

BARKLEY HALL

Resident Handbook

Student Residence at the Reformed Theological College

...student living with a difference...

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Introduction

Welcome to Barkley Hall, the Student Residence of the Reformed Theological College (RTC).

This handbook provides information and regulations on the operation of Barkley Hall. Barkley Hall aims to provide a friendly, secure and harmonious Christian community for students who are studying at the RTC or other tertiary institutions in Geelong.

We welcome students from all over the world and trust that your time at Barkley Hall will be a rewarding and satisfying experience. If there is any way in which we can assist you, or should you have any queries, please do not hesitate to contact the House Parents or the RTC office.

Barkley Hall Staff

House Parents

Stuart & Tamara Cuthill

Stuart:	0416 206 373
Tamara:	0450 315 454

Stuart & Tamara live onsite, in the flat located in the southeast corner, second floor (237).

In their role as House Parents they welcome and integrate new residents, extend pastoral care as required, oversee devotions and the duty rosters at the evening meals, provide after-hours assistance and facilitate the smooth operation of Barkley Hall through good communication of the standards and conditions in the Barkley Hall Handbook.

Office Staff

May Blackhall - Receptionist

Office: (03) 5244 8600

Tamara Cuthill - Office Assistant

Barkley Hall email: office@barkleyhall.org.au

Criteria For Residency

Admissions Policy

1. Barkley Hall exists as a residence for students, attendees of RTC conferences and seminars and to accommodate other camps/conferences as approved by the Barkley Hall Leadership Team (BHLT) from time to time.
2. Priority for accommodation shall be given to students of the RTC who sign a declaration that they will abide by the stated rules and regulations that govern Barkley Hall.
3. Christian students of other tertiary institutions may also be accommodated provided that they sign a declaration that they will abide by the stated rules and regulations that govern Barkley Hall.
4. At the discretion of the BHLT, other students may be accommodated, subject to their signing a declaration that they will abide by the stated rules and regulations that govern Barkley Hall.
5. If a resident's behaviour is deemed to be contrary to the stated rules and regulations that govern Barkley Hall or the RTC, the House Parents, in consultation with the BHLT, have the right to remove such resident/s.

Fees

The rental fees consist of accommodation, catering package (inclusive of GST), and utilities. Also included are the provision of lounge and kitchen facilities, wireless internet access and car parking. Barkley Hall employs onsite House Parents, as well as cleaning staff for the shared facilities and communal areas. Telephone connection and calls and coin-operated laundry usage are the responsibility of residents.

Fees are issued on a fortnightly basis starting on the day a resident arrives. Accounts are required to be paid in full within seven days of issue. Payments may be made to the RTC Office during business hours of 9am – 5pm Monday to Friday. Cash, EFTPOS, Credit Card or Direct Debit are accepted methods of payment.

Alternative payment arrangements (eg., weekly) may be made with the RTC office, subject to approval by the General Manager.

Annual increase of the rental fees may occur on the 1st of January each year.

Barkley Hall is not affiliated with the Rental Agreement Act and is seen as a boarding house by the Government.

Period of Accommodation

Accommodation is available all year round.

Rental rates are determined on the basis of residence being provided for 2 full semesters; periods of residence less than 6 months will incur an additional loading of 10%.

Short term residents should indicate their length of stay at the time of booking accommodation. Bond of \$200 for a 1-4 month stay or Bond of \$500 for 5 months or more is also required. Rooms must be vacated by 11am on the day of departure, or the vacating resident will be charged for another day.

Holiday Period

The full rental rate applies throughout the year. There is no reduction during the holidays or when residents are absent.

Catering Package

Included in the fees is the catering package, which consists of self-serve breakfast each day and five evening meals Monday to Friday each week. The package is included in the fees regardless of attendance. Meals are offered throughout the public holiday periods.

Criteria For Residency (cont'd)

Bond

Upon entry, or to reserve a room prior to entry, residents pay a Rent Bond of \$200 or \$500 depending on their length of stay. This will be refunded upon vacating the Residence if the room and the personal cupboard/storage area (kitchen) are clean, tidy and left in a satisfactory condition. A room check, to be conducted by the cleaner, will occur after the resident has left and handed in their key. Where further cleaning is required, an amount of not less than \$100 may be retained from your Bond; the cost of any repairs (beyond reasonable wear and tear) will also be withheld from any refund. A checklist will be provided to assist residents with vacating the premises.

Family Policy

Family of residents may stay depending on room availability. The first two nights are at no cost. Family is also welcome to join residents for the evening meal but need to book in by 12pm on the day.

Notice of Intention to Leave

Barkley Hall requires that long stay residents (wherever possible) provide at least a 2-week notice of their intention to leave. Early departure means that the resident may be required to pay the remainder of the outstanding rent to the end of the period and/or the Bond may be forfeited. Before leaving, students must finalise their account and return any and all keys issued.

References

Rental references may be applied for from the RTC office.

Matters pertaining to visas or immigration need to be referred to the sponsoring college or university.

Your Room & Contents

Contents

Residents are allocated accommodation in single rooms. Each is equipped with a bed (including mattress, mattress protector, pillow, and linen), bedside drawers, study desk & chair, wardrobe, bookcase and bin. If students wish to replace furnishings with some or all of their own belongings, arrangements need to be made with the RTC Office prior to arrival.

Insurance

Residents are advised that personal belongings are not covered by the Barkley Hall insurance policy. Those who wish to have their belongings insured should arrange for private cover with a reputable insurance company. Each person is responsible for the security of his or her own room and belongings.

Keys

Residents are issued with a key to the Residence and a key to their own room. Keys are to remain in the custody of the resident and are not to be lent or given to any other person, nor are any copies to be made. There is no deposit on keys but a charge of \$50 per key may apply for replacements if lost or stolen. Keys locked in rooms may be recovered by contacting the House Parents.

Keys remain the sole property of the RTC and must be returned to the Office when the resident leaves Barkley Hall.

Room Access

Each resident should respect the privacy of others and not enter anyone else's room without their permission. Access to rooms will not be provided to other residents or guests by the Barkley Hall staff.

Barkley Hall staff and/or contractors reserve the right to enter residents' rooms for the purposes of management, maintenance, safety and security: or where they have reason to believe that behaviour contrary to the standards outlined in this Handbook may have occurred.

Room Hygiene Standards

Residents must maintain a hygienic standard of cleanliness, tidiness and care for their room and furniture.

It is important that the preparation and consumption of food be restricted to the kitchens. Cooking is not permitted in the bedrooms.

Room inspections will be carried out periodically throughout the year. Advance notice will be given.

Heating

Barkley Hall has central heating. To allow the heating to operate efficiently, all windows and doors should be closed while in operation. Oil column heaters are able to be used in rooms if a resident chooses to have extra heating. No blow heaters or heaters prone to fire hazards are allowed.

Communal Living

As a Christian institution, the RTC is committed to maintaining and promoting high standards of living and individual responsibility.

Barkley Hall contains designated male/female bathrooms, male/female laundry facilities, male/female kitchens and shared lounge/study rooms. These areas, together with the stairways, passageways and Barkley Hall's grounds/courtyards should be kept in a constantly clean and tidy condition, free from any litter. Various items of equipment, furniture, and furnishings have been placed within these areas at Barkley Hall for your use and convenience. These are not to be moved to other areas.

General Behaviour

The highest standards of personal and social conduct are expected of all students and residents; and we encourage everyone to treat others with consideration and respect.

In order to maintain and protect the Biblical principles of honour, virtue and morality, Barkley Hall has separate male and female residents' bedroom areas. Male residents and guests are not to be in the female areas (and vice versa) except for urgent messages or with the prior knowledge and permission of the House Parents. Lounge rooms are provided for socializing of residents and their guests. We require all residents to abide by these principles whilst living at Barkley Hall.

Behaviour which is deemed to be inappropriate or contrary to the living environment of the RTC community may result in the termination of residency. Warnings may be given by the House Parents or RTC staff where residents fail to abide by the standards outlined in this Handbook. Warnings may be verbal or written, and three warnings shall result in termination of residency.

Visitors & Guests

A visitor is defined as a person who is meeting with a resident for a short period of time, while a guest is defined as a person who is staying overnight. Residents are responsible for the behaviour and conduct of their visitors and guests, who are also required to observe Barkley Hall rules.

Visitors must not be in the Residence without the presence of the resident. All visitors are required to leave by 11.00pm.

Prior arrangements must be made with the House Parents for all overnight guests. All guest accommodation charges remain at the discretion of Barkley Hall staff.

Noise

Barkley Hall operates primarily as a venue for residents to sleep, eat and study; loud noise can be very distracting. Therefore, all residents will observe a time of quiet between 11pm to 8am.

11pm to 8am noise restrictions

During this time TVs, stereos, etc, must be used with headphones. Avoid conversations and telephone calls in bedrooms and hallways, close doors gently and walk through hallways quietly. The lounge rooms should be used as a venue for conversations and TV during these hours, not the kitchens.

Noise restrictions at any other time

Because noise in a community is a difficult issue, noise levels both inside and outside the building must never go beyond a "reasonable level". Do not allow behaviour, loud music, TVs or conversations to interfere with others trying to study or sleep. If your TV, conversation, or stereo system can be heard outside your bedroom when the door is closed, it is too loud and must be turned down. If you wish to enjoy loud music, please use a set of headphones.

It is the responsibility of all residents to respect the noise restrictions and make others aware if noise levels are too high.

Communal Living (cont'd)

Event Planning

Events (such as birthday or going away parties, party plan, etc) to be held within the Residence or on RTC property must be registered with the House Parents. It is expected that all Barkley Hall guidelines are respected, and premises are cleaned immediately afterward.

Clothing / Attire

Residents are reminded of the expectation to dress appropriately in each situation whilst at Barkley Hall. Footwear must be worn in the Dining Hall. It is also a Health & Safety requirement that enclosed shoes be worn at all times when working in the kitchen.

Property Damage / Maintenance

Residents are not to write on or affix items to any part of the Residence without the prior knowledge and permission of the House Parents. Residents who damage property, either willfully or accidentally, must accept responsibility for their actions and promptly report the damage to the House Parents. The cost of repairs may be billed to the resident's account.

Maintenance problems, breakages or Occupational Health and Safety issues need to be reported to the House Parents or to the Office.

Parking

There is no charge for parking; however, cars must be registered at the Office. Residents are required to park their cars in the large lower carpark or at the rear of Barkley Hall.

Residents are not to use the front car park outside the main RTC building, which is reserved for RTC staff and visitors. Parking is also not permitted on grassed areas.

Speed Restrictions

Speed restrictions and safe driving practices on the RTC property should be adhered to at all times. Those not complying may be asked to park their car off-campus.

Car Wash

Please use lawn area on the centre garden or the area adjacent to the washing lines to wash cars. Relevant water restrictions are to be observed as they apply from time to time.

Bicycles

All bicycles are to be stored in the Bicycle Shed (not in Barkley Hall or in your room). Bike owners should arrange their own chain and lock.

Handbook Infringements

When a resident accepts accommodation at Barkley Hall, that action shall be taken as acceptance of the standards and conditions contained in this Handbook and agreement to abide by such standards and conditions.

Behaviour which is deemed to be inappropriate or contrary to the living environment of the RTC community or which reflects badly on the RTC may result in the termination of residency. Warnings may be given by the House Parents or RTC staff where residents fail to abide by the standards outlined in this Handbook. Warnings may be verbal or written, and three warnings shall result in termination of residency.

Residence Facilities

Residence Kitchens

Barkley Hall has fully equipped kitchens for residents' use. The kitchens contain fridges, freezers, microwaves, stoves and cupboards. Please do not use other equipment in the kitchens that does not belong to you.

Barkley Hall includes the provision of basic breakfast food for all residents within the resident rates. Breakfast is to be prepared and eaten in the kitchens. Residents are responsible for their own lunches.

It is the responsibility of all residents to keep communal areas clean. Kitchen benches, microwave ovens, stoves, fridges, rubbish bins and the floor areas must be kept tidy at all times. Everyone is encouraged 'to clean up as you go' so that the kitchens are at an acceptable standard.

For safety reasons, please wrap in newspaper any broken cups or plates and place straight into the large blue skip located behind the fence near the RTC building.

For hygiene purposes each person needs to have their own crockery, cutlery, cooking equipment and cleaning items such as dishwashing liquid, dishcloth and tea towel. Residents will be allocated a storage area in a kitchen with fridge and cupboard space labeled with a room number the resident is assigned to. All personal items must be labeled with a name, and no one is to take food that does not belong to them. Any perishable food that has passed its use by date should not be left in the fridges. All items stored in the freezer spaces must be labeled with a name.

It is important that the preparation of food is restricted to the kitchens and that an acceptable standard of hygiene and good order is maintained. Clean the stove and food preparation areas after use. Remember that someone else will want to use the kitchen after you. Wash, dry and put away your dishes.

When using the stove for cooking, do not leave the kitchen and ensure that the door remains closed. Damage incurred due to neglect will be charged to your account.

There is to be no cooking in the kitchens after 10pm. Do not use the kitchens for socializing after this time – please use the lounges.

Fridges and freezers will be defrosted and cleaned out in July and December. All food needs to be labeled or it will be removed.

Evening meals are provided Monday to Friday in the Dining Room. At other times, each resident needs to provide for his or her own food requirements using the Residence kitchens.

Laundry

Laundry facilities, including coin-operated washing machines, are located in Bathrooms 117, 149, 217 & 251. Dryer rooms are located in 113, 145, 213 & 247. Washing must be attended to promptly at the end of the cycle and not left in the machines or on the floor. Washing lines are available outside at the rear of the building. Railings or banisters within Barkley Hall must not be used for hanging washing. Clothes racks are not permitted in hallways. Residents need to provide their own detergent.

Irons and ironing boards are in Bathrooms 135, 149, 235 & 251.

Bathrooms

Residents are encouraged to conserve water wherever possible: for example, turning off taps fully so that they do not drip, limiting showers to fewer than 4 minutes and reporting leaking taps and toilets immediately to the House Parents. Keep bathrooms and laundry rooms as dry as possible. Do not allow water to spill on the floors or beyond the sink areas.

Fans must be used in the bathrooms whilst showering. The last person to leave the bathroom should check that no taps are dripping, and that lights and fan are switched off.

Do not leave your showering items in the showers. Remove your hair from showers and sinks after use. Others do not want to shower on your hair or use a sink with hair left in it.

When going to and from the bathroom a person, please wear a dressing gown if not fully dressed.

Residence Facilities (cont'd)

Lounge Rooms

The lounges are shared areas and contain lounge furniture, TV and DVD. All furniture is to be treated with respect at all times.

The lounges are available to all residents as a place where they may quietly relax and are also useful for meeting with visitors and guests. Consideration of others is the main rule of use. Residents are responsible for keeping these rooms clean and tidy.

Common spaces, lounges and/or kitchens, may be closed during weekdays for repairs or cleaning. If spaces are temporarily closed, please use an alternate facility.

Do not leave personal belongings or litter in the lounges at any time. RTC will not be held accountable for theft from open areas such as the lounges, kitchens, etc. Valuables should be locked in residents' rooms at all times.

As the lounges adjoin some accommodation rooms, noise must be kept at a minimum, especially during the noise curfew between 11pm – 8am.

Note:

Sleeping in the lounge rooms or having your bedding in the lounges is not permitted.

Courtyard

The courtyard within the wings of Barkley Hall is a pleasant place for barbeques and picnics. Umbrellas, useful for shade over the courtyard tables, are kept in the storeroom and must not be left out overnight but put away each day. Litter and personal belongings must be picked up after use.

Mail

Parcels and mail may be collected from the office or issued by the House Parents. Outgoing mail may be left at the RTC Office but must already be stamped.

RTC Library

Residents are welcome to use the RTC Library for quiet study, or to borrow items. To become a member, see the Librarian for a card. Library membership is free.

Barkley Hall Internet

Broadband Internet is available to all residents via a wireless network. There is no additional charge for this service. It is the responsibility of residents to ensure that their computers comply with the standards, software and/or hardware required for connection.

Whilst we all like a good game, movie and TV series, the Barkley Hall internet service is provided for study and social connection purposes. It is not designed to support gaming or torrent streaming, especially illegal downloading.

Please consider others and maintain a fair use of the service.

Bus Timetables

Current timetables are available from the internet. Help from the RTC Office or House Parents is also available.

Churches

RTC is the home of the South Barwon Christian Reformed Church. Services are held on Sundays at 10.00am. South Barwon also run a BBQ for all Barkley Hall residents once a month on a Sunday evening.

Geelong has many other churches of differing denominations that will welcome residents. If you are used to a specific denomination, please seek out their places of worship on the internet and visit until you find a new church family if you have moved to Geelong from elsewhere.

Dining Room

The Catering staff will do their best to cater for any dietary requirements with a variety of 'nutritious home cooked meals' during the year. We encourage all residents to attend meal times, as this is an opportunity to enjoy friendship and build community.

Meals

Evening Meals will be available Monday to Friday throughout the year. Evening meals are held in the Dining Room, in the main RTC Building. Dinner consists of a 2-course meal and starts promptly at 6.30pm. Late arrival may mean a resident misses out on a meal.

Meal Time Courtesy

Courtesy and respect for others should be observed in the Dining Room with regard to punctuality, behaviour, hygiene, table manners, and respectability of dress. Due to Health Department regulations, bare feet are not permitted in the Dining Room or kitchen.

Mobile phones should be placed on 'silent' or turned off during the mealtime.

Meal Time Devotion

Each resident may have the opportunity to lead the mealtime devotion on a rostered basis. All residents are expected to be on time to attend the devotion.

Non-attendance of Meals

If you are unable to attend the meal, please let the server know through StarRez or contact the House Parents. If you wish a meal to be kept for you, an arrangement would need to be made with the server or another resident to collect a meal on your behalf in a suitable container which you supply.

Please note:

Dining Room crockery, cutlery or glassware is for use in the Dining Room only and is not to be taken to the Residence. Please use your own containers to take food away.

Guests

Visitors may be invited to join in the evening meal; however, it is essential to make arrangements with the House Parents or the RTC Office, preferably in advance (see pg. 5). Payment of \$10 may be made on the day or added to your account.

Dining Room Duty

Long-term residents will be placed on an Evening Meal Duty Roster and required to contribute to the setting, serving, and cleaning up of the evening meal. If you are unable to do your duty on the night assigned, it is essential to arrange a swap so that you are replaced. If absent on an assigned night without notice, an additional night may be assigned.

Those on duty need to report to the kitchen at 6:15pm. To comply with health and safety regulations, hands must be washed at the hand-wash sink and shoes must be worn that cover the feet. Thongs & sandals are not acceptable. Duty involves working in a team: setting the tables, serving the meal, doing the dishes, tidying and sweeping the Dining Room and kitchen after the meal. A duty description is on the kitchen notice board.

Illness:

It is possible for some things to go unnoticed. If you do not arrive for a meal, there is no guarantee that anyone will assume you are sick and offer to help. We do not want you to be without help and assistance in these situations. For this reason, it is important to notify the House Parents when you are unable to attend because of sickness.

Safety Regulations

Security

Safety and security is the responsibility of everyone. Behaviour should be driven by safety, not convenience. Taking responsibility for your personal safety and looking out for others is an important safety requirement in the Residence.

Security is important in Barkley Hall. The entrance doors of the Residence must not be propped open or pegged back, other than for the purpose of moving goods. Doors left open compromise the security of the Residence and therefore its tenants.

Fire Regulations

Residents will be required to participate in fire drills, be familiar with the standard fire orders and evacuation plan and observe fire regulations.

The Residence is protected by smoke detectors, a sprinkler system, and the EWIS Fire & Evacuation System. The alarms have two tones. The first tone is an alert to warn that a smoke detector has been activated, and the second is an evacuation siren. Should the alarms sound, all residents must immediately evacuate the building and assemble on the front oval.

The kitchens are equipped with fire blankets and extinguishers. Even so, cooking on the stove top needs to be supervised always. Do not leave the kitchen while using the stove. Damage incurred due to neglect will be charged to your account.

The smoke detectors are very sensitive. Even steam and aerosol sprays may activate the alarms. Naked flames including oil burners, wick-burning lamps, and candles are prohibited.

Smoking is not permitted on the RTC property.

Exits are to be kept clear at all times. Nothing is to be left in the hallways that may impede evacuation or could cause a person to trip. Hallways and doorways are to be kept as clearways at all times. Floor space in bedrooms should also be kept clear so as not to impede evacuation.

Note: As fire is a major hazard to health and property, any misuse or tampering of any kind with fire equipment, extinguishers, alarms, smoke detectors and sprinkler systems cannot be tolerated. Anyone found to have done so may expect to be expelled from Barkley Hall.

Other Hazards

Residents must be highly conscious of not acting in such a way as to endanger their own life, or the lives of others.

Any explosive or combustible materials, firearms, other offensive weapons, or any other dangerous offensive items are prohibited.

Residents or their visitors/guests must not bring alcoholic beverages or non-medicinal drugs onto the RTC property. Use/consumption/storage of alcoholic beverages or non-medicinal drugs on the property and/or in the residential buildings operated by the RTC is not permitted.

Pet animals, birds, insects or reptiles are not permitted.

Scooters, rollerblades and skateboards are not to be used within the buildings or on the roadways. The ovals are also provided for these activities.

First Aid

The House Parents are qualified in First Aid. First Aid Kits are available for emergency use only by the House Parents and in the Main Building RTC Kitchen. Residents are encouraged to provide their own personal kits.

Grievance Policy

The following policy on Grievance Resolution Procedures for *students* of RTC, and *residents* at Barkley Hall, is based on the policy of the Australian College of Theology.

1. Introduction

It is recognized that from time to time students and residents may have grievances, which need to be resolved in order to preserve good relationships and an atmosphere conducive to study. The aim of the following procedure is to ensure that grievances are resolved by negotiation and discussion.

2. Grievance Procedure for Residents

- a. A resident with a grievance about services rendered by Barkley Hall shall seek to resolve the matter with the House Parents in private discussion.
- b. Where private discussion does not have a satisfactory outcome, the resident may put his or her complaint in writing to the Barkley Hall Leadership Team (BHLT). The BHLT will respond in writing as to whether any action is warranted and/or what action will be taken.
- c. Where a resident is not satisfied with the response, he or she may amplify the complaint in the presence of a witness at a meeting with the BHLT.
- d. Any further appeal will be heard by the General Manager, whose decision will be at his sole discretion and shall be final.

Harassment Policy

1. Anti-Discrimination & Sexual Harassment Policy

The following policy on anti-discrimination and sexual harassment is based on the policy of the Australian College of Theology.

The Reformed Theological College does not tolerate any form of discrimination or sexual harassment. We believe that all employees, students, and residents have the right to work, study, and reside in an environment free of discrimination and harassment. The RTC is committed to providing an environment that is safe for its employees, students, and residents.

Discrimination occurs when someone is treated unfavourably because of: his or her sex; marital status; pregnancy; parental status; breastfeeding; age; race; impairment; religious belief or activity; political belief or activity; trade union activity; lawful sexual activity; gender identity; sexuality; family responsibilities; and, association with, or relation to, a person identified on the basis of any of the above attributes.

It is the responsibility of the RTC leadership to ensure that there is no discrimination in its operations.

Harassment in general and sexual harassment, is of concern, as it may adversely affect a staff member's performance of duties, and a student's or a resident's progress within a course of studies. It also brings into question the integrity and standing of the RTC and its programmes.

Any reports of discrimination or harassment will be treated seriously and investigated promptly and impartially. It is the responsibility of the College to ensure that no one feels uncomfortable, embarrassed, scared or worried about reporting an incident, which has caused him or her distress.

Positively it is the responsibility of staff to treat their colleagues and the students equitably and with due respect.

Should any staff member, student or resident wish to report an incident of discrimination or harassment this should, in the first instance, be referred to the Dean of Students or College Principal. If the complaint is substantiated the matter will be referred to the full faculty for their consideration. Details of any action taken by the Dean of Students or Principal will be conveyed to the complainant. No one will be disadvantaged in his or her employment opportunities, student status or resident status as a result of lodging a complaint.

The procedures for dealing with a complaint of harassment or sexual harassment are set out in the following section.

If students have grievances of a personal nature, resulting from conflict with other students, residents or staff, both students, residents and staff should respond to the conflict according to the following principles:

- We will seek to glorify God by maintaining a non-judgmental and forgiving attitude and praying for each other.
- We will take responsibility for our own contribution to the conflict.
- We will not talk about others behind their backs.
- We will choose to overlook minor offences and will talk directly and graciously with those whose offences seem too serious to overlook.
- If the conflict cannot be resolved in private we will ask others in the body of Christ (e.g. a student rep, a member of staff, residence supervisors) to help us settle the matter in a biblical manner. If the matter still cannot be resolved, it should be taken to the Dean of Students or Principal, as appropriate, who will be the final arbiter of disputes.

Harassment Policy (cont'd)

2. Procedures for dealing with a Complaint of Harassment or Sexual Harassment

2.1 The Nature of Harassment and Sexual Harassment

Harassment is a form of abuse and encompasses a wide range of physical and verbal behaviours which erode the dignity of an individual. It violates the boundaries the individual has drawn around his/her person and property.

Its nature may be implicit (e.g. poking fun at a person's values, the inappropriate exercise of power over a person) or explicit (eg. intrusion into an individual's "personal space" and/or refusal to leave a person and his/her property alone when asked to).

It may take the form of an isolated incident or a series of incidents. It includes:

- behaviour which a reasonable person would consider to be:
 - offensive
 - intimidating
 - humiliating
 - threatening to a person or group of persons
- bullying
- the use of rude, foul and abusive language
- constant criticism
- humiliating and demeaning conduct in front of others
- taunts and ridicule
- provision of offensive material

Sexual harassment is a form of abuse involving unwelcome sexual gestures. It encompasses a wide range of physical and verbal behaviours which erode the dignity of an individual by degrading the sexuality of the individual.

Sexual harassment may be implicit (eg. stares, gestures, sexual innuendo) or explicit (eg. touching, fondling, sexual proposition). It includes the demeaning of persons whether by persons of the other gender or of the same gender. It may take the form of an isolated incident or a series of incidents.

2.2 Complaints by students against fellow students

- Any student may make a complaint concerning harassment in general or sexual harassment in particular, to the Dean of students.
- Both verbal complaints and written complaints may be made and will be taken seriously.
- In either case, there should be clear and enough information to allow a complaint to be assessed and dealt with.

In the case of verbal complaints:

- Either the Dean of Students or Principal, with whom the complaint has been lodged, will assess the substance of the complaint and may confer with the faculty/staff in doing so.
- Where he deems appropriate, he will either
 - speak with the student against whom the complaint has been made (the respondent), seeking to deal with the situation pastorally, or
 - recommend that the complainant lodge a formal, written complaint.
- Where action is taken, including pastoral action, the respondent will have the right to know the precise nature of the complaint and who has made it, unless, in the view of the Dean of Students and Principal, there is a reasonable probability of risk for the complainant in so informing the respondent.
- An appropriate outcome from pastoral action may include a verbal or written apology, mediation (only in minor matters and only by mutual consent), or an undertaking by the respondent that he/she will undergo counselling.

Harassment Policy (cont'd)

- Where pastoral action is undertaken, and it fails to achieve a satisfactory outcome, the complainant has the right to lodge a written complaint to the Faculty, so that further action might be taken.
- The complainant will be informed of action being taken and of any decisions made in regard to the complaint.
- Pastoral care will be provided for the complainant, including doing whatever is feasible to protect the complainant from further harassment.

In the case of written complaints:

- The Dean of Students or Principal will assess the substance of the complaint and may confer with the faculty/staff in doing so.
- Where he/she deems appropriate, he/she will either
 - speak with the student against whom the complaint has been made, seeking to deal with the situation pastorally, or
 - where the complaint is of a particularly serious and substantial nature, refer the matter to the full faculty and/ or Chairman of the Board for consideration.
- Where action is taken, including pastoral action, the respondent will have the right to know the precise nature of the complaint and who has made it, unless, in the view of the Dean of Students and Principal, there is a reasonable probability of risk for the complainant in so informing the respondent.
- An appropriate outcome from pastoral action may include a verbal or written apology, mediation (only in minor matters and only by mutual consent), or an undertaking by the respondent that he/she will undergo counselling.
- Where pastoral action fails to achieve a satisfactory outcome, and where the complaint is of a serious nature and able to be substantiated, the matter will be referred to the full faculty and/or Chairman of the Board for consideration.
- Where the matter is so referred the respondent will be notified in writing that this action is being taken and he/she will have the right to submit a written response to the complaint to faculty.
- Action by the faculty, in the event of a complaint being substantiated in its view, may include a requirement that the respondent enter into an accountability relationship with an appropriate person, a requirement that the respondent undergo counselling, suspension of the respondent, or expulsion of the respondent.
- Pastoral care will be provided for the complainant, including doing whatever is feasible to protect the complainant from further harassment.
- The faculty may, at its discretion, undertake to provide counselling for the complainant.
- The complainant will be informed in writing of action being taken and of any decisions made in regard to the complaint.

2.3 Complaints by students against faculty/staff

The above procedures will apply except that complaints are to be made directly to the Principal. If the Principal is the one against whom a complaint is being made, a complaint will be made to the Chairman of the Board.

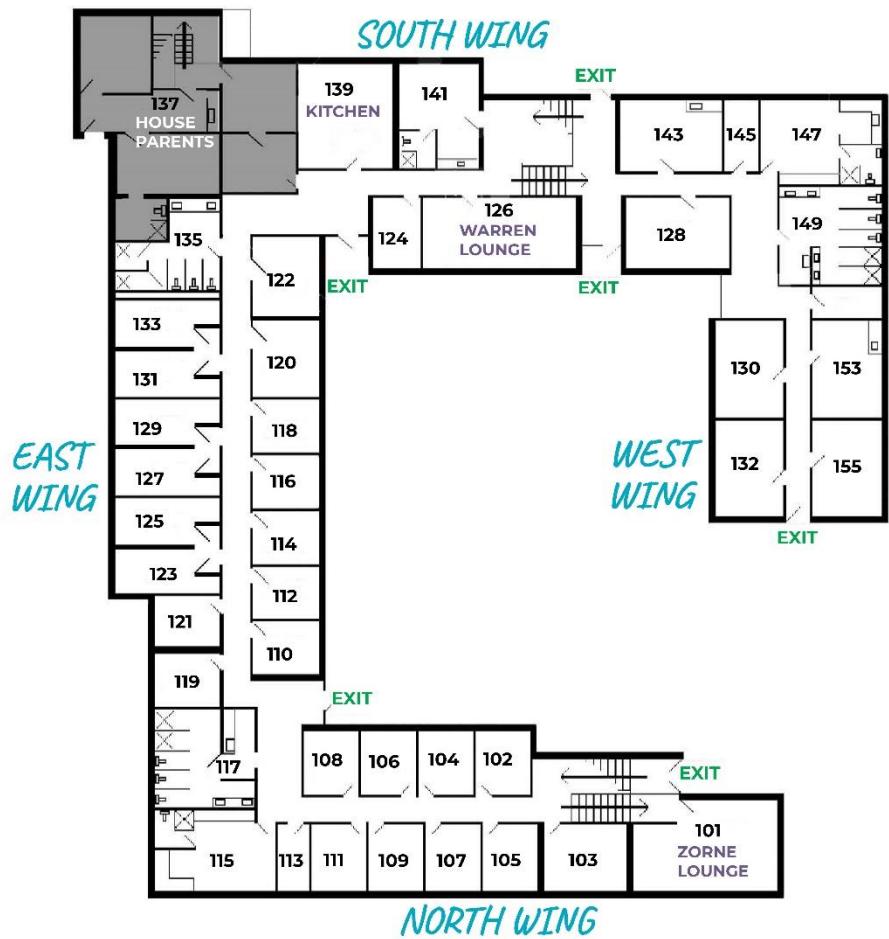
2.4 Complaints by faculty/staff against students

The above procedures will apply except complaints are to be made to the Principal. If the Principal is the one making the complaint, it will be made to the Chairman of the Board.

Barkley Hall Floor Plans

BARKLEY HALL

LEVEL 1 MALE ROOMS



BARKLEY HALL

LEVEL 2 FEMALE ROOMS

In case of FIRE or
EMERGENCY, follow
red arrows to **EXITS**
and then assemble
on FRONT OVAL



BARKLEY HALL

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Be careful to do what is right in the eyes of everybody. If it is possible, as far as it depends on you, live at peace with everyone.

Romans 12:17b-18
