office during business hours or to the duty SRA after hours.

Security of personal belongings is the responsibility of the resident. Raymont Residential College provides locked external security doors as well as a closed-circuit television (CCTV) system for the accommodation blocks.

No permanent copies of the information from the CCTV are kept except for the purpose of passing information to the police where appropriate.

Propping doors open and lending fobs to non-students is regarded as a serious breach of security. Students will be disciplined for such breaches.

All students at the College and their guests are expected to comply with any request or requirement of the management or staff of the College.

9.14 Maintenance requests

Maintenance requests are to be entered into the Raymont maintenance portal immediately. The sooner an issue is reported, the quicker it can be attended to.

Only in the event of an after-hours emergency should the SRAs be notified of maintenance issues.

Students are not to contact external tradespeople. The College office is to be informed of any maintenance or cleaning requirements and the office staff will contact the relevant external tradespeople.

9.15 Personal health

Residents are encouraged to inform staff about any illness or ongoing medical condition. This is particularly important should you require assistance and be unable to communicate with medical staff.

Residents who use injecting equipment for medical purposes must dispose of all parts in a sharp's container (supplied by the resident). The resident must have due regard for the safety of others, including cleaning staff.

Do not dispose of sharps in the kitchen bin. Authorised sharps containers, once full, can be disposed of in the domestic garbage.

Personal medication must be kept in rooms and used only by the person for whom it has been prescribed.

9.16 Things to bring

The following is a list of items that you will need to bring to college:

<u>Linen</u>	<u>Washing</u>	<u>Cutlery/crockery</u> <i>(for personal use in the units)</i>	<u>Electrical</u>
KS bed sheets	washing detergent	plate, bowl, and cup	lamp
towels	fabric softener	knife, fork, spoon	clock
bathmat	pegs	lunch box	fan
hand towel	clothes dryer	water jug/bottle	computer
blankets/doonas	washing basket	coffee/tea mug	

pillow

laundry
basket/bag

microwavable containers
small personal bin

9.17 Re-admission

Each year, approximately eight weeks prior to the end of the year, College students will be sent documentation requesting information about their intentions for the holidays and re-application for the following year.

Students must complete the re-application form prior to departure. Returning students will be provided with first preference to return to the College so long as they indicate their desire to return prior to the requested date each year.

9.18 Electricity-wise

- notify the Admin Office if you plan on having a fridge or AC in your room
- turn off all your electrical equipment when you leave your room.
- turn off the TV in your unit if no one is watching it.
- do not overcharge electrical equipment (often at night).

9.19 Recycling-wise

A garbage bin is provided in each unit and recycling bins are provided onsite. They are emptied every working day. In order to help the planet, and help the cleaners do their job, please follow these basic rules:

- do not put any food or any liquid in the recycling bin
- rinse everything that contained liquid or food before putting it in the recycling bin
- use the recycling bin for what it is intended indicated
- if your recycling bin or garbage bin is full during the weekend or holiday, empty it into the appropriate industrial bin.

10. Financial

10.1 Admission to residency

Applicants are admitted to residency on the basis that they have read the Terms and Conditions of Residency, have signed an agreement to abide by these conditions and have paid all relevant fees and charges.

Coinciding with the payment or part-payment of fees, a formal Rooming Agreement must be completed and signed by the Student and Raymont Residential College. If the student is under 18 years of age, the Rooming Agreement must be signed by their Parent or legal Guardian. The Rooming Agreement commits the student for the duration of their enrolled period at Raymont. Students wishing to vacate before the end of their contract date are responsible for the full payment of fees. For further details regarding fees, please refer to our 2024 Fees Policy.

Following the payment / part-payment of fees and the completion of a signed rooming Agreement, a student will then be permitted to move into Raymont Residential College.

10.2 Payment of fees

There are three options for the payment of college fees;

1. Payment in one single instalment in accordance with the advertised fee schedule.

2. Payment in two equal instalments in accordance with the advertised fee schedule.
3. Payment through Edstart – edstart.com.au/raymont

One of these payment options must have been established before the provision of residential accommodation is approved to a Raymont student. Raymont reserves the right to refuse entry to any resident who has not paid their fees in accordance with our fees policy by January 25th, 2024.

Fees are subject to alteration without notice however it is normal practice for fees to remain in place until the beginning of each Calendar year.

10.3 Payment Methods

Payment methods accepted by Raymont include:

1. Credit card payments can be taken over the phone on (07) 3377 9903
2. Domestic bank deposits - please use the following details:

BANK: ANZ Bank
BSB: 013 128
ACCOUNT: 835 616 145

Place your LAST name and Raymont in the reference area.

3. International bank transfers – please use the following details:

BANK: ANZ BANK
Swift Code: ANZBAU3M
BSB: 013 128
ACCOUNT: 835 616 145
Full Account Name: UCA QLD SYNOD - General
Bank Branch Address: 293 Collins Street Melbourne VIC 3000

4. Cash or EFTPOS, in person.
5. Edstart – please check out – <https://edstart.com.au/Raymont> - Edstart was founded by a passionate team of Australian education and finance specialists. Having both grown up with parents that were schoolteachers, the founders have seen firsthand the power of education and have set out to improve access to learning. The goal is to help make education costs sustainable, flexible and easier to manage for schools, families and students.

10.5 Failure to Pay Fees

If a student fails to meet the payment of Raymont fees in accordance with the advertised schedule of payments, they will be asked to meet with the Raymont Principal to explain the situation. A one-week grace period will be provided to students/parents to pay their required instalment.

It is therefore essential that if a student or family are struggling to meet their financial obligations to Raymont Residential College, that they notify the Principal immediately so that their situation can be managed as fairly as possible for both the student and Raymont.

Please refer to the 2024 Fees Policy for further details.

10.6 Termination of residency

Please refer to the 2024 Fees Policy.

10.7 Damages policy

All damage is to be reported to the office as soon as possible. Students are not to attempt repairs. Management will consider general wear and tear when assessing each situation. Depending on the outcome of this assessment, a student may be liable for the repair. A schedule of charges is below – Section 10.8. Wilful acts of vandalism will be subject to the College disciplinary process, and where serious damage or damage to safety equipment is concerned, to Queensland law.

If it cannot be determined who is responsible for any damage that has occurred within common areas, such as bathrooms, toilets, passageways, laundry, living rooms, pool area etc., it shall be deemed to be the responsibility of all the students within the particular unit. This is regardless of whether students were present or not.

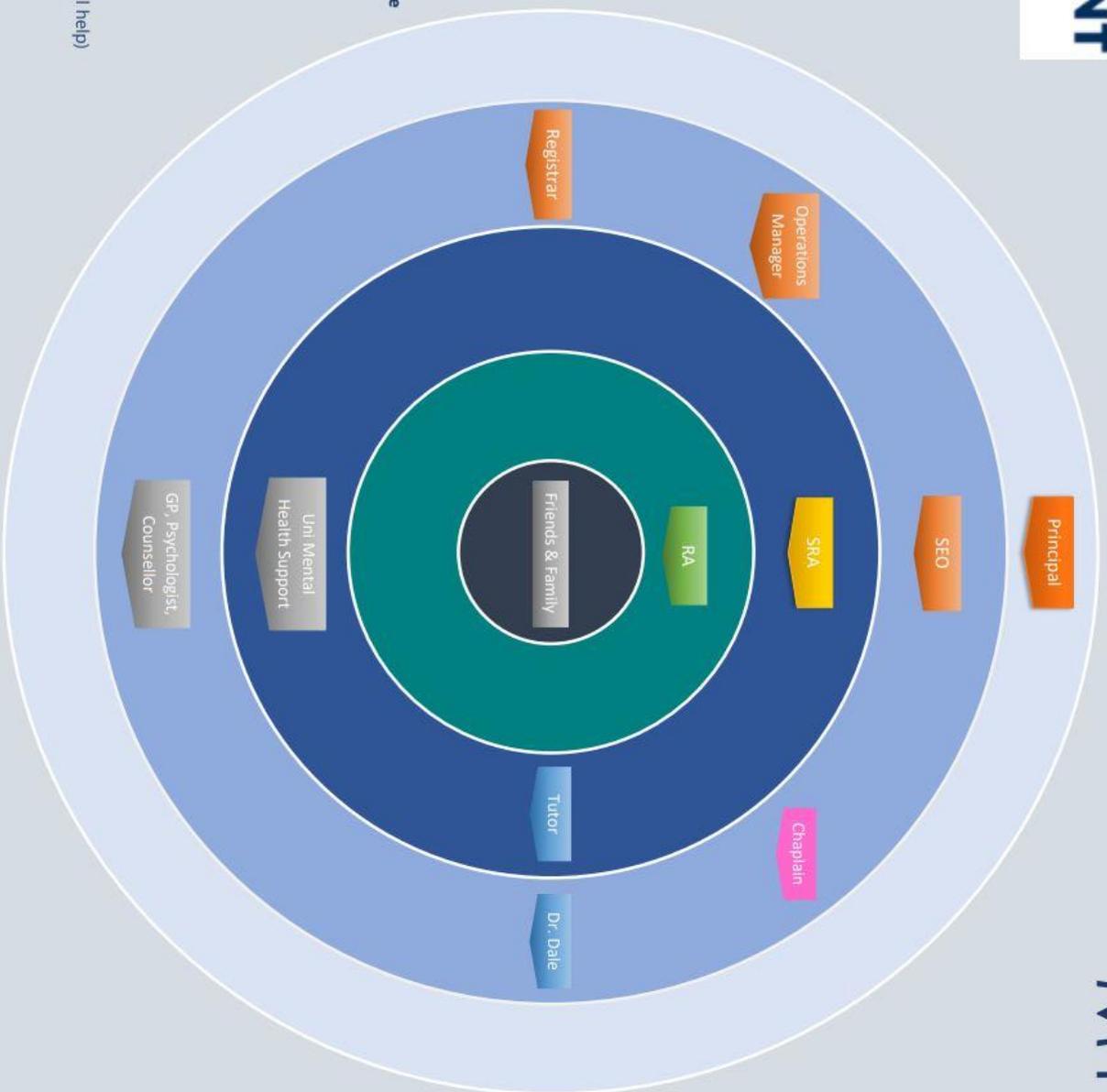
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10.8 Schedule of charges

These charges are indicative and the final charges may vary.

Description	Charge
Carpet cleaning – room (min charge applies)	\$150.00
Carpet replacement – common room	at cost
Carpet replacement – room starting at	\$450.00
Chair - unit Ikea replacement full chair starting at	\$119.00
Chair - unit Ikea replacement cushion starting at	\$49.00
Cleaning or maintenance charge per hour (a result of damage not normal wear and tear, or of not cleaning room at check out)	\$95.00
Curtains or blinds replacement – price per drop	\$100.00
Curtains or blinds replacement common rooms – price per drop	\$150.00
Cushion (cleaning) per cushion	\$50.00
Cushion (replacement) per cushion	\$180.00
Door – room (replacement, painting, refitting lock)	\$250.00
Door – unit (replacement, painting, refitting lock)	\$350.00
Door lock – lost fob key replacement (key ring fob)	\$20.00
Fire extinguisher – 2 kg CO ₂	\$300.00
Fire extinguisher – 9L water	\$300.00
Fire extinguisher – dry chemical	\$300.00
Fluorescent light fitting	\$136.00
Flyscreen replacement – per window starting at	\$100.00
Guest meals – breakfast, lunch, or dinner	\$17.00
Late dinner plate or cover (price for each)	\$25.00
Mattress inner spring	\$250.00
Mattress protector	\$25.00
Pin board – complete	\$150.00
Pool table and other recreational equipment damage	at cost
Bed - steel frame	\$210.00
Vacuum cleaner – replace	at cost
Wall damage – price commencing at	\$150.00
Wilful damage to property	at cost

MY SUPPORT



FOR URGENT SUPPORT

If you or someone you know are in immediate danger call emergency services on 000.

Lifeline – 13 11 14

Headspace – 1800 650 890

Beyond Blue – 1300 224 636

Suicide Call Back Service – 1300 659 467

13 Health – 13 432 584 (For non-urgent medical help)

Duty RA – 0408 152 384

Duty SRA – 0417 755 340

SEO – 0497 848 618

Principal – 0409 020 039

11. COLLEGE REGULATIONS

11.1.1 Alcohol

The consumption of alcohol in any form is forbidden on the College grounds. The following will be considered as consumption:

- possessing open receptacles containing or suspected of containing alcohol
- possessing an empty receptacle that did or is suspected of having contained alcohol
- possessing a receptacle containing or suspected of containing alcohol (whether the seal has been broken or not).

If a party/gathering is held and alcohol is present, ALL attendees will be held responsible and therefore face consequences as considered appropriate by the Principal. Any member found in the Dining Room in an intoxicated condition will be required to leave and may be subject to further disciplinary action. Intoxication is never accepted as an excuse for inappropriate or bad behaviour.

The Principal may approve the provision of limited alcohol during the conduct of the Commencement Dinner, Parents Soiree or Re-Commencement Dinner. Alcohol will only be provided by catering staff to adult students within the Dining Room or designated function place. No alcohol will be permitted outside of the specified areas during these events. Apart from these three designated events, there are three activities run by the Resident's Association that are conducted offsite where students will have access to alcohol. Students will be encouraged to drink responsibly and respect others. Raymont's alcohol policy serves to ensure the safety and dignity of all students.

Where alcohol is available at residential association events the student cohort are to ensure:

- Students who consume alcohol at designated Resident's Association events are expected to conduct themselves in responsible manner conducive to Raymont College values and in accordance with relevant legislation.
- Students under the age of 18 are not permitted to consume alcohol.
- Students must not engage in antisocial behaviour including but not limited to: Hazing, coercion, bullying, harassment, or any activity which requires or encourages students to consume alcohol against their will, at an accelerated rate, or in a manner which may be considered binge drinking.
- Students are not permitted to keep or use any apparatus designed for the over-indulgence of alcohol. Including but not limited to: beer bongs, snorkels.
- Students are not permitted to mix and/or supply a common source of alcohol for consumption by one or more persons. Including, but not limited to: jungle juice, punch dispensers, beer kegs.

Breaches of this policy will be dealt with in accordance with Raymont College's issue resolution policy. (See 11.6 Issue / Grievance Resolution Process and CODE OF CONDUCT – ISSUE RESOLUTION)

11.1.2 Drugs

Possession, cultivation, use or distribution of illegal drugs and the misuse of prescribed drugs is prohibited.

Students found in possession of such substances or articles may be asked to leave the College immediately. The police will be informed of such incidents and the persons involved.

The possession of apparatus for the preparation, storage or use of illegal drugs is prohibited. Any such apparatus shall be handed to the police.

11.1.3 Smoking

Underage students are prohibited from possessing, cultivating, using, or distributing tobacco within Raymont Residential College.

Adult students are only permitted to smoke in the designated smoking area, currently located in the staff basement carpark. Smoking is not permitted in any other location including:

- within five metres of any doorway or window, (as per Qld Law)
- in close proximity of any building
- in any part of the College area other than the designated smoking areas
- within any room or common room.

Smokers must ensure that:

- smoke does not blow back inside buildings via doors, windows, or vents
- litter (including butts and packets) is disposed appropriately.

11.1.4 Prescription Medication

Students may only use medication that is specifically prescribed for them by a medical practitioner. Medication must be used strictly in accordance with directions and in strict compliance with associated guidelines, for example, not consuming alcohol or other 'over the counter' medication while using prescribed medication.

Students are prohibited from acquiring or distributing prescription medication that has not been specifically prescribed to them for a specific purpose. Students are not to share their prescription medication with any other student.

Students experiencing adverse reactions from prescription medication are to report this immediately to their RA so that assistance can be arranged for a medical review.

11.1.5 Stealing

Stealing is an anti-social activity and is against the law. Taking any item belonging to another person, without the express permission of that person, is not permitted and will result in disciplinary action. It is irrelevant whether the item was stolen from a resident's room or a common area. This includes food either privately purchased or late dinners from the College or Unit refrigerator.

11.1.6 Breach of the criminal code

Any criminal act is unacceptable and police and/or other authorities may be notified.

11.1.7 Recording and distribution of images

The capturing, recording, saving or distribution of inappropriate photographs, videos, or other type of media (digital or other formats) of a resident or member of staff, without their express permission, is a serious breach and will result in disciplinary action and possible dismissal from the College. It is irrelevant if the image was taken on campus or not. If the image is of a person under the age of 18 years, the police will be informed.

11.1.8 Vandalism

Any wilful vandalism to college or resident property will not be tolerated. Any resident who is found responsible for any vandalism will face the disciplinary process which may include dismissal from the College. They will also be required to pay for the repair/replacement of the damaged property.

11.2 Behaviour

Every resident has the right to a safe, private, secure, and comfortable living environment. It is expected that students will display considerate and respectful behaviour at all times.

Behaviour by students at the College that compromises the security or safety of themselves or others in any way will lead to disciplinary action.

Abusive behaviour and threats, including physical, psychological, sexual, and racial harassment, discrimination, hazing, stalking or bullying of any kind will not be tolerated. Abusive behaviour by guests will be dealt with firmly and may jeopardise the continued residence of the host. All students are to make themselves familiar with the College's policy on discrimination and harassment, and to observe that policy in their dealings with others.

No resident of the College shall be involved in any act of violence or affray against any other person within the boundaries or buildings of the College. Any resident of the College found guilty of violence against any other person within the boundaries or buildings of the College will be liable to disciplinary action up to and including being asked to leave the College. Further action of notifying the police may be taken.

11.2.1 Discrimination, harassment, bullying or hazing

Raymont Residential College has adopted a policy in which unlawful discrimination in any form is not tolerated.

The *Anti-Discrimination Act* makes discrimination unlawful on grounds which include gender, race, age, religion, impairment and political belief or activity. A discriminatory act is one that treats a person less favourably than another because of one of the attributes listed above and may result in disciplinary action or dismissal.

Harassment in any form is unacceptable. Any resident of the College found liable for any harassment offence may face disciplinary action up to and including being dismissed from the College. Bullying and hazing are similar behaviours. While they are defined in this document, the generic term "harassment" is used to cover all these behaviours elsewhere. Some forms of harassment may constitute criminal behaviour.

Harassment refers to behaviour towards an individual or group of individuals that could be defined as "the repeated less favourable or unwelcome treatment" of a person by another or others which may be considered unreasonable or inappropriate practice. It includes behaviour that intimidates, offends, degrades, or humiliates in circumstances where a reasonable person would have anticipated the possibility that the other would be offended, humiliated, or intimidated by the conduct. It covers a range of unwelcome, unsolicited, and non-reciprocated behaviour. This may constitute deliberate or unintentional communication, verbal or otherwise, or physical contact of a sexual nature.

Bullying can include behaviour that can intimidate, degrade, and humiliate another person, either in front of other people or alone. It may include abuse of power, isolation, alienation, or be the result of conflicts of opinion or personality. It can include inappropriate comments about personal appearance and physical or verbal abuse.

Hazing is a form of harassment common to "initiation" rites is defined as any mental or physical requirement placed on any person or group of persons which could cause discomfort, pain, fear, disgrace, injury or which is personally degrading, or which violates any federal, state, or local government statute. This is no tolerance for any form of hazing or bullying within Raymont College. Any student involved in such behaviour may be expelled from the College.

11.2.2 Sexual assault and sexual harassment policies

Raymont has a Code of Conduct that is predicated on respect and adherence to high standards of decency in all relationships. To abuse someone physically or sexually is a violation of the law and our Code of Conduct.

The College commits to taking a proactive approach to reduce as far as possible the risk of sexual harassment or assault at Raymont. Further, all first-year students will be expected to attend a Healthy Relationships seminar during Orientation.

Raymont commits to dealing with any disclosure of sexual assault in a compassionate and comprehensive manner with the physical and emotional welfare of the alleged victim paramount at all stages.

While confidentiality will be maintained wherever possible, should the College believe that the resident's welfare is at risk, emergency contacts and/or next of kin will be sensitively contacted and asked to provide support.

Fact Sheets can be found at the end of this Handbook on:

Appendix One – Sexual Misconduct

Appendix Two – Sexual Harassment

Appendix Three – Sexual Assault

11.2.3 Verbal abuse

Verbal abuse in any form is deemed a breach of conduct and will be treated accordingly.

11.2.4 Profanity and foul language

Profanity and foul language are not condoned.

11.2.5 Noise

The College operates on the basis that students have the right to study or sleep at any time of the day or night without disruption from unreasonable noise, annoyance, or distraction. This ensures that the College fulfils its function as an academic residential community.

Noise from any source should not be heard from outside a resident's room after 10.00 pm and before 8.00 am daily.

All stereos, amplifiers, computers, and other sound equipment must be used with a set of headphones. This is the only acceptable method of listening to loud music.

All students of the College are required to comply with any reasonable request by another College resident, staff member or management to desist from producing any noise that can be heard beyond the confines of the resident's room.

Special care should be taken when using common areas such as television rooms, kitchens, and bathrooms after 10.00 pm, during SWOTVAC and exam blocks.

Where breaches of the noise policy can be substantiated, offenders will face disciplinary action.

Noise curfew

Noise, parties, and entertaining (including loud video/computer games) are not permitted during the exam period and the two weeks before exams each semester. This is to provide every resident with an equal opportunity to study and rest before and during the exam period. Those who finish their exams early should remember that others may be preparing for a later exam.

Moderate levels of noise can be made during the period between 12.00 noon and 2.00 pm, and again between 6.00 pm and 8.00 pm daily.

The options open to students if another resident is making excessive noise during the curfew period are:

1. Ask the resident to stop making the noise.

2. If the noise continues or the resident feels uncomfortable in approaching the noisemaker, call the office during business hours or the duty RA then SRA after hours. The noise will be investigated immediately, and the offenders may face disciplinary action.

The disciplinary outcomes for excessive noise during the curfew period:

1. the first offence incurs an official warning;
2. the second offence results in community service for all offenders and/or a Notice to Show Cause why offenders should remain in the college;
3. the third offence may result in offenders being asked to leave the College.

If a party/gathering is held, ALL attendees will be held responsible for the noise and therefore will face the same consequences. If attendees are not from the College, then the host will incur the additional community service. The staff member or duty RA/SRA will take note of who was in attendance at the party/gathering.

11.2.6 Guests

Guests are only allowed to be in the accommodation blocks or other College facilities after signing in and when accompanied by a resident. Guests are not permitted to be onsite overnight or after 11 pm without approval from college staff.

Students are responsible for their guest's behaviour in the College grounds and may incur disciplinary measures if their guest breaches a college rule e.g. possession of alcohol. Management has the power to refuse to allow any person who is not a resident of the College to remain in the College, or to use any facilities of the College.

The guest is not permitted to walk around the College or visit units without the escort of the host student. Guests cannot wait in a resident's room for the resident to return from locations outside the College grounds.

Any person, including former students, coming onto college property without invitation from a resident or permission from management, may be required to leave.

Students at the College are not permitted to allow another person to live in the College unless they have permission from management.

Guests of students are permitted to use some facilities of the College at the discretion of management. Guest will be routinely provided access to study rooms, Café, and Dining Room. Guests may use the swimming pool and common rooms only whilst accompanied by their host resident. Guests are not permitted to use the gym or the music rooms at the College.

Immediate relatives are welcome to use spare rooms if available. To make a booking, guests are invited to email the Raymont Admin Office at admin@raymont.com.au or by calling (07) 3377 9903. Arrangements **must be made** with the office prior to their arrival. An accommodation and meal charge is payable at the office via EFTPOS.

11.2.8 Absence

When away from the College overnight or longer it is suggested that your RA be advised/informed for safety purposes.

11.2.9 Cleanliness

It is expected that students will keep rooms, units, and common areas such as showers and laundries clean and tidy **at all times**. This includes taking rubbish from the units to the appropriate bulk bin on a regular basis. The Principal and Deputy Principal will make weekly rounds to check-in on the units.

The use of Blu Tack or a similar product is permitted. The Blu Tack must be completely removed when display items are taken down. Blu Tack is not to be used on the pin boards.

Rubbish is not to be left outside student's rooms or in units, to prevent the presence of cockroaches and other pests.

Students are advised to complete quarterly mid-semester deep cleaning of their units. These spring-cleaning activities will make move out days so much easier for all involved.

11.2.10 Furniture

In units and common areas, furniture must not be removed from its location without prior permission from management. Personal furniture is not to be placed in unit common rooms; it must be stored within the resident's room.

11.2.11 Naked flames or candles

Naked flames or candles, including incense sticks and essential oil burners are not permitted in or in the vicinity of any Raymont buildings.

11.2.12 Posters and pictures

Posters and pictures likely to offend other residents should not be displayed and may be removed by staff or SRAs if considered offensive.

11.2.13 Firearms and dangerous weapons

Firearms (including ammunition or magazines) or replicas of firearms, weapons (including items such as cross bows, arrows, knives, and other dangerous weapons), flammables, explosives or dangerous instruments are prohibited on site.

11.3 Violence

The College ethos forbids the use of violence in any form (physical or verbal). The use of violence for any reason will be regarded seriously and is likely to result in dismissal from the College. The principal will not hesitate to refer situations to the Queensland Police Service when deemed necessary.

11.4 Inspection

The bedroom is the resident's private space. However, it is the responsibility of Raymont Residential College to see that no laws or College rules are violated, or that actions take place which go against the interests of Raymont Residential College or its students.

For these reasons, Raymont Residential College has the right to enter any bedroom/area at any time if it is considered necessary and in the interests of Raymont Residential College or its students.

Rooms may be inspected to ensure that no alcohol or drugs are being consumed or stored on the premises.

During normal working hours, these inspections will be conducted by at least two members of staff. If it is deemed necessary to conduct a detailed inspection of the room, the inspection will be undertaken by a staff member of the same gender as the resident.

After hours, if it is suspected that alcohol or drugs are in a resident's possession whilst on the premises, these inspections will be conducted by at least two SRAs and/or RAs.

If alcohol is found, it will be confiscated by the person who has discovered it and destroyed by management after the owners have come forward. If drugs are found, they will be confiscated and given to the Police for investigation.

11.5 Prohibited items

A resident or a resident's guest/s is not to bring, keep or operate any of the following items in the College:

- alcohol
- any cooking appliances- including, but not limited to, hotplates, air fryers, camping stoves, rice cookers, toasters, grills, waffle irons
- bar heaters
- bottled gas
- brewing still
- candles (including decorative, memento or souvenir candles) (see 11.2.11)
- fireworks
- flammable or combustible liquids
- hazardous materials
- incense
- non-prescription / recreational drugs
- offensive material (see 11.2.12)
- oil lamps or burners
- smoke bombs
- stolen items (including road and directional signs, shopping trolleys).
- Weapons (see 11.2.13)

This list is not exhaustive. Other items may be considered safety hazards and subject to prohibition at the discretion of the Principal of Raymont Residential College.

11.6 Issue / Grievance Resolution Process

The Raymont Code of Conduct outlines the detailed process for the resolution of issues and grievances. In the first instance, students are encouraged to resolve problems at their level by politely speaking to the person causing an issue. Students are encouraged to seek support from their Residential Assistant (RA) if necessary. If the issue cannot be resolved at this level, the problem can be escalated to a Senior Residential Assistant (if after hours), the Deputy Principal or Principal.

If an incident has occurred which is likely to be in contravention of the Raymont Code of Conduct, the Deputy Principal or Principal will oversee a process involving Conciliation, Investigation and if necessary, Sanction of those involved. Details of this process are outlined in the Code of Conduct located in Chapter Three of this handbook.

12. Internet Policy

12.1 Acceptable Use Policy

12.1.1 Interpretations

- “Student”, “Student” or “Resident” means the private individual as described in the Access Request/Internet Form.
- “Designated User” means anybody authorised by the student to use the Internet Service.
- “Service” means the service provided by Raymont Residential College to the Student in the provision of interactive access to the Raymont Internet network.

12.1.2 Purpose

This document constitutes the Acceptable Use Policy (“Policy”) referred to in the terms and conditions agreed between Raymont Residential College and the Student and sets out the terms and conditions upon which the student may access the network and systems in order for the student to enjoy use of the Services.

Please read this document carefully before accessing the network. By using the network, you agree to be bound by the terms and conditions below. If you do not wish to be bound by these terms and conditions, you may not access the network.

12.1.3 Application

This Policy is applicable to all Students and Designated Users who use the Services. A breach of this Policy by a Student or Designated User may lead to the suspension or termination of the Student’s Services in full or part, without notice.

12.1.4 Responsible usage

The student is responsible for his/her actions when using the Services and accessing the network. The student must comply with the rules and regulations that are in force for the network. Should the Student act recklessly, irresponsibly or endanger the network, Raymont Residential College may suspend or terminate the Student’s Services at any time and without notice. In particular, the student warrants that he/she will not:

- store, send or distribute material which is obscene, indecent, pornographic, confidential or material that could give rise to civil or criminal proceedings;
- do anything, including store, send or distribute material which defames, harasses, threatens, abuses, menaces, offends or violates the privacy of any person;
- do anything, including store, send or distribute material of an illegal or fraudulent nature, including activities prohibited under any applicable State and Commonwealth law;
- do anything, including store, send or distribute material which interferes with other users or restricts any person, or which inhibits any other user from enjoying the Services, the Internet and RLIS network;
- forge header information, email source address or other user information;
- breach any laws, codes, standards or content requirements of any relevant authority;
- access, monitor or use any data, systems or networks, including another person’s private information, without authority; or attempt to probe, scan or test the vulnerability of any data, system or network;
- compromise the security or integrity of any network or system;
- place any viruses or other similar programs on the Service or the Internet;
- distribute unsolicited advertising or spamming or overload any network or system;
- use another person’s name, username or password or otherwise attempt to gain access to the account of any other Raymont Internet Student;
- tamper with, hinder the operation of, or make unauthorised modifications to any network;
- Attempt any of the above acts or permit another person to do any of the above.

Any or all activity on the RLIS network may be intercepted, monitored, recorded, copied, audited or inspected to ensure compliance with Raymont Terms and Conditions.

12.1.5 Reasonable resource usage

Raymont Residential College requires the student to act responsibly in their use of the Services and the resources of the network.

Should the Student use unreasonably excessive resources on the Raymont restricted Internet network, Raymont management may suspend or terminate access at any time and without notice.

12.1.6 Security

The student is responsible for maintaining the security of their Internet access including protection of account details and passwords.

The student indemnifies Raymont Residential College, officers and employees from and against all actions, claims, suits, demands, damages, liabilities, costs or expenses arising out of or in any way connected to the use of the Services, including unauthorised usage of the Service by a third party (up until the time the student notifies Raymont management of the unauthorised access).

12.1.7 Copyright

The Student must ensure that he/she does not store on the network, transfer or cause to be transferred over the Raymont restricted Internet network, reproduce or make available for distribution through the Raymont restricted Internet network, any data where the storage, reproduction, transfer or distribution of that data is in contravention of the *Copyright Act 1968* or otherwise infringes any third party intellectual property rights (such as using, copying or distributing data or software without the permission of the owner).

12.1.8 Content

Raymont Residential College does not and cannot monitor or control the content and information (which may be offensive, inappropriate, or unsuitable) that is accessed by the student over the services.

It is the responsibility of the Students and their Designated Users to avoid whatever is found to be offensive or obscene on any system or the Internet and to clearly identify material unsuitable for minors and to refrain from distributing prohibited material including, but not limited to, material deemed obscene under any applicable State or Commonwealth law.

The Students and their Designated Users are responsible for any material they place on the Raymont restricted Internet network and for any statements made in mediums including (but not limited to) web pages, social media, email, chat or discussion forums and bulletin boards.

12.1.9 Regulatory authorities

Commonwealth legislation allows the Australian Communications Media Authority (ACMA) to direct Raymont Residential College to attend to certain matters including removal of prohibited Internet content from the servers or to prevent users from accessing certain Internet content.

The student acknowledges that Raymont Residential College is bound to take action necessary to comply with any industry code of practice or direction from the ACMA or other regulatory authority and that this action may be taken without notice to the student.

12.1.10 Investigation by authorities

Raymont Residential College reserves the right to act in any manner it deems appropriate where there are reasonable grounds for suspecting that illegal or unacceptable usage of the RLIS network is occurring.

Raymont Residential College will cooperate fully with Commonwealth and State police and other bodies investigating suspected unlawful behavior by Students using Services on the Raymont Student network and reserves the right to suspend the student's use of the Service during such investigation.

12.1.11 Privacy issues

Raymont Residential College collects a range of information in the process of enrolling students and interacting as a community. The privacy and confidentiality of that personal information is important to us.

The College collects personal information about college students so that we can operate in an effective manner, providing a residential environment that is friendly, supportive and safe. At times, we may disclose information to third parties, to the extent disclosure facilitates the College meeting these objectives.

We may also disclose personal information:

- where required by law, or where it is necessary for certain types of law enforcement, or where it is necessary to protect against a serious and imminent threat to a person's life or health
- to meet government, legal or other regulatory authority requirements
- where a college member is under 18 years of age, to their parents or legal guardian.

12.1.12 Under 18 years

Raymont Residential College does not accept responsibility for legal guardianship of people under 18 years of age. Legal responsibility for the College resident and for the College resident's actions remains with the College resident's parents or legal guardian. QUT underage international students staying at Raymont have a 10 pm curfew and need to apply to leave the College.

It is strongly recommended that parents or legal guardians not ordinarily living in Australia, or absent from Australia for an extended period, appoint an adult person to act in the capacity of guardian of the College resident during their absence. The College should be advised in writing of the name and contact details of any adult appointed in that capacity.

From time to time, it may become necessary for us to discuss aspects of under-18s residency with their parents or legal guardians (including any guardians appointed by parents or legal guardians not ordinarily living in Australia or absent from Australia for an extended period). This may be the case, for example, where the College resident is experiencing difficulty adjusting to living away from home or is causing disruption to the College community.

We consider ourselves at liberty to do this so we can continue to operate our college in an effective manner, providing a college environment that is friendly, supportive and safe. We request that underage students take appropriate steps to be safe outside the College and **RAs are informed if they are away overnight.**

12.1.13 Over 18 years

We may also disclose personal information:

- where required by law, or where it is necessary for certain types of law enforcement, or where it is necessary to protect against a serious and imminent threat to a person's life or health
- to meet government, legal or other regulatory authority requirements.

From time to time, it may become necessary for us to discuss aspects of over-18s residency with their parents or legal guardians. This may be the case, for example, where the College resident is

experiencing difficulty adjusting to living away from home or is causing disruption to the College community.

12.2 General

12.2.1 Complaints

To report a violation of this Policy, details including any documentation, article or email should be sent to the Raymont Office admin@raymont.com.au

12.2.2 Suspension or termination

Raymont management reserves the right to suspend or terminate the Student's Service without refund should the Student or Designated User breach or assist, albeit encourage or incite another party to breach this, Policy.

12.2.3 Indemnity

The student indemnifies Raymont Residential College, its officers and employees from and against all actions, claims, suits, demands, damages, liabilities, costs or expenses directly or indirectly suffered or incurred by Raymont (including as a result of a claim by a third party) resulting from:

- any breach of this Policy by the Student or Designated User; and/or
- the use or misuse by the Student or Designated User of the Services.

12.2.4 General disclaimer of liability

Raymont Residential College disclaims all liability for any loss or damage incurred by a student during or related to their use of the Service or resulting from the suspension or termination of the Service by RLIS under this Policy.

This disclaimer of liability is in addition to and does not supersede, limit or replace any other applicable limitation of liability in any Raymont restricted Internet terms and conditions or other agreement.

12.2.5 Waiver

Should Raymont Residential College not act in relation to a breach by a Student of this Policy, this does not waive Raymont Residential College's right to act with respect to any subsequent breaches by the student.

12.2.6 Changes

Raymont Residential College may vary this Policy at any time. Any changes to the policy will be communicated via either email or network popup message. Continued use of the Services by the student after changes to the policy will be deemed to be acceptance of those changes.

12.3 Terms and conditions

Operation and use

12.3.1 Responsibilities

All students are to observe the requirements of the Acceptable Use Policy regarding their use of Raymont Internet Services

12.3.2 Policy

Raymont Internet Services are to be:

- Always operated in accordance with the relevant laws and regulations.
- Operated only in accordance with the purpose for which the facility is provided.

Students are responsible for any improper network use, including plagiarism, which occurs through their computer and network connection. Heavy penalties can occur through misuse, including permanent disconnection from the network.

While not all files downloaded via file share programs breach copyright laws, they are speed-limited to deter their use on the network. Of note, such programs also allow viruses to enter the network.

12.3.3 Review

These Terms and Conditions, along with the Acceptable Use Policy will be reviewed when required by changes in legislation, operational needs, or circumstances beyond the provider's control. If altered, students will be notified via either email or network popup message. Continued use of the Services by the student after changes to the policy will be deemed to be acceptance of those changes.

12.3.4 Services and facilities

- RLIS provides unlimited downloads at speeds of "up-to" 5 Mb (with some throttling and content blocking) and unrestricted hours.
- The service is limited to one device per student at a time.
- Students need to provide their own 5G-WiFi compatible wireless device.
- Only desktop or laptop PCs, tablets and smartphones are allowed on the network. No other devices are to be connected. For example, students will not connect a router, switch, or printer etc.
- Because the service is provided via wireless, students do not need access to a telephone line or modem to connect to RLIS.
- Students need to complete the appropriate form in the back of their handbook to be granted access.
- Students MUST provide an email account that is current and will be used in residence. If the resident changes the email account, he/she must inform the Raymont office as soon as possible.

13. Health and safety

13.0 Personal health

Students are encouraged to inform staff about any illness or ongoing medical condition, especially those with SEVERE Allergies. **Those who have or may require the use of an EPIPEN are to ensure that they provide an Anaphylaxis Management Plan to the Admin Office.** This is particularly important should you require assistance and be unable to communicate with medical staff.

Students who use injecting equipment for medical purposes must dispose of all parts in a sharps container (supplied by the resident). The resident must have due regard for the safety of others, including cleaning staff.

Do not dispose of sharps in the kitchen bin.

Authorised sharps containers, once full, can be disposed of in the domestic garbage. Personal medication must be kept in rooms and used only by the person for whom it has been prescribed. NO glass is allowed to be taken into the pool area.

Raymont provides a tiered after-hours support process through the Residential Assistant, Senior Residential Assistant and Duty Staff member. These staff are trained in First Aid and have received limited mental health

first aid training. This training enables Raymont staff to respond to emergencies and to provide immediate first aid prior to the arrival of specialist medical support.

Occasionally, students will suffer a serious injury, become seriously unwell or develop an acute mental health illness. Should this occur, Raymont staff will discuss with the student the best environment to support their recovery. While Raymont seeks to provide a full range of support to all students, it does not have the capacity to provide acute medical support on an enduring basis. If the student is not able to independently gain and continue medical treatment leading to their recovery, the Principal may ask the student to return to their family to ensure that they can gain the medical support required to make a full recovery. In this event, the Principal will work with the Next of Kin to develop an appropriate transition plan for the student to depart the College to access medical support. Once the student has recovered, a position at Raymont may become available in support of future academic studies.

13.1 Communicable diseases

A communicable disease is defined as a disease by which the causative agent is carried or transmitted from one person to another directly or indirectly. A range of microbes, including bacteria, parasites, fungi and viruses, cause such disease.

Viral infections, where there are no cures presently available, are of great concern within the community; for example, Hepatitis B and Acquired Immune Deficiency Syndrome (AIDS).

Conditions such as Hepatitis B, HIV/AIDS and sexually transmitted infections are spread via the exchange of contaminated body fluids including blood and sexual secretions.

There is a high risk of infection through sharing of needles or razor blades, contact with contaminated blood, and sexual intimacy with a person who is carrying the virus or illness.

At present, the best way to protect against these infections is through preventive strategies aimed at limiting exposure to such agents. Coronavirus has changed our world. It is assumed that each member of the College community will exercise a duty of care to others and follow any directions or instructions required.

13.2 Fungal infections

People with warts or fungal infections such as tinea should ensure that they do not infect other students via the bathrooms. The wearing of rubber thongs or plastic sandals is recommended when showering.

13.3 Universal precautions

When rendering emergency assistance to a person who is bleeding, it is advisable to assume that the blood and/or bloodstained body fluids are contaminated with a communicable disease.

13.3.1 Hand washing

Intact skin is an effective barrier against infection; however, cuts and abrasions need to be covered with a waterproof dressing or bandage. In any case, you must wash your hands with soap and water as soon as possible after contact with blood. Use the sanitiser provided!

13.3.2 Gloves

Gloves should be worn if direct contact with blood or contaminated surfaces is anticipated. Clean gloves, preferably sterile in the case of treating haemorrhage, should be used. After use they should be disposed of, not washed or disinfected (the agents used can lead to the deterioration of the effective physical barrier).

Gloves are stored with the First Aid kits located in the reception area, SRA house and the kitchen.

Gloves do not prevent injuries from sharp objects. If torn or damaged, new gloves are necessary.

Household gloves are suitable for decontamination of surfaces and equipment. Again, they should not be used if there is any evidence of deterioration.

14. Accidents and emergencies

14.1 Medical/first aid assistance

Most staff including SRAs and RAs hold a First Aid Certificate and 24-hour help is available if you require assistance. All students are covered for ambulance when on campus.

Students at the College should be aware that after-hours assistance and/or arranging emergency transport to medical facilities would normally be provided in circumstances of **serious accidents or acute medical conditions only**.

The College will not normally provide transport for students who have minor ailments or need to attend medical appointments. In those circumstances, students should organise transport/rides with fellow students or public transport.

If a resident is injured, even if the accident has not occurred at the College, the office staff or SRA should be notified immediately, especially if hospitalisation is required. In case of emergencies, management should be contacted as soon as possible.

14.2 Reporting accidents or injuries

Any illness, injury, or accident requiring medical attention **MUST** be reported to management as soon as possible during business hours or to the SRAs after hours. Even if considered a trivial matter, the appropriate people must be informed so that full care can be ensured and any problems with equipment/facilities can be rectified.

14.3 Health insurance

All students require their own Medicare card and/or Health Care Card. Overseas students will require private travel insurance (eg. OSHC World Care Assist). Please note that the College's Accident Insurance Policy is not a health insurance policy. The primary purpose of the policy is to provide payment for specified outcomes of accidents, such as the loss of a limb.

14.4 Access to rooms

In the event of a fire alarm, and in an emergency, emergency wardens may enter student's rooms to determine whether the room is occupied. Rooms will be secured upon departure.

14.5 Fire procedures

The *Fire Safety Act 1974 – 1985* requires all students during their first week of residency to acquire knowledge of the fire safety equipment, fire exits and fire safety procedures in existence at Raymont.

A detailed evacuation plan and procedure can be found on the back of each bedroom door.

Within the first 30 days of each semester, staff will conduct a fire drill with all students.

Anyone intentionally setting off a false alarm or damaging fire equipment will be fined. All rooms must be kept tidy and free from litter, flammable materials, and sources of ignition (eg. multiple leads).

All doors and passageways must be always kept free of obstructions.

14.6 Firefighting/early warning equipment

Below is an extract from the *Fire and Rescue Service Act 1990* that clearly states that it is an offence to tamper with any fire safety equipment that is in place in Raymont Residential College.

s147 Offences

- (1) *A person commits an offence against this Act if the person does, or fails to do any of the following acts—*
- (d) *wilfully and unlawfully destroys, damages, removes, covers, or otherwise interferes with an alarm or other apparatus for the warning of fire or any apparatus for the prevention of fire or for use in the event of fire;*
 - (e) *wilfully and unlawfully encloses any fireplug thereby rendering difficult the locating or use of the fireplug or wilfully and unlawfully obliterates or covers any mark or sign used for locating a fireplug;*
 - (f) *wilfully gives a false alarm of fire.*

14.7 Building evacuation

Evacuation signs are posted in the buildings and all the rooms indicating your location in relation to the nearest exit, and steps to take to vacate the premises. Please familiarise yourself with the location of all exits from your building. Evacuation maps are part of the fire equipment and must not be tampered with.

If the fire alarm sounds, remain alert and be prepared to evacuate the building and follow the directions of the wardens. In the event of an evacuation, report to your assigned assembly point for further instructions. Failure to evacuate when an emergency alarm sounds or when instructed to do so by a staff member, or wilful use of fire-fighting equipment, may result in termination of residency or prosecution of offenders for a Fire Code violation.

15. Caveat

To the best of our knowledge, the information contained in this handbook was correct at the time of compilation. Management accepts no responsibility for any errors contained herein.

Raymont Residential College reserves the right to waive or vary the rules, conditions, fees, and charges without notice.

16. Contact numbers

Raymont Residential College office Email	(07) 3377 9903 admin@raymont.com.au
Senior Residential Assistant (SRA) Mobile - (after hours)	(07) 3377 9903 0417 755 340
Residential Assistant (RA) (after-hours lockouts) Mobile	0408 152 384
Kitchen	(07) 3377 9740
University of Queensland Enrolments/examinations Emergencies	(07) 3365 1111 (07) 3365 3333
Queensland University of Technology Enrolments/examinations Emergencies	(07) 3138 2000 (07) 3138 8888
Local medical assistance Toowong Medical Centre	(07) 3217 8033
Transport TransLink (buses, trains, and ferries)	131 230
Emergency For any life-threatening emergency (Police, Fire and Ambulance)	000

Appendix One – Sexual Misconduct Factsheet

It is very important to the safety and wellbeing of everyone who lives or works at (or visits) our college that everyone feels:

- Safe
- Valued
- Respected
- Treated fairly
- Treated as an equal.

‘Sexual misconduct’ describes a range of behaviours from sexism and gender discrimination to sexual harassment and sexual assault.

These various behaviours are considered to lie along a continuum. Sexist language and behaviour are more common than extreme forms of abuse such as sexual assault, but behaviours often considered harmless (at least by those engaging in them) are linked with more violent forms of abuse.

Sexual misconduct is gendered in that most incidents are perpetrated by men against women, but it is experienced by men, women and transgender people, and perpetrated by men and women against people of the same or another gender.

People who experience or witness sexual misconduct may feel uncomfortable, disrespected, demeaned, degraded and unsafe.

No Raymont student should cause any other Raymont student – or anyone else – to feel that way.

These feelings are not the “problem” of the person who experiences or witnesses the sexual misconduct. Feeling humiliated or intimidated is not “political correctness” or an inability to “take a joke”. Sexual misconduct is a problem in the person who engages in it.

It is the responsibility of everyone to speak out against it.

WHAT IS SEXISM? ¹

Sexism or gender discrimination is prejudice or discrimination based on a person’s sex or gender. Sexist behaviours can include:

- **Sexist language** – language that devalues members of a particular gender
- **Gender-specific negative terms** – language carrying negative implications based on a person’s gender or used only against members of a particular gender
- **Occupational sexism** – discriminatory practices, processes or actions based on a person’s gender

¹ Further information is available at the Australian Human Rights Commission website: <https://www.humanrights.gov.au/quick-guide/12094>, sited 22 October 2018.

- **Objectification** – treating a person as a “tool” for another’s purposes; treating a person as interchangeable with all other members of the particular gender; denying a person free and independent choice or decision-making; treating a person as if there is no need for concern for their own experiences or feelings
- **Reduction** – treating a person as identified with their body or body parts; treating a person primarily in terms of how they look or appear; treating a person as if they lack the capacity or right to speak
- **Stereotyping** – adopting views or attitudes about a person based only on their membership of a particular gender
- **Gender roles** – assigning to a person particular norms or expectations of behaviour or activity, or of their status or relationship to others, based on their gender.

As racism denies rights, freedoms and respect to people based only on the colour of their skin, so sexism denies rights, freedoms and respect to people based only on their gender – as if they are inherently inferior by virtue of one arbitrary characteristic.

WHAT IS SEXUAL HARASSMENT? ²

Sexual harassment is any words, behaviour or activity of a sexual nature that offends, humiliates, or intimidates. See our [Sexual Harassment Policy](#) available on our website in the College Handbook, or in hard copy from Reception.

WHAT IS SEXUAL ASSAULT?³

Sexual assault is any behaviour of a sexual nature that makes you feel scared or uncomfortable. Any form of sexual touching or sexual activity without informed consent is sexual assault. See our [Sexual Assault Policy or Factsheet](#) available on our website in the College Handbook, or in hard copy from Reception or the Deputy Head of College.

RAYMONT POLICY

Raymont has a clear policy of zero tolerance of sexism, gender discrimination, sexual harassment, and sexual assault of every kind. These behaviours are prohibited for all residents and their visitors/guests.

This policy is part of our commitment to addressing inequality and promoting diversity, inclusion, responsibility, and respect. It is part of our commitment to building a community in which everyone is safe (physically and mentally), valued and respected.

² The Legal Definition of Sexual Harassment is outlined in the Sex Discrimination Act 1984 (Cth) is located at: <https://www.humanrights.gov.au/publications/sexual-harassment-workplace-legal-definition-sexual-harassment> sited 3 October 2018

³ Queensland Government, ‘About sexual abuse and assault,’ available at: <https://www.police.qld.gov.au/programs/adultassault/adultasslt.htm> sited, 3 October 2018.

WHAT IF I HAVE EXPERIENCED OR WITNESSED SEXUAL MISCONDUCT?

We encourage you to seek support, for your own wellbeing.

At any stage, you may speak with any of the following people at college, who have all received appropriate training and who will respond compassionately and discreetly to support you:

- **1800RESPECT**
- **Principal**
- **Deputy Principal**
- **Raymont Mental Health First Aid Officer (07) 3377 9903**
- **Chaplain**
- **Senior Resident Assistant 0417 755 340**
- **Your Residential Assistant**

The most important thing is to ensure that you feel safe and supported. Our priority is your health, safety, and wellbeing. For more information, see our Sexual Harassment Policy and Sexual Assault Policy, available in the College Handbook on our website, or in hard copy from Reception.

Appendix Two – Sexual Harassment Factsheet

It is very important to the safety and wellbeing of everyone who lives or works at (or visits) our college that no-one suffers any form of harassment – that includes sexual harassment.

WHAT IS SEXUAL HARASSMENT? ⁴

Any words or behaviour of a sexual nature may be sexual harassment if they would – intentionally or unintentionally – cause another person to be offended, humiliated, or intimidated.

Sexual harassment can take many different forms – it can be obvious or indirect, physical, or verbal, repeated or one-off. It can be perpetrated by a person of any gender against a person of the same or any other gender.

Sexual harassment can include:

- Staring or leering
- Unnecessary familiarity, such as deliberately brushing up against someone, or unwelcome touching
- Suggestive comments or jokes
- Insults or taunts of a sexual nature
- Intrusive comments or questions about someone's private life
- Displaying material of a sexual nature, such as posters or magazines, or social media posts
- Sending emails or text messages, or sharing photos or social media posts, of a sexual nature
- Making comments or advances or suggestions of a sexual nature on social media
- Accessing sexually explicit internet sites
- Requests for sex or repeated unwelcome requests to go out on dates
- Criminal sexual behaviour, such as physical assault, indecent exposure, stalking or obscene communications.

THE LAW

Sexual harassment is unlawful under the *Sex Discrimination Act 1984* (Cth). That Act says that a person sexually harasses another person if:

- the person makes an unwelcome sexual advance, or an unwelcome request for sexual favours, to the person harassed, or
- engages in other unwelcome conduct of a sexual nature in relation to the person harassed,

in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the person harassed would be offended, humiliated, or intimidated.

⁴ The Legal Definition of Sexual Harassment is outlined in the Sex Discrimination Act 1984 (Cth) and referred to at: <https://www.humanrights.gov.au/publications/sexual-harassment-workplace-legal-definition-sexual-harassment> sited 3 October 2018

RAYMONT POLICY

Raymont Residential College is firmly committed to the safety and wellbeing of all students, staff and visitors and works continuously to foster respectful relationships between all members of our college community.

Any form of sexual harassment is contrary to the stated values of our college. Students, staff and visitors must not engage in any such behaviour.

Our full [Sexual Harassment Policy](#) is available on our website in the College Handbook, or in hard copy from Reception.

WHAT IF I HAVE EXPERIENCED SEXUAL HARASSMENT?

If you have experienced or witnessed sexual harassment, we encourage you to seek support, for your own wellbeing.

At any stage, you may speak with any of the following people at college, who have all received appropriate training and who will respond compassionately and discreetly to support you:

- **Raymont Principal**
- **Deputy Principal**
- **Raymont Mental Health First Aid Officer (07) 3377 9903**
- **Senior Resident Assistant 0417 755 340**
- **Chaplain**
- **Your Residential Assistant**

The most important thing is to ensure that you feel safe and supported. Our priority is your health, safety, and wellbeing.

Disclosing: You can talk to a support person about sexual harassment you have experienced or witnessed, how you feel, and what help and support you need without having to make a formal report – this is called *disclosing*.

When it comes to disclosing, the most important person is *you*. You only need to tell us what you want to tell us. We will ask you what help and support you need.

Reporting: If you choose to – whether before or after disclosing – you may make a formal complaint about sexual harassment; this is called *reporting*.

The Specific Points of Contact at Raymont for reporting are the Registrar and the Principal. A report can be made in person, over the phone, or in writing:

- Registrar, Ms Catherine Henderson: catherine.henderson@raymont.com.au / (07) 3377 9903
- Deputy Principal, Mr James Weeks: james.weeks@raymont.com.au
- Principal, Ms Krishna Stanton: krishna.stanton@raymont.com.au

You may ask a support person – a friend or family member, or someone you trust at college – to help you make a report or to be with you when you make a report.

We will respond to the report promptly. We will keep you informed about what is being done in response to the report. At all times you, and anyone else affected will be offered support. You can change your mind about the report at any time and will still be supported.

It is very important to the safety and wellbeing of everyone who lives or works at (or visits) our college that everyone feels:

- Safe
- Valued
- Respected
- Treated fairly
- Treated as an equal.

‘Sexual misconduct’ describes a range of behaviours from sexism and gender discrimination to sexual harassment and sexual assault.

These various behaviours are considered to lie along a continuum. Sexist language and behaviour are more common than extreme forms of abuse such as sexual assault, but behaviours often considered harmless (at least by those engaging in them) are linked with more violent forms of abuse.

Sexual misconduct is gendered in that most incidents are perpetrated by men against women, but it is experienced by men, women and transgender people, and perpetrated by men and women against people of the same or another gender.

People who experience or witness sexual misconduct may feel uncomfortable, disrespected, demeaned, degraded and unsafe.

No Raymont student should cause any other Raymont student – or anyone else – to feel that way.

These feelings are not the “problem” of the person who experiences or witnesses the sexual misconduct. Feeling humiliated or intimidated is not “political correctness” or an inability to “take a joke”. Sexual misconduct is a problem in the person who engages in it.

It is the responsibility of everyone to speak out against it.

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- **Occupational sexism** – discriminatory practices, processes or actions based on a person’s gender

- **Objectification** – treating a person as a “tool” for another’s purposes; treating a person as interchangeable with all other members of the particular gender; denying a person free and independent choice or decision-making; treating a person as if there is no need for concern for their own experiences or feelings
- **Reduction** – treating a person as identified with their body or body parts; treating a person primarily in terms of how they look or appear; treating a person as if they lack the capacity or right to speak
- **Stereotyping** – adopting views or attitudes about a person based only on their membership of a particular gender
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As racism denies rights, freedoms and respect to people based only on the colour of their skin, so sexism denies rights, freedoms and respect to people based only on their gender – as if they are inherently inferior by virtue of an arbitrary characteristic.

WHAT IS SEXUAL HARASSMENT?

Sexual harassment is any words, behaviour or activity of a sexual nature that offends, humiliates, or intimidates. See our [Sexual Harassment Policy](#) available on our website in the Student Handbook, or in hard copy from Reception.

WHAT IS SEXUAL ASSAULT?

Sexual assault is any behaviour of a sexual nature that makes you feel scared or uncomfortable. Any form of sexual touching or sexual activity without informed consent is sexual assault.

See our [Sexual Assault Policy or Factsheet](#) available on our website in the College Handbook, or in hard copy from Reception or the Deputy Head of College.

RAYMONT POLICY

Raymont has a clear policy of zero tolerance of sexism, gender discrimination, sexual harassment, and sexual assault of every kind. These behaviours are prohibited for all residents and their visitors/guests.

This policy is part of our commitment to addressing inequality and promoting diversity, inclusion, responsibility, and respect. It is part of our commitment to building a community in which everyone is safe (physically and mentally), valued and respected.

WHAT IF I HAVE EXPERIENCED OR WITNESSED SEXUAL MISCONDUCT?

We encourage you to seek support, for your own wellbeing.

At any stage, you may speak with any of the following people at college, who have all received appropriate training and who will respond compassionately and discreetly to support you:

- **Your Residential Assistant**
- **Senior Resident Assistant 0417 755 340**
- **Deputy Principal**
- **Chaplain**

- **Raymont Principal 0409 020 039**
- **Raymont Mental Health First Aid Officer (07) 3377 9903**
- **1800RESPECT**

The most important thing is to ensure that you feel safe and supported. Our priority is your health, safety, and wellbeing.

For more information, see our [Sexual Harassment Policy](#) and [Sexual Assault Policy](#), available on our website in the College Handbook, or in hard copy from Reception or the Deputy Head of College.

Appendix Three – Sexual Assault Factsheet

It is very important to the safety and wellbeing of everyone who lives or works at (or visits) our college that no-one suffers any form of assault, including sexual assault.

WHAT IS SEXUAL ASSAULT?

Sexual assault can include anything sexual that makes you feel scared or uncomfortable.

Sexual assault can involve strangers or people you know. It is never OK for anyone, no matter what their relationship to you, to subject you to something you are not comfortable with. Every person has the right to say what happens to their body.

WHAT BEHAVIOURS ARE CLASSIFIED AS SEXUAL VIOLENCE? ⁵

Sexual abuse and assault (or sexual violence) is any unwanted sexual behaviour towards another person. There are different kinds of sexual violence, but all sexual violence is a serious crime and includes:

- Any sexual activity without informed consent
 - Touching any part of a person's body in a sexual way without their consent
 - Exposing one's genitals or 'flashing'
 - Watching a person when they are naked or doing sexual things
 - 'Up-skirting,' that is filming under someone's clothing with a hidden camera. In Queensland it is illegal to secretly film someone in a private place (such as a bathroom or change area) and to spread the images.
 - Taking off a condom before or during sex without the other person's consent
 - Posting sexual pictures of a person on the internet or sharing them via social media
 - Making someone watch or be in pornography (videos or photos of sex or sexual things)
 - Forcing someone against their will to commit an act of gross indecency—a sexual act that does not involve penetration, for example a person forces you to touch their genitals
- Forcing someone to see an act of gross indecency, for example the person masturbates in front of you.

CONSENT ⁶

*Any form of sexual touching or sexual activity without **consent** is sexual assault.*

If you consent to sex, it means you want to have sex at that time with that person. When sexual activity happens without consent it becomes sexual assault.

There is no consent if you are being forced. However, consent means more than just saying yes or not being forced – it needs to be informed.⁷ 'Informed consent' means there is nothing stopping you from freely choosing whether to consent, or from understanding what you are consenting to.

Informed consent cannot happen if the person:

⁵ Queensland Government, 'About sexual abuse and assault,' available at: <https://www.police.qld.gov.au/programs/adultassault/adultasslt.htm> sited, 3 October 2018.

⁶ Ibid.

⁷ Further information about Informed Consent is available from the National Sexual Assault Service (1800 RESPECT): <https://www.1800respect.org.au/violence-and-abuse/sexual-assault-and-violence/consent> Also see: <https://www.dvconnect.org/sexual-assault-helpline/what-is-sexual-assault/>

- Is under the influence of drugs or alcohol
- Is unconscious or asleep
- Is being forced, threatened or intimidated;
- Is under the influence of drugs or alcohol;
- Is under threat or intimidation;
- Is in fear of bodily harm;
- By exercise of authority;
- Is under false / fraudulent representations about the nature or purpose of the act;
- Is under 16 years of age; or
- Has a mistaken belief that the offender was your sexual partner.

OTHER THINGS YOU NEED TO KNOW ABOUT CONSENT

Consent needs to happen *every time*. Just because you agreed to have sex once does not mean you agreed to have it at any other time.

Everyone needs your consent. Just because you are in a relationship with someone does not mean they can have sex with you whenever they want – they still need your consent.

Consent must happen *at every step*. Just because you agreed to do one sexual thing with someone, does not mean they can do other sexual things to you – you still need to agree.

Showing interest is not consent. Giving someone attention, agreeing to go on a date or flirting with them is not consent – you have the right to say no at any time.

Make sure you have consent. Each and every time you engage in any sexual activity, ranging from touching or kissing to having sex, you must always have the other person's consent.

IT IS A CRIME TO GO AHEAD WITH ANY SEXUAL ACTIVITY IF YOU:

- *know* that the other person does not consent
- *think* that the person *might not* be consenting, or
- *do not give any thought* to whether the other person is consenting.

RAYMONT POLICY

Raymont is firmly committed to the safety and wellbeing of all students, staff and visitors and works continuously to foster respectful relationships between all members of our college community. Any form of sexual assault is contrary to the stated values of our college. Students, staff, and visitors must not engage in any such behaviour.

Our full [Sexual Assault Policy](#) is available on our website in the College Handbook, or in hard copy from Reception or the Deputy Head of College.

WHAT IF I HAVE EXPERIENCED SEXUAL ASSAULT?

If you have experienced or witnessed sexual assault, we encourage you to seek support, for your own wellbeing.

At any stage, you may speak with any of the following people at college, who have all received appropriate training and who will respond compassionately and discreetly to support you:

- **The Raymont Principal**
- **Deputy Principal**
- **The Raymont Mental Health First Aid Officer (07) 3377 9903**
- **Chaplain**
- **The Senior Resident Assistant 0417 755 340**
- **Your Residential Assistant**

The most important thing is to ensure that you are safe and supported. Our priority is your health, safety, and wellbeing.

Disclosing: You can talk to a support person about sexual assault you have experienced or witnessed, how you feel, and what help and support you need without having to make a formal report – this is called *disclosing*.

When it comes to disclosing, the most important person is *you*. You only need to tell us what you want to tell us. We will ask you what help and support you need.

Reporting: If you choose to – whether before or after disclosing – you may make a formal report of sexual assault; this is called *reporting*.

The Specific Points of Contact at Raymont for reporting are the Registrar, Deputy Principal, and the Principal. A report can be made in person, over the phone, or in writing:

- Registrar, Ms Catherine Henderson: catherine.henderson@raymont.com.au / (07) 3377 9903
- Deputy Principal, Mr James Weeks: james.weeks@raymont.com.au
- Principal, Mrs Krishna Stanton: krishna.stanton@raymont.com.au

You may also choose to report sexual assault to the police.

You may ask a support person – a friend or family member, or someone you trust at Raymont – to help you make a report or to be with you when you make a report.

We will respond to a report of sexual assault quickly. We will keep you informed about what is being done in response to the report. At all times you, and anyone else affected will be offered support. You can change your mind about the report at any time and will still be supported.

Raymont Internet Services form

Resident's name: _____

I agree to take full and personal responsibility for any violations of copyright law and agree to indemnify Raymont Residential College and the Queensland Synod's Information Technology Services from any responsibility for my actions.

RESIDENT SIGNATURE: _____ **Date:** _____

PARENT/GUARDIAN SIGNATURE: _____ **Date:** _____
(Parent or guardian to sign for students under 18 years)

Permission to Publish form

Raymont Residential College will update the website and promotional video and publish brochures from time to time. We may add images of recent events at the College and you/your child may be shown in the images we want to publish.

This consent form gives us permission to use you/your child's image in our online and print communications or advertising material.

DECLARATION

In respect of my appearing in still photography or videos made by Raymont Residential College, I hereby acknowledge and agree that the copyright of the images belongs to Raymont Residential College.

Raymont and/or its licensees or assignees are entitled to make whatever use of the images(s), part, or parts of images(s), drawings or other forms of illustration they decide.

Said image(s), whether or not retouched or altered, and all reproduction thereof, and any statements and/or words published in conjunction with or in relation thereto shall be deemed to represent and refer to an imaginary person AND NOT MYSELF.

Unless my name is published, used or referred to in connection with the publication of the image(s), neither the image(s), nor any reproductions thereof nor any statement or words published or reproduced in conjunction with or in relation thereto shall be deemed to be attributed to me personally.

Resident's name: _____

RESIDENT SIGNATURE: _____ **Date:** _____

PARENT/GUARDIAN SIGNATURE: _____ **Date:** _____
(Parent or guardian to sign for students under 18 years)

To be returned

Permission to Administer First Aid (Under 18)

For those of you who are Under 18, we request that your parent/s or guardian give consent for us to administer First Aid in case of an emergency.

I, _____ give consent for a First Aid qualified member of staff or student of Raymont Residential College to administer First Aid to _____ in case of an emergency.

PARENT/GUARDIAN SIGNATURE: _____ **Date:** _____

Personal Declaration

I, _____ have **read and understood the conditions of residency** as set out in this handbook, and I agree to abide by the terms and conditions as set out therein. I understand that should I breach those conditions I may be subject to disciplinary action or be required to leave the College.

By signing this form I agree that I have read and will comply with the:

- 1) **Raymont Fees Policy – 2024**
- 2) **Raymont Code of Conduct Policy**
- 3) **Raymont Alcohol and Drug Policy**

I also agree to aim to:

- 1) Live by Raymont's values.
- 2) Live and act with integrity and respect towards yourself, staff, and other residents.

RESIDENT SIGNATURE: _____ **Date:** _____

PARENT/GUARDIAN SIGNATURE: _____ **Date:** _____
(Parent or guardian to sign for students under 18 years)

PLEASE RETURN ALL FORMS BY EITHER:

Email – admin@raymont.com.au

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