

**LONGERENONG COLLEGE
STUDENT RESIDENCE**

**HANDBOOK
FOR
RESIDENTS**

LONGERENONG COLLEGE STUDENT RESIDENCE

Mission:

To provide accommodation, facilities and support to encourage students to strive for their academic goals, to develop independence and social responsibility whilst maintaining a strong sense of community.

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1. General Information for Resident Students

Longerenong College's Student Residence is an academic community. It exists so people from different disciplines and backgrounds may share in the academic, social and recreational opportunities of collegiate life. The Resident Caretaker with the assistance of the Longerenong Student Association (LSA), senior residents, the Residential Supervisor and other administrative staff endeavour to ensure that a residential climate conducive to these aims is maintained, without unnecessarily inhibiting the social life of students. **However, this is only possible when everyone accepts responsibility for care and consideration for others in residence.**

1.1. What is the Resident Caretaker (RC)?

The Resident Caretaker is

- an informal mentor here to provide advice and assistance on matters such as living harmoniously in the Residence community, academic development, how to locate specific information or advice and how to develop independence in an adult world, and
- the person responsible for the security of the Residence, safety of resident students and orderly conduct within the Residence during periods of duty.

The Resident Caretaker lives in the residences and is on duty between 6:00pm and 8:00am the next morning Sunday to Thursday. During the duty period, the Resident Caretaker is based in the Resident Caretaker Office between 7:00pm and 11:00pm, and will make regular rounds of the residences and recreational facilities. After 11:00pm the Resident Caretaker should be contacted at his or her accommodation or by telephoning 0427 516 559. On Friday and Saturday the Resident Caretaker is on duty between 8:00pm and 7:00am and will be based at his or her accommodation.

2. Accommodation

Students are accommodated in single rooms with shared facilities i.e. bathrooms, toilets, kitchenettes and lounges. Accommodation includes:

- bed and mattress,
- wardrobe with drawers,
- study chair and desk,
- lighting, and
- power.

2.1. Moving In

Immediately upon occupying a room each student is to complete a Room Condition Report, which describes the condition of the room, its fittings and furniture. This report provides protection for both the student and the College, as it will be the basis for any subsequent assessment of damage. For this reason students are encouraged to ensure that the report properly reflects the condition of the room, including any non-working or damaged furniture or fittings and the state of cleanliness on arrival.

Posters, stars or other similar items are not to be stuck on plaster walls or ceilings.

2.2. Keys

Students are required to pay a deposit of \$15.00 for their room key. This deposit will be forfeited if the key is lost and a new deposit will be charged for replacements. The deposit will be refunded upon return of the key at the end of each year.

2.3. Security

It is strongly recommended that students lock their doors at night and when they are away from their rooms. As well as providing greater personal security, this will protect your fellow students and their visitors from any potential allegations in the event of an incident of trespass or theft being reported.

It is recommended that residential students take out private insurance to cover personal items of value, as the College's insurance provides no coverage for items, which are not owned by the College.

2.4. Room Changes

A change of room must receive the prior approval of the Residential Supervisor.

2.5. Maintenance Inspections

Inspections of all residence rooms, where required, will be conducted by the Residential Supervisor. Occasionally it may be necessary for staff of the College, as delegated by the Campus Manager, to enter your room: we shall give you at least 24 hours notice, unless it is an emergency.

2.6. Care of Room

Residents are responsible for keeping their room neat and tidy. Students are expected to empty their waste bin and vacuum their room floor as required. Vacuum Cleaners are available to use.

Damages

The individual or group responsible must pay for all damage. Individual residents will be held responsible for their room and collectively responsible for their part of the halls of residence.

2.7. Guests

No guests are allowed in the residential areas during the first two weeks of Semester 1. This is to allow new students time to settle into their environment and familiarise themselves with other residents.

From the beginning of the third week of Semester 1, guests may be invited into the student residential area subject to the following conditions:

1. all guests must be signed in to the visitors book as follows;
 - a. filling in form from either Resident Caretaker office or in allocated areas.
 - b. by advising the Resident Caretaker after hours.

2. the resident inviting the guests into the residential area is the host and is responsible for the guests' behaviour at all times. [Any uninvited guest – i.e. without a host – will be considered a trespasser.] Guests are expected to observe all College policies and guidelines, and the host may need to remind them of this;
3. if other residents object to the behaviour of a guest the host must ask that guest to leave;
4. one personal guest is permitted to stay overnight in the host's room, if invited to do so, with approval from the Resident Caretaker. If a student has more than one guest they will need to arrange accommodation through the Residential Supervisor or find other accommodation off campus. Overnight guests should at no stage be left alone in the residential area and under no circumstances should they be given a key to let themselves in or out of the halls of residence. A room rental charge will apply to situations where more than one guest stays overnight in the halls of residence;
5. guests (other than overnight guests) are not permitted after 11.00pm or before 9.00am.
6. all overnight guests are to be advised to the Residential Supervisor and their details entered into the visitor's book held by the Resident Caretaker prior to their stay.

Non-Resident Student Guests

The halls of residence are home to residents during semester and as such are not a facility for all students. Non-residents may visit their friends in the halls of residence under the same conditions as other guests. Like other guests, non-resident students are not permitted in the halls of residence area during the first two weeks of Semester 1, or between 11:00pm and 9:00am.

2.8. Foodstuffs

Vermin, such as rats and mice, are common in this district and loose foodstuffs or food waste and crumbs will attract these pests. Therefore, students must keep foodstuffs in sealed containers in their rooms or in the kitchenettes.

2.9. Electrical Appliances

The following electrical appliances can be used in the halls of residence:

- hairdryer/hair curler,
- radio/tape recorder/CD player,
- study light,
- electric razor,
- electric blanket,
- computers/typewriters,
- iron,
- television/VCR/DVD, or
- small bar fridge.

The following electrical appliances can be used in the kitchenette areas only:

- jugs/kettle/birko,
- toaster, or
- small sandwich maker (under 900W).

Residents should note that electric fan heaters (maximum 1,000 watt output) can be used in their room while they are present in the room. Use of any other electrical appliance will require the approval of the Residential Supervisor.

Bar heaters are not permitted in any circumstances.

2.10. Naked Flames

The use of candles, incense or anything with a naked or exposed flame is prohibited due to the unacceptable fire risk they pose. This includes fragrant oil burners. Flammable liquids such as methylated spirits, solvents or similar are also not permitted.

NOTE ALSO THAT ANY STUDENT FOUND TO HAVE TRIGGERED THE FIRE ALARM WITH A NAKED OR EXPOSED FLAME OR SIMILAR, CIGARETTE SMOKE OR AEROSOL SPRAY OR ANY OTHER WAY WILL HAVE TO REIMBURSE THE COLLEGE FOR THE COST OF ATTENDANCE BY THE FIRE BRIGADE. THIS COULD BE AS MUCH AS \$900. REFER TO SECTION 7.1 SMOKE DOORS AND DETECTORS FOR INFORMATION ON THE FIRE PROTECTION SYSTEM.

2.11. Pets

Residents are not permitted to bring or keep pets (of any kind) in the Residence or any other area of the campus. Breaches of this rule will result in disciplinary action.

2.12. Moving Out

Long Term Residents

Long term residents wishing to move out of the halls of residence **must** give four (4) weeks notice of their intention, in writing, to the Residential Supervisor. These residents must remember however, that they have a licence agreement with the College to occupy their room for a specified period and, that they are responsible for the residential fees for this entire period unless the College agrees to an early termination of the agreement. In this case an Early Termination Fee of \$400 will be charged unless there are extenuating circumstances requiring the resident to move out.

Casual Residents

Casual residents wishing to move out of the halls of residence **must** give seven (7) days notice of their intention, in writing, to the Residential Supervisor. Failure to give proper notice will result in one week's full residential fee being charged in lieu of notice.

The room is to be cleaned and tidied before leaving.

3. Facilities and Services

3.1. Cleaning

Cleaning staff clean the common areas i.e. bathrooms, toilets, kitchenettes, lounges, laundry and the corridors and stair wells daily. Residents are asked to assist the

cleaning staff by keeping these areas tidy and free from litter, dirt and other items. If there is an unreasonable mess to be cleaned up then all residents may be required to compensate the College for the cost of the extra cleaning necessary. Furniture must not be removed from the lounges or kitchenette areas.

3.2. Kitchenettes

Each wing has a shared kitchen and dining area for students who require self-catering during the weekends and other times. The kitchenettes have microwave ovens, hotplates, refrigerators and boiling water however students are expected to supply their own cookware, appliances, crockery and cutlery. **The kitchenettes are the only areas of the halls of residence where cooking permitted.**

These areas are to be kept clean at all times. If any crockery or cutlery, microwave, toaster, sandwich maker, refrigerator, or other cooking items are used then the person using them is responsible for washing them up and putting them away. Residential staff are not responsible for washing up resident's dishes, cutlery or cooking items. If these items are left dirty in the kitchens for an unacceptable period of time the Residential Supervisor may discard them. The residential staff will service the kitchenettes daily however, students will be charged for any additional cleaning necessary due to excessive mess left by students.

3.3. Lounges

Each wing has a shared lounge equipped with lounge furniture, televisions, video and DVD players. These areas are to be kept clean at all times. **No furniture or equipment is to be removed from the lounges.**

3.4. Laundry

The laundry located on the ground floor has coin operated washing machines and dryers. Adjacent to the laundry is an ironing room with ironing boards and irons are available from the Resident Caretaker. There are also clotheslines located just outside the laundry at the north-west corner of the building.

Students should note that they should not leave swags, bicycles, clothing or other items lying around while waiting for washing. Any item left unattended in the laundry will be removed and stored at the student's expense. Recovery of these items will need to be arranged with the Residential Supervisor.

3.5. Telephones

There is a telephone on each floor in the Residential Facility as follows:

Floor 100	-	03 5362 2221
Floor 200	-	03 5362 2204
Floor 300	-	03 5362 2268

Calls can only be made from these telephones using a Telstra calling card i.e. Phoneaway card etc. Calls to emergency numbers and to College extension numbers can also be made from these telephones. Students may be contacted on these telephones but are asked to ensure that their friends or relatives ring in respectable hours, i.e. before 10.30pm. Calls after that time should only be emergency calls.

3.6. Transport

Horsham has a taxi service which can be contacted on 03 5381 1223. There is no public transport servicing the College however residents who need travel into Horsham or who have something to collect from Horsham should ask for assistance at Reception.

3.7. Car Park

Resident students are entitled to a space in the covered car park. This is the only place on the campus that you are allowed to park and fines will be issued for illegal parking.

4. Meals

4.1. Supplied Meals

Meals included as part of the residential package are served in the Dining Room located on the ground floor of the Residential Facility. Residents receive meals as follows:

Breakfast:	Monday to Friday (7:30am to 8:30am)
Lunch:	Friday (12:00pm to 1:00pm)
Dinner:	Monday to Thursday (6:00pm to 7:00pm)

Students should note that meals are not supplied on Public Holidays.

4.2. Canteen

The canteen operates from the dining room and sells take-away style lunches including sandwiches each day from 12:00pm until 1:30pm.

Students should note that the Canteen does not operate on public holidays or at weekends.

5. Orderly Conduct

As outlined at Section 1, the Student Residence is an academic community for students from varying disciplines and backgrounds. Guidelines and policies governing life in the residence may appear restrictive to some, but are there to ensure that personal liberties are preserved and all students may attain high academic performance. This is possible only if every resident abides by the rules and accepts responsibility for the care and consideration of other residents.

5.1. Alcohol

During Orientation each year students are **not allowed** to bring alcohol onto the campus. During this time they can consume alcohol on campus only at approved College orientation functions. At all other times, **resident students** may bring alcohol onto the campus providing:

- They are aged 18 years or older

- It is not in glass containers
- They keep the alcohol in their own room, and
- They consume it at an approved area of the campus.

Approved areas of the campus are:

- Their own room (note that students are not permitted to congregate in a single student room for the purpose of consuming alcohol)
- The Bristol Building in the Student Amenities complex.

All other areas of the campus **including the common areas of the Residence and the Swimming Pool** are “dry areas”. Students found with alcohol in these areas will have their alcohol confiscated and will face disciplinary action.

Students under the age of 18 years are not permitted to possess or consume alcohol under any circumstances. Under age students found with alcohol will have their alcohol confiscated and will face disciplinary action. There will also be an investigation into how the student(s) obtained the alcohol. If it is proven that another student has supplied the alcohol then this student will also face disciplinary action and it should be noted that the College treats such incidents very seriously.

5.2. Smoking

Smoking is not permitted in any College building or vehicle including the Student Residences. Breaches of this rule will result in disciplinary action.

Exposure to the smoke of others (passive smoking) is a health risk. Residents are reminded to be considerate of others when smoking outdoors but in the vicinity of buildings or other students.

NOTE ALSO THAT ANY STUDENT FOUND TO HAVE TRIGGERED THE FIRE ALARM WITH A NAKED OR EXPOSED FLAME OR SIMILAR, CIGARETTE SMOKE OR AEROSOL SPRAY OR ANY OTHER WAY WILL HAVE TO REIMBURSE THE COLLEGE FOR THE COST OF ATTENDANCE BY THE FIRE BRIGADE. THIS COULD BE AS MUCH AS \$900. REFER TO SECTION 7.1 SMOKE DOORS AND DETECTORS FOR INFORMATION ON THE FIRE PROTECTION SYSTEM.

5.3. Noise

At the beginning of each year all residents meet to discuss and set curfews on noise for the year. Curfews ensure that there are sufficient hours for all residents to study, relax and sleep.

A certain amount of noise is normal and residents should feel free to play music etc. in their rooms provided that they respect the curfews and keep their noise to an appropriate level for the particular time of day.

Repeated breaches of the curfews or for making excessive noise will result in disciplinary action.

5.4. Respect for Visitors

From time to time the College accommodates visitors to the campus. Residents are required to respect the privacy of visitors and should not enter visitor accommodation areas or other facilities while visitors are present.

5.5. Care of the Facility

All residents are expected to respect residence property. Wilful damage i.e. vandalism, graffiti etc. will not be tolerated and will result in disciplinary action. Offenders will also be required to compensate the College for the cost of making good any damage.

6. Pastoral Care/Welfare Issues

Students with pastoral care or welfare issues are encouraged to contact the Resident Caretaker or Residential Supervisor, in the first instance, for assistance. These people can then refer you to other staff or services as appropriate.

6.1. Illness

Residents who fall ill or suffer an accident after hours should notify the Resident Caretaker. If the illness or injury is acute the Resident Caretaker will arrange an ambulance or other transport to the Hospital Emergency Department. Where the illness is not acute, the Resident Caretaker will arrange for someone to keep an eye on the ill resident and will follow up the next day.

6.2. Harassment Advisers

The College has Harassment Advisers to help students who believe they have been victims of sexual or other forms of harassment. More details and a list of advisers can be found in the Longerenong Student Guide.

6.3. Student Support Worker (Counsellor)

The College has a student support worker to assist students with any problem that may be affecting their study at the College. Full details including contact details and times of availability can be found in the Longerenong Student Guide.

7. Smoke Doors, Detectors & Electrical Fittings

7.1. Smoke Doors and Detectors:

The Student Residences are protected from fire by smoke doors, smoke detectors and a fire alarm system. Smoke doors are fitted at the end and in the middle of each residential wing and will close automatically if the power goes off or if the fire alarm is triggered in that wing. **Smoke doors must never be obstructed or wedged open.**

Smoke detectors are fitted in the corridor of each residential wing and in all rooms. The detectors in the corridors are wired back to an alarm panel located in the ground floor entry hall that is in turn connected to a remote monitoring system. If any of these detectors are triggered the alarm will sound, the alarm panel will indicate the wing where the alarm is located, **and the Horsham Fire Brigade will be notified by the monitoring system and will attend the College.**

Note that the detectors in the rooms are not wired back to the alarm panel. If one of these detectors is triggered it will sound an audible alarm until it is reset.

Please note that smoke detectors are sensitive and will be triggered by smoke from cigarettes, burnt food and naked flames etc.

TAMPERING WITH THIS ESSENTIAL SAFETY EQUIPMENT IS A SERIOUS MATTER AND WILL BE TREATED AS SUCH BY THE COLLEGE.

7.2. Electrical Fittings

Residents must not tamper with electrical fittings. Any problems or faults with electrical fittings should be reported immediately to the Resident Caretaker or Residential Supervisor.

8. Emergency and Fire Precautions

The Resident Caretaker is the Emergency Warden for the Residence in case of fire or other emergency. The Student Residential Building Emergency Information Book details emergency information and procedures and is available in the Resident Caretaker Office.

9. First Aid

9.1. GUIDELINES ONLY

General Advice

FIRST AID is the first assistance given to an injured person. **It should only be carried out by a person who has been trained in First Aid.**

If a person trained in first aid is not available and the student cannot fix him/herself without help, the student should be referred to Emergency at The Wimmera Base Hospital.

For those with First Aid Training, or for the use of the student, there is a First Aid Kit and the Blood Spill Kit located in Resident Caretaker Office.

Always wash your hands before treating burns, wounds or eye injuries.

Bleeding

A Blood Spill Kit is located in the Resident Caretaker Office.

STOP THE BLEEDING AT ONCE and send promptly for an ambulance. Control by direct pressure. Apply the pad of sterilised dressing(s) (in the first Aid Kit), bandage firmly. It may be necessary to apply a second pad on top of the first one. Where such dressings are not available, arterial bleeding may be controlled by pressing the artery against the underlying bone with the finger or thumb.

Electrical Shock

ACT QUICKLY. Ensure the safety of yourself and others. Do not touch the injured person until you have ensured that the electrical current is switched off either at the power point or at the electrical switchboard. If this is not possible, free the person by

using something that will not conduct electricity, e.g. DRY folded newspaper, wood, dry cloth, rubber.

If unconscious, once the electrical current is off, check breathing and pulse. If okay, wash and cool any burnt area under gently running cool water well away from live wire. Apply a sterile, non-stick dressing, and send immediately to ACCIDENT AND EMERGENCY.

Resuscitation (Artificial Respiration)

REMEMBER - If the casualty has stopped breathing from whatever cause, artificial respiration must be started IMMEDIATELY, before any other treatment is given. It should be continued until breathing is restored. Send at once for an ambulance (tel. 000).

Method

1. Pull the victim clear of immediate danger or further injury.
- NOTE: If electric shock is the cause of unconsciousness, switch off the current. If not possible, use a fully insulating material to pull the victim away from the conductor.
2. Lay the victim on their back and remove any obstructions from the mouth and throat, e.g. loose dentures.
 3. Put one hand under the neck and the other on the forehead of the patient and tilt the head right back raising the chin up. This prevents the tongue from blocking the air passage in the throat.
 4. Seal the patient's nostrils either by pinching with the fingers or by resting your cheek against the nostrils.
 5. Breathe in deeply, seal your lips around the patient's mouth and blow into their lungs until they are full, watching the chest rise.
 6. Repeat the process. The first ten breaths should be quick, then at the rate of ten to fifteen per minute. If the brain is deprived of oxygen for more than four minutes, permanent damage can follow.

Shock

If the casualty is still breathing, but appears to be in a state of shock - collapsed, pale and sweating - keep him/her lying down and comfortable.

To prevent suffocation with his/her tongue, put the patient partly on his/her side and partly on his/her back.

Cover with a light blanket or clothing - but no hot water bottles.

If waiting for ambulance or going to Accident and Emergency, do not give ANY type of drink or anything by mouth.

Fractures

Do not attempt to move a casualty with broken bones or injured joints unless he/she is in immediate danger.

Burns

If serious, call promptly for an ambulance or send the student to Outpatients at The Wimmera Base Hospital. If possible, run the affected area under gently running cool water (not iced water) for up to 10 minutes if the skin is intact. Do not put ice packs on burns.

Cover the burn with a sterile, non-stick dressing.

Do not: burst blisters,

try to remove clothing sticking to the burn or scald,
apply salves or ointments,
give alcohol to drink,
use towels, cotton wool, blankets or adhesive dressings directly on the wound.
With CHEMICAL burns, remove contaminated clothing and flush the burn with plenty of cool water.

Concussion

After a blow on the head, especially when there is interference with consciousness, a doctor should see the resident. Neither you nor the resident can decide the importance of this.

Gassing

Carry the patient into the fresh air. DO NOT let him/her walk. If breathing has stopped, apply artificial respiration - get help and send for a doctor.

Eye Injuries

- **Chemical in the Eye or Chemical Burn:**

Flush the open eye at once with clean cool water for at least 15 minutes. Use an eye wash bottle if necessary. Cover with an eye-pad and send the casualty for medical attention as soon as possible.

- **Foreign Body in the Eye:**

If an object cannot be removed readily, or if the eye hurts after the removal of the object, cover the eye with an eye-pad, and bandage firmly to keep the eye shut and still. Send the resident to a doctor or hospital as soon as possible.

10. Security

The security of buildings and the safety of residents is a priority. All residents are free to come and go as they please but are expected to remember their responsibilities for general College security.

- **The College Front Door** is the only legitimate entrance and exit. All other doors are emergency or fire exit doors.
- **Windows.** Any damage or need for repairs to windows should be reported immediately to the Resident Caretaker or Residential Supervisor.
- **Keys.** All residents are provided with a set of personal keys to access their room.
- Any loss of key/s must be reported immediately to the Resident Caretaker or Residential Supervisor. Missing keys are a breach of security and place other residents at risk. Replacement costs for keys will be charged.

The local area is not free from thieves, etc. The Resident Caretaker is responsible for the security of the College but all residents are responsible for a co-operative and responsible approach to College security throughout the day and at night.

Personal safety and security depends upon each resident:

- Keeping his/her room locked, and ground floor windows shut when absent.
- Locking his/her door at night prior to retiring to bed.
- Identifying caller/s before opening his/her door.

- Not admitting strangers through the front door without first ensuring they are legitimate guests. All visitors must be referred to the Resident Caretaker.
- Notifying the Resident Caretaker of any stranger seen within the buildings.

The Resident Caretaker will only permit strangers to enter Residence when he/she has ascertained that a resident is expecting a visitor.

Residents expecting visitors should wait for them in the foyer.

No one is to be admitted to the Residence after 11.00 p.m.

To protect your belongings:

- **Keep your door locked and take your keys with you when you leave your room.**

Even if you only leave your room for a few minutes, lock your door. Thieves often watch for when residents are going to the bathroom. Guard your room keys carefully at all times.

- **Insure your belongings.**

The College insurance policies do not cover your personal belongings. You can arrange private insurance and you are urged to do so. Parents' home policies can sometimes be extended to cover your belongings at College.

- **Never leave large sums of money in your room.**

If you happen to have a large sum of cash, contact College Reception who will be happy to lock this in the safe in the office for safe keeping.

- **Record serial numbers, model numbers, brands, etc.**

Keep note of the above re your valuable possessions, including bicycles where the number is usually on the frame under the saddle or between the pedals.

- **Provided you are accompanied by friends, approach strangers around the place.**

Ask "are you looking for someone?" Keep an eye on them or report any suspicious behavior immediately to staff, or ring the police. (Horsham Police 03 5382 9200).

- **Report even minor theft** to the Campus Manager. Every incident helps build up a picture.

- **Overnight visitors.** Residents are normally not expected to have overnight guests. If for some reason a resident does want a guest to stay, they should seek permission from the Residential Supervisor, who will ensure the Resident Caretaker is aware of a guest being in the building. It is essential for security reasons, particularly in case of a fire alarm, that staff on duty are aware of every legitimate person in the building.

11. Evacuation Procedures

Evacuation procedures are posted in the common areas throughout the residences.