



Short Term Accommodation Guest Code of Conduct

For group stays and individual guest stays at Jane College

Jane College is a residential community for university students, including a cohort of students who are under 18 years of age. All short-term guests must help maintain a safe, respectful and age-appropriate environment. This Code applies throughout the College, at College meals and activities, during College-arranged transport, and in any online contact connected with the stay.

1 Who this Code applies to

Group stays	Individual guest stays
Applies to every adult participant, group leader, supervisor, chaperone, facilitator, contractor and visitor associated with an organised group booking.	Applies to every adult guest staying under an individual booking and to any visitor connected with that guest.

Group leader responsibility. The nominated group leader must brief all participants on this Code, supervise the group appropriately, remain contactable during the stay and promptly address or report concerns. Each adult remains personally responsible for their own conduct.

2 Expected conduct

- **Respect and inclusion.** Treat all residents, staff and guests with courtesy. Do not engage in bullying, harassment, discrimination, intimidation, sexual misconduct, violence or sexually offensive speech.
- **Privacy and boundaries.** Respect bedrooms, bathrooms, personal space and belongings. Do not enter a student bedroom unless expressly authorised for a legitimate reason and managed in accordance with College directions.
- **Age-appropriate behaviour.** Use appropriate language and behaviour around under-18 students. Do not involve students in adult-themed, sexually explicit or otherwise unsuitable conversations or activities.
- **No favouritism or grooming behaviour.** Do not form exclusive or secretive relationships with an under-18 student, give unauthorised gifts, offer private invitations, or create dependency or secrecy.
- **Visible interactions.** Keep necessary interactions with under-18 students in open or observable areas wherever practicable. Do not meet privately behind locked or closed residential doors.

3 Physical contact and personal care

Appropriate	Not appropriate
Brief, age-appropriate contact such as a handshake or high-five initiated by the student	Unnecessary, prolonged, overly familiar or sexualised physical contact
First aid provided when necessary, preferably in an open area and with another adult aware	Physical discipline, rough handling, restraint unless immediately necessary to prevent serious harm, or personal tasks a student can do themselves
Reassurance in a public area while respecting the student's wishes and personal space	Entering bathrooms, change areas or bedrooms without authorisation or a genuine safety need

4 Alcohol drugs and smoking

- **Under-18 students.** Never purchase, supply or offer alcohol, tobacco, vaping products or illegal drugs to a person under 18, and never consume alcohol with an under-18 student.
- **College rules.** Follow all College directions about alcohol, smoking and vaping. Drinking games, intoxication that affects safety or amenity, and the possession, use or distribution of illegal drugs are prohibited.

5 Digital contact photography and privacy

- **Private contact.** Do not initiate private social media messaging, texting, online gaming or other one-to-one digital contact with an under-18 student unless it is authorised and necessary for the stay.
- **Images and information.** Do not photograph, film or record residents, or share names, images, video, room details or other identifying information, without appropriate consent and College authorisation. Never post confidential, defamatory or disrespectful content about residents or Jane College.

6 Residential safety and community standards

- **Access and security.** Do not prop open secure or fire doors, share keys, room access cards, gate fobs or access codes, or allow unauthorised people into the College.
- **Visitors.** Do not bring overnight visitors into the College. Other visitors must be approved and comply with College directions.
- **Noise and shared spaces.** Observe quiet hours and respect residents' study, sleep, privacy and use of communal areas.
- **Rooms and property.** Keep rooms and common areas clean and safe. Report hazards or damage promptly. Guests or groups may be charged for loss or damage they cause.
- **Emergency procedures.** Follow fire, evacuation, emergency and staff instructions. Familiarise yourself with the procedures displayed in your room and common areas.

7 Raising and responding to concerns

If you see, suspect or receive a disclosure of abuse, grooming, harassment, sexual misconduct or another child-safety concern, act promptly:

- Ensure immediate safety. Call 000 if anyone is in immediate danger or urgent police or medical help is required.
- Report the concern as soon as possible to the Principal, Dean of Students or the nominated Jane College contact. Group members must also notify their group leader unless doing so could increase risk or compromise the report.
- Do not investigate, confront the person involved, promise secrecy or discuss the matter with people who do not need to know. Record what was seen or said accurately and preserve privacy.
- Follow any further reporting or information-preservation directions given by Jane College or the relevant authorities.

8 Non-compliance

Jane College may take immediate action to protect residents and the community. This may include directions to change behaviour, removal from an activity or area, cancellation of accommodation, requiring an individual or group to leave, recovery of costs, notification of the booking organisation, and referral to police or another authority.

9. Please read the following policies available on the Jane website before signing the Acknowledgement:

- [Child Safety Policy](#)
- [Sexual Misconduct Policy](#)

10 Acknowledgement

I confirm that I have read, understood and agree to comply with this Code of Conduct as a condition of accommodation at Jane College. For a group stay, the group leader also confirms that all group members have been briefed on these requirements and will be supervised appropriately.

Stay type	☐ Group stay ☐ Individual guest stay
Group or organisation	
Guest or group leader name	
Dates of stay	
Signature	
Date	