



St Andrew's College

Response Matrix

This Response Matrix intends to set out the recommended response, contact person and possible consequences for a range of situations in line with our community's expectations and appropriate policies and procedures.

These policies and procedures include:

- Sexual Misconduct Policy
- Respectful Relationships Policy
- Alcohol, Smoking, Medications and Other Drugs Policy
- Code of Conduct
- Diversity and Inclusion Statement
- Social Media Policy
- Academic Policy: Probation Requirements

Repeated situations or situations where there may be special considerations will be assessed on a case by case basis. Further information regarding our policies can be found at <https://www.standrewscollege.edu.au/about-our-college/policies/>.

This Response Matrix is a living document that will grow and change so as to always be an accurate reflection of our community's needs and aspirations. If you have any suggestions about additional materials you'd like to see included in this document, or if you encounter any errors, please contact student.life.manager@standrewscollege.edu.au

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2024 Contacts

St Andrew's College advocates a **No Wrong Door Policy**. This means that if you have any enquiries you can contact anyone in the College community who you feel comfortable talking to. If you have concerns or questions you are encouraged to seek help for yourself or for others at any time. All matters will be managed in confidence and with respect and your health, safety and wellbeing is of the utmost importance to us. Below are some suggestions for people you might like to contact:

Staff

To find the contact details of any staff member, please refer to the [student intranet](#).

Respectful Relationships Officers

To find the contact details of any staff member, please refer to our [website](#).

House Committee

Please click [here](#) for all House Committee contact details.

Pastoral Care Leaders

Please refer to the following [page](#) for all Pastoral are Leader contact details.

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Situation	Example or clarification	Contact Person			Procedure and consequences		
		Business Hours (Mon-Fri 9am-5pm)	After Hours (5pm - 3am)	Other	1st occasion	2nd occasion	3rd or more
Open room door	Locked out of own room	Reception	Nighthawk	Principal (emergency only)	Verify identity, logged on google doc + general comments section regarding behaviour	Verify identity, logged, explanation required	Verify identity, logged, explanation required, fine may be incurred - \$30 Students' Club fine
Late night noise	Music, loud talking in the corridor, etc. (11pm - 7am, STUVAC/exams 9pm - 9am)	-	Nighthawk	-	Speak to the person creating the noise if you're comfortable. If not, ask someone from House Committee to do it for you	Contact Nighthawk: Logged, reported to VP and SS, explanation required, fine may be incurred - \$100 per person for escalated/proper kick-ons (charged to the individual by SC).	Banned from next Students' Club event Continuous occasions referred to Principal Fine may be incurred - \$100 per person for escalated/proper kick-ons (charged to the individual by SC).

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Disrespect of others (breaches of the Code of Conduct or Respectful Relationships Policy)	Offensive or discriminatory language, offensive behaviour, obscene exposure, distribution of obscene material, sexual misconduct, bullying, discrimination, harassment, sexual harassment, assault, indecent assault, sexual assault	Respectful Relationships Officers	Nighthawk	House Committee or Pastoral Care Leaders (PCL)	<p>If you feel unsafe notify contact person immediately or call 000</p> <p>You choose what happens: explore your options</p> <p>Responding parties may be fined, excluded from events, suspended or excluded from College as per Respectful Relationships Procedures</p>	
Disrespect of others property	Damage to property	House Committee or Pastoral Care Leaders	House Committee or Pastoral Care Leaders Nighthawk	House Committee or Pastoral Care Leaders	Sort it out between the students or report to PCL	If the student feels unsafe or targeted, report to PCL/HC or VP
Disrespect towards staff or contractors	Including security and Nighthawks	Vice Principal	Nighthawk	House Committee	Logged and referred to VP and SS for explanation and consequences	
Not following staff/contractor instructions	E.g. re-entering Highlander after being removed	Vice Principal	Nighthawk or bar security	House Committee	Logged and referred to VP and SS for explanation and consequences	
Disrespect to College property	E.g. standing on tables, throwing items at paintings, washing machines	Vice Principal	Nighthawk	House Committee	<p>Logged and referred to Damages Committee if cost incurred</p> <p>Referred to VP/Principal for behaviour</p>	

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Damage to College property	E.g. breaking glass or kicking in doors	Vice Principal	Nighthawk	House Committee	Logged and referred to Damages Committee if cost incurred Referred to VP/Principal for behaviour		
Smoking outside (including Highlander events)	Only allowed near the bins - designated smoking area	Vice Principal	Nighthawk Highlander - Security	House Committee	Ask to put it out or go to smoking area	Incident logged Removal from Highlander	Incident logged Internal - fine \$300 External - escorted off College grounds
Smoking inside					Logged, referred to Vice Principal, Fine - \$300	Meet with Vice Principal to discuss further consequences	
Fire alarm	Intentional and unintentional	Vice Principal	Nighthawk		Logged and referred to Damages Committee		
Fire							
Illicit substance use	Including nitrous oxide (nangs) and marijuana	Vice Principal	Nighthawk	Pastoral Leaders	Will be dealt with on a case-by-case basis While we will always remain consistent with Australian law, our priority is the health and safety of our members. We will, when possible, facilitate members' access to services required to minimise harm and enable rehabilitation		
Distribution of illicit substances	Including giving substances to	Principal or Vice Principal	Nighthawk	House Committee	Excluded from College		

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	friends/others for free				
Stealing		Principal or Vice Principal	Nighthawk	House Committee	Case by case basis
Other illegal activities		Principal or Vice Principal	Nighthawk	House Committee	Case by case basis
Guest of College member breach policy or damage		Vice Principal	Nighthawk	House Committee	Externals escorted from College grounds and banned from re-entry. Any damage costs incurred due to guests will be paid by their host