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Boarding Compliance Policy

Source of Obligation	The NSW Registration Manual (3.11) requires the School to have policies and procedures that are satisfactory to ensure the safety and welfare of boarders.
Aims and Guiding Principles	Section 3.11.1 requires the School's aims and guiding principles in relation to boarding to be available to stakeholders in a student's education and welfare. Stakeholders include parents/guardians and NESA. The School has in place and implements policies and procedures that include: - the aims and organisation of boarding at the School - the boarding enrolment policy - any special aspects of the School's boarding facilities, for example co-educational, weekday-only boarding - a description of the facilities and support services provided for boarders - how the School's policies for boarding relate to Day School policies - communication mechanisms. These policies and procedures are made available to stakeholders in a student's education, including parents/guardians and NESA. Refer to: Our Boarding Program Our Boarding Values and Service Objectives Enrolment and Induction of Boarders Boarding Facilities Compliance Policy Boarding Parent/Carer Communication Policy
Legislative Compliance	Section 3.11.2 requires the School's boarders to be provided with accommodation that complies with legislative requirements. The Armidale School maintains: - policies that assess and monitor the standard and state of repair of boarding premises, buildings and facilities, taking into account the requirements of relevant legislation, including the Explosives Act 2003 and Work Health and Safety Act 2011 - details of annual fire safety statements that comply with Part 9 Division 5 of the Environmental Planning and Assessment Regulation 2000 - written evidence that any School premises and/or buildings first occupied after 2003, or that have been the subject of a development application since 2003, comply with all legislation relevant at the time of occupation - policies and procedures to meet the requirements of the Disability Discrimination Act 1992 with respect to the School's boarding buildings and premises - for buildings that have been the subject of a development consent or erected since 1997, evidence of relevant council approval in relation to Class 3 of the Building Code of Australia. Refer to our Boarding Facilities Compliance Policy.
Rights and Responsibilities of Boarders	Section 3.11.3 requires the rights and responsibilities of the School's boarders to be defined and respected. The School has in place and implements policies and procedures that include: - codes of conduct for members of the boarding community describing the rights and responsibilities of boarders, if relevant staff supervision of any student leadership system in the Boarding School organisation if it provides authority for students to discipline or direct other students at the School - management of student behaviour, including but not limited to processes for suspension, expulsion and exclusion that are based on procedural fairness - a process for handling complaints that describes how matters of concern can be raised and the process for responding to those concerns. Refer to: Boarder Code of Conduct Boarding Staff Code of Conduct Student Discipline Policy Boarding Suspension, Expulsion and Exclusion Policy Complaints and Feedback (Boarding)
Child Protection Training and Compliance	Section 3.11.4 requires the School's staff to be trained, and the School to meet legislative requirements, in relation to child protection. The Armidale School has developed a comprehensive Child Protection policy framework designed to ensure: - compliance with the Child Protection (Working with Children) Act 2012 (NSW) in relation to working with children check clearances for all persons in child-related work, and ensuring that external providers comply with the Act - compliance with the reportable conduct scheme under Children's Guardian Act 2019 (NSW) - compliance with the mandatory reporting obligations under the Children and Young Persons (Care and Protection) Act 1998 (NSW) - that all staff directly involved in the supervision of boarders are informed annually of their legal responsibilities relating to child protection, and other relevant School expectations - that the School has documented processes for ensuring that any external provider assessed by the School complies with the Child Protection (Working with Children) Act 2012 (NSW)

- that all staff who are mandatory reporters under the Children and Young Persons (Care and Protection) Act 1998 (NSW) are informed annually of their obligations and the manner in which the School expects them to comply with those obligations
- that clear guidelines and expectations are set for stakeholders regarding complaints or allegations of staff misconduct or reportable conduct
- publication of the School's complaint handling procedures regarding allegations of staff misconduct or reportable conduct
- that all staff have up-to-date staff handbooks and undertake professional development as determined by the Head of School.

Refer to:

Child Protection Incident Management Overview Flow Chart
 Child Protection - Child Abuse and Harm Definitions, Identification and Initial Responses
 Child Protection - Duty to Protect Students from Child Abuse or Harm
 Child Protection - Mandatory Reporting of Child Abuse or Harm to DCJ
 Child Protection - Mandatory Reporting of Child Abuse Offences to Police
 Child Protection - Reportable Conduct of Staff, Volunteers and Others
 Child Protection - Detecting, Reporting and Addressing Grooming Behaviours
 Child Protection - Working with Children Checks
 Child Protection - Information Sharing About Students' Safety and Wellbeing

Also refer to our Boarder Child Protection Policy.

Minimising the Risk of Harm

Section 3.11.5 requires the risk of harm, as defined in the Children and Young Persons (Care and Protection) Act, to be minimised for the School's boarders.

The School has in place and implements policies and procedures to minimise the risk of harm, including supervision with specific reference to:

- identification of staff with allocated responsibility for students over a 24 hour period
- procedures for monitoring the whereabouts of students over a 24 hour period
- protocols and guidelines, including risk management, for boarders undertaking on-site and off-site activities
- protocols for leave and travel arrangements.

Refer to:

Boarder Child Protection Policy
 Boarding Supervision Policy
 Missing Boarders Policy
 Risk Management Policy (Boarding)
 Leave for Boarders Policy

Boarders' Physical Wellbeing and Development

Section 3.11.6 requires the School's boarders' physical wellbeing and development to be provided for and monitored.

The School has in place and implements policies and procedures to provide for and monitor boarders' physical wellbeing and development, including:

- supplying food that meets the Australian Dietary Guidelines
- catering that complies with the requirements of the Food Act 2003 (NSW)
- facilities, personnel and programs for physical activity.

The School has also implemented policies and procedures to provide for:

- 24-hour access to emergency medical assistance
- training for all staff directly involved in the supervision of boarders to the equivalent of Provide First Aid (HLTAID003)
- monitoring the physical health of boarders
- consent from and notification of parents/guardians regarding the administering of first aid and medical care
- managing communicable and infectious diseases
- managing immunisation and screening
- distribution and monitoring of medication
- care of ill boarders
- ancillary health services, including facilities and personnel available on-site and off-site, and information on how to access these services.

Refer to:

Boarding School Food Provision Policy
 Boarder Protection, Safety and Wellbeing
 Boarder Injury, Illness and Access to Health Services Policy
 Boarder Medical Records Management Policy
 Boarding Staff First Aid Training and Accreditation Policy

Boarders' Personal Development and Emotional Wellbeing

Section 3.11.7 requires the School's boarders' personal development and emotional wellbeing to be provided for and monitored.

The School has in place and implements policies and procedures to provide for and monitor boarders' personal development and emotional wellbeing, including:

- personnel responsible for pastoral care
- identification of and support for students with special needs
- homework and access to assistance with homework
- access to counselling, where required
- provision for parent/guardian-student communication.

Refer to:

Holistic Development of Boarders
Boarder Development Policy
Academic Development of Boarders Policy
Boarders with Specific Education Needs Policy
Boarding Parent/Carer Communication Policy

Day-to-Day Management

Section 3.11.8 requires the day-to-day management of the School's boarding accommodation and facilities to protect boarders and meet legislative requirements.

The School has in place and implements policies and procedures to protect boarders that include:

- security of the Boarding School and its students, buildings and facilities for 24 hours each day
- response to serious incidents and emergencies.

Refer to:

Boarding Facilities
Boarding School Privacy, Security and Inspection Policy
Critical Incident (Emergency Situations) Response Policy (Boarding)

Implementation

The Armidale School has set up a series of compliance tasks, to ensure that key obligations under the NSW Registration Manual are managed effectively.