



## Health and Wellbeing Policy

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## Part A – Framework

### 1. Statement of commitment

The purpose of Lincoln College is to enrich the lives of our students by offering unique opportunities for development within a dynamic learning community. Therefore we aim to provide a learning, work and living environment that supports enhanced physical and mental health for all members of the College community. We are committed to creating and maintaining a community in which each member can choose to live a healthy lifestyle. We aim to support each member of the community to create a healthy and balanced life.

#### 1.1. Creating a positive health and wellbeing environment

All members of the College community are expected to help participate in a positive health and wellbeing environment within the College by:

- Following a healthy lifestyle with regard to diet, exercise and sleep
- Applying moderation to unhealthy activities
- Refraining from undertaking activities that impact negatively on other residents' health
- Supporting other residents to improve their health when they make an effort to do so
- Openly supporting, promoting, and acting on this Policy
- Circulating this Policy and making it clear to students and staff that compliance is obligatory unless otherwise noted (for tutors, Senior Staff and supervisors).

1.2. College management support the creation of a healthy College through: working with the College Club to promote healthy activities and exercise; regular meetings of the Occupational Health, Safety and Welfare Committee; and training and education for tutors, SWOTs and new members of the College.

### 2. Overview & Principles of Health and Wellbeing

#### 2.1. Lincoln College

- is committed to offering accommodation that supports residents' abilities to make healthy choices about their lifestyles.
- fully and actively supports the rights of all members of the College community to work, live and study in an environment that promotes positive physical and mental health and wellbeing.
- affirms the importance of a positive health and wellbeing environment to effective study and learning, work and community activities.
- recognises that many residents of the College begin to make independent choices about their health and wellbeing for the first time when they move to Lincoln, and as such, may be in need of positive role models, education and support to make choices that lead to lifelong health benefits.
- recognises that it is the responsibility of each person to make choices about their health and wellbeing, and the responsibility of the College to provide an environment which

supports and exemplifies healthy choices, and in which all residents have the opportunity to flourish.

- recognises that all members of the College community need to understand the policies and processes regarding health and wellbeing for the policies to be effective.

2.2. In line with the Ottawa Charter for Health Promotion, Lincoln recognises the following principles which underlie support for health and wellbeing at Lincoln:

- *Build Healthy Policy* – Lincoln maintains a health and wellbeing policy, and integrates consideration of resident wellbeing into all decision-making processes.
- *Create Supportive Environments* – Lincoln aims to create an environment which supports health and wellbeing by empowering residents, tutors, the College Club Executive and staff to apply the health and wellbeing policies for the benefit of all members of the College community.
- *Strengthen Community Actions* – Lincoln supports residents, tutors, the College Club Executive and staff to undertake and participate in activities which support and foster health and wellbeing.
- *Develop Personal Skills* – Lincoln provides residents, tutors, the College Club Executive and staff with information and training about healthy lifestyles and support for wellbeing.

### 3. Scope

This Policy sets out behavioural standards required of all members of the Lincoln College community with regard to health-related behaviours. This document applies to all members of the Lincoln College community whilst engaged in College activities or on College grounds. It applies to members of the public who are on College grounds. Members of the public who do not meet the behavioural requirements of this policy will be asked to leave the grounds forthwith.

### 4. Definitions

The following definitions apply for the purpose of this Policy and annexures:

- *Academic Tutors* means senior residents who are placed in charge of a group of residents who are all studying a similar university course, to support their effective learning.
- *College community*, for the purpose of this Policy, includes all staff, all students, and other people, such as alumni, contractors, volunteers and visitors, who are involved in a College-related activity.

- *Chairperson* means the Chairperson of the Council.
- *Principal* means the Principal of the College. The Principal manages the Senior Staff and is responsible for the general spiritual, emotional, physical and intellectual health of the College.
- *Club* means Lincoln College Club Inc.
- *College* means Lincoln College Inc.
- *Constitution* means the constitution of the College.
- *Corridor Tutors* means senior residents who are placed in charge of a corridor of residents to maintain good order and promote community.
- *Council* means the Council of Lincoln College Inc.
- *Health* means “a state of physical, mental, and social well-being and not merely the absence of disease or infirmity” (World Health Organisation, 1946).
- *Mental Health* means “a state of well-being in which an individual realizes his or her own abilities, can cope with the normal stresses of life, can work productively and is able to make a contribution to his or her community. [It] is the foundation for individual well-being and the effective functioning of a community.” (World Health Organisation, 2010).
- *Members of the College community* means: students resident or affiliated with the College; residential and academic tutors; any members of academic staff of the College; the Principal, Dean and Assistant Dean; and employees or contractors of the College and other persons admitted into membership of the College.
- *Physical Health* means a state in which an individual has appropriate levels of rest, good nutrition and physical exercise, maintains a healthy weight, and is not consuming excessive quantities of unhealthy substances (eg alcohol, tobacco, illicit drugs, unhealthy food).
- *Residential tutors* means all academic and Corridor Tutors living in Lincoln College.
- *Senior Staff* means the Principal and Senior Residential staff of the College.
- *Wellbeing* means a state characterized by health, happiness, and prosperity. A resident who demonstrated wellbeing would be functioning effectively in the following dimensions of intra- and interpersonal functioning: acceptance, autonomy, communicative efficacy, connectedness, curiosity, engagement, emotional regulation, empathy, mastery orientation, resilience, self-efficacy, self-esteem, and spirituality. (Fraillon, MCEETYA/ACER, 2004)

## **Part B - Health and Wellbeing Policies**

### **1. Physical Health**

#### 1.1. Food and drink

Lincoln College (through its kitchen contractors) provides meals for residents to be consumed in the Hambly Dining Room, supper to be consumed in the Common Room, and tea and coffee to be consumed in the Student Lounge. Other food and drinks may be provided by the college on an ad hoc basis.

Food provided by kitchen contractors meets current guidelines for healthy eating.

Information about a healthy diet is available in the Hambly Dining Room for resident self-education. A nutritionist affiliated with the kitchen contractors visits Lincoln twice a year and residents may book a consultation with the nutritionist when s/he attends.

Lincoln College will cater to most residents' particular nutritional needs or dietary requirements, including: vegetarian, lactose-intolerant, gluten-free, religious restrictions, other health-related dietary requirements, pending approval from the Principal. Residents with special dietary requirements should advise College Central and complete the appropriate forms for approval to cater to their needs, within catering capabilities.

Residents are responsible for selecting a balanced diet from amongst the foods on offer. If a resident wishes for guidance in selecting healthy choices, materials provided by the kitchen contractors are the appropriate first point of reference. Following that, they may book an appointment with the Dean for further assistance.

Residents are permitted to eat, and store food in their rooms, as long as this is done in a hygienic manner which is unlikely to lead to health problems or insect infestation.

## 1.2. Sleep

Residents of Lincoln College are encouraged to make themselves aware of current guidelines regarding the hours of sleep recommended for young adults (currently 9 hours per night) and make efforts to achieve this level of sleep (which is critical for good health and learning ability).

It is expected that all residents will restrict the level of noise they make between the hours of 10pm and 8am (or 11am to 8am on weekends), to protect the sleep of other residents.

Lincoln will take action to protect the ability of residents to achieve appropriate levels of sleep during the hours of 10pm-8am. Residential tutors are empowered to require residents to reduce levels of noise between these hours where it is likely to be disruptive to others.

Residents who repeatedly disrupt the sleep of others through excessive noise (such as loud music, parties, shouting, running inside, etc) will be disciplined, and in extreme cases, may be asked to leave college.

## 1.3. Illness and injury

### 1.3.1. Accidents

Following an accident, residents should seek first aid from College Central (during office hours), or from a Corridor Tutor after hours. Lincoln College ensures that all Corridor Tutors, and key staff members, are trained in First Aid in order to appropriately care for injured residents.

Following an accidental injury, or a near miss, residents are required to complete an Incident Report form (available from College Central) to formally advise the College of the accident.

If the accident requires hospitalisation, Senior Staff should be advised. Royal Adelaide Hospital Emergency Department (Cnr North and East Terraces) is the usual location to take a resident with a serious injury. If a resident is unconscious, bleeding profusely, or has broken a bone, an ambulance will be called to transport the resident. Residents are recommended to maintain Ambulance Cover for the period of their stay at College.

#### 1.3.2. Illness and Infectious Disease

Residents who contract infectious diseases should take practical steps to limit the exposure of other collegians, in line with the severity of the disease. For example, regular handwashing, covering mouth and nose while sneezing, not sharing drinks or food while unwell.

Senior Staff reserve the right to impose quarantine conditions on residents with serious or severe infections. Quarantine conditions may include avoiding the dining room and other common areas in order to avoid spreading infections.

#### 1.3.3. Medication

Residents who take medication to manage a chronic physical health condition (eg asthma, diabetes) should advise College Central of their prescription and dose in case of emergencies. This information will be kept confidential to Senior Staff and the residents' Corridor Tutor, but is needed to ensure resident safety in the event of an emergency.

#### 1.3.4. Allergies

Residents with severe allergies should advise College Central of their allergy and management plan in case of emergencies.

### 1.4. Sport and recreation

Lincoln encourages all residents to become involved in the sporting program provided at Lincoln, through Lincoln Legends and SAUCC-organised activities.

Lincoln encourages all participants and supporters of sporting activities to use appropriate preventative equipment and practices to reduce the risk of injury: sunscreen, protective clothing (on the field and off the field), warming up and cooling down before matches, maintaining adequate hydration.

The organiser of the sporting activity is required to make provision for First Aid should it be necessary (by providing access to a First Aid kit at a minimum). Ideally, a staff member or resident trained in First Aid should attend each sports session.

The organiser of the sporting activity is required to provide access to water, ice and sunscreen for participants and supporters.

## 2. Mental Health

### 2.1. Mental Health Issues at College

Lincoln recognises that mental health issues may affect residents. Lincoln aims to support residents with mental health issues to manage their condition in such a manner that their academic and social lives are not unduly affected.

Lincoln may not be able to support residents:

- whose mental health conditions became significantly disruptive to other residents;
- who refuse to seek treatment or maintain consistent medication regimes (where these are recommended by a mental health professional);
- whose mental health status is clearly diminished because of college life; or
- who persistently endanger their own lives, or the lives of others.

Residents in these categories may be asked to leave college until such time as their mental health permits their safe return to study.

Lincoln will ensure that key staff and residential tutors are trained in Mental Health First Aid to appropriately respond to mental health crises among residents.

### 2.2. Medication

Residents who are taking medication to manage a mental health condition (including anti-depressants, anxiolytics, anti-psychotics and others) are required to advise the Principal of their prescription and dosage. This information will be kept confidential to Senior Staff and the residents' Corridor Tutor, but is needed to ensure resident safety in the event of an emergency.

Residents are required to advise Senior Staff before undertaking a significant change to their medication regime (including cessation of medication, or "tapering off" one medication to start taking another), so that you can be appropriately supported in this time, and key staff are aware of your situation.

### 2.3. Mental Health and Identity

A significant part of the transition to university study, adulthood and independence involves the development of an adult identity, including sexual identity and gender association.

Lincoln College recognises that community mental health is maintained at higher levels where respectful attitudes towards diverse sexual identities exist.

College management expects that residents will maintain a respectful attitude towards other residents at all times, particularly with reference to issues of sexuality and gender.

## 3. Sexual Health

### 3.1. Sexual Relationships and respect

Lincoln College recognises that adults in a residential environment form relationships, and that some of these relationships may incorporate a sexual component.

Lincoln encourages residents to extend the spirit of respect to encompass sexual relationships and their behaviour towards sexual partners.

This includes things like:

- Practicing safe sex at all times;
- Respecting the principles of “willing consent” in all intimate relationships;
- Respecting the fact that “no means no” and not pressuring partners to do things they don’t want to do;
- Not taking advantage of other residents who are affected by alcohol or other drugs; and
- Practicing discretion and respect regarding details of intimate relationships.

### 3.2. Advice on sexual health matters

Students who need advice on matters relating to sexual health, intimacy, contraception or other personal issues are encouraged to contact the Dean. The Dean provides information in line with research-supported best practice, and can link residents with appropriate health services that provide non-judgemental, supportive medical care and counselling at low or no cost.

### 3.3. Sexual identity

Lincoln residents are required to uphold the principles of the Fair Treatment Policy with respect to creating an environment in which all residents feel safe and welcome, regardless of their sexual orientation.

## 4. Alcohol and Drugs

### 4.1. Alcohol

Fundamental to the Alcohol Policy and its guidelines is the right to individual choice and the responsible service of alcohol. The policy stipulates moderation in consumption and a responsible attitude towards the use of alcohol. It aims to create an environment for students that is free of a group expectation or a cultural pressure to drink alcohol at all, or to drink alcohol to excess.

#### 4.1.1. Education and Promotion of Awareness

The College recognises its obligation to take all reasonable measures to ensure that up to date and relevant information is made available to residents on the use and abuse of alcohol. This includes information specific to medical and welfare concerns and the internal and external resources and expertise available for counselling and other forms of assistance.

The measures to be taken include:

- the provision of information about the safe use of alcohol in the Orientation Program information sessions.

- Information distributed to the College Club and Residential Tutors.
- Training and rostering of the Student Wellbeing Officer Team to provide support and care as sober mentors during College functions where alcohol is served.
- The counselling and welfare support information provided upon entry to all new and returning students in the annual “Students’ Welcome Pack”.

#### 4.1.2. Inappropriate Use of Alcohol

**The abuse of alcohol is invariably the major factor associated with serious disciplinary incidents within the College.** Instances of alcohol abuse or binge drinking are a serious welfare concern. Some members of the College may experience problems as a result of their own or others use of alcohol. While alcohol will not be accepted as an excuse for inappropriate behaviour, issues will be addressed in a supportive and constructive way for those who are willing to address their problems and work to overcome them.

Therefore, the Principal and Dean of Students manage individual reports of alcohol abuse immediately upon report, in confidence, and, where required, according to the College’s Discipline Policy.

Immediate intervention is managed through personal interview and may result in a management strategy which includes:

- Disciplinary action under the procedures of the Discipline Policy.
- Individual follow up and monitoring, and
- Referral for on-going counselling to an appropriate external professional.

#### 4.1.3. Reasonable personal conduct

- Normal community and legal standards relating to behaviour are applicable in College as they are everywhere else.
- Drunkenness or other intoxication is not a defence for unacceptable behaviour.
- Binge drinking (drinking with an intention to get very drunk) is a high-risk activity, and is not supported or encouraged by the College.
- Competitive drinking games which include alcohol and the encouragement or expectation to drink alcohol quickly, to excess, or in any other dangerous manner, are prohibited on College grounds.
- Pressure or coercion by a student or group of students on another student or student group is intimidatory conduct and contravenes the College’s Fair Treatment Policy. Reported incidents will be subject to disciplinary action according to the College’s Disciplinary procedures.

#### 4.1.4. Consumption of Alcohol on College Grounds

- Students who are over the age of 18 years are permitted to consume alcohol within their personal bedrooms, if they choose.

- No student under the age of 18 is to consume alcohol while resident in the College, whether on College grounds or not. Residents who break South Australian law related to alcohol consumption will be subject to disciplinary action and the law.
- No student under the age of 18 is to be offered alcohol by other residents, whether on College grounds or not. Residents who break South Australian law related to alcohol consumption, or encourage others to do so, will be subject to disciplinary action and the law.
- The College reserves the right to declare alcohol free zones within its campus, which are outlined in the Student Handbook. Students who consume alcohol within designated alcohol free zones will be subject to disciplinary action according to the College's Disciplinary procedures.

#### 4.1.5. Liquor Licence:

The College Club has an alcohol license which allows it to serve alcohol in the common room under the following conditions:

- The Principal has granted permission for the event
- A Licensee is present
- A person who has completed Responsible Service of Alcohol training is present.
- A College or Club on-campus event at which alcohol is served must adhere to Liquor Licence requirements.
- All Club members are required to understand and abide by the conditions of the Liquor Licence. Residents who breach the terms of the Liquor Licence will be subject to disciplinary action and may be asked to leave college.

#### 4.1.6. Underage students:

- Students under the age of 18 are not permitted to consume alcohol on College grounds, at College functions, or at events organised under the aegis of the College or the College Club.
- All College Club Executive members, tutors and Student Wellbeing Officers should ensure they receive an up-to-date list of students under 18 years of age at the start of the year.
- Photographs and names of under 18 students are to be kept for reference at the bar.
- Rostered student bar staff must be aware of the identity of each student under the age of 18 years who is present at the Event to ensure that they are not served alcohol.

#### 4.1.7. Responsible Service of Alcohol:

- No intoxicated student is permitted to enter a Club Event.
- No student who exhibits signs of intoxication is permitted to be served alcohol at the Event.
- Quality chilled non-alcoholic drink options are to be given equal prominence as alcoholic beverages at student bars.
- Low alcohol content drink options must be available. (e.g. light beer).
- Proceeds from the sale of non-alcoholic drinks and food may not be used to subsidise the cost of alcoholic drinks.

- Water is to be available and clearly visible at each bar service.
- Food must be served during any function where alcohol is available.
- Students who serve at the alcohol bar are to have received a briefing on responsible service of alcohol from the RSA-trained bar person.
- Care must be taken to mop up immediately any spilled liquids, which are a safety hazard.
- Alcohol must not be removed from the designated Event area.

#### 4.2. Smoking

Smoking in this section of the policy refers to smoking tobacco in any form. The College maintains a smoke-free environment. Residents must not smoke nor permit smoking in their rooms, any of the College buildings, or anywhere on the College Campus. If an alarm is triggered by smoke the resident responsible will be charged the Fire Service fee (approximately \$500). Residents smoking off-campus are required to maintain a position at least 10 metres from doors and windows of college buildings.

Any resident has the right to politely request a smoker to remove themselves from the College grounds while they are smoking.

#### 4.3. Drugs

The cultivation, distribution or consumption of illegal or non-prescription drugs is prohibited at Lincoln College. Residents are reminded that the contravention of the laws of South Australia regarding drugs will lead to stiff penalties being imposed if the offenders are charged by the Police. Residents who use illegal or non-prescription drugs will be counselled in the first instance. Residents who make illegal or non-prescription drugs available to other residents (whether through gift or sale) will be reported to the police and required to leave College.

Residents who are concerned about the health impacts of their own, or a fellow residents', illegal or non-prescription drug use should approach the Dean for confidential advice in the first instance.

### 5. Hygiene and cleanliness

#### 5.1. Personal hygiene

All residents are required to maintain a level of personal hygiene and cleanliness consistent with community living. The College accepts that illness and exam schedules may impact on a resident's ability to maintain order and cleanliness, however, under normal circumstances the following applies.

5.1.1. Residents' rooms are cleaned on a regular weekly schedule. Residents must remember that College Rooms are College assets and must be maintained as such. Residents may not defer the cleaning of their room more than once per term. Residents who do not make their room available to be cleaned on schedule will first receive a kindly written

reminder from their cleaner. Failure to follow this reminder will incur a letter and scheduled visit from the RSM.

5.1.2. Students who consistently fail to follow responsible cleaning routines will be subject to scheduled inspections.

5.1.3. Residents who fail to comply with hygiene standards may be subject to a professional room cleaning charge.

## 5.2. Room maintenance

Residents are required to maintain their rooms in a tidy state on the day their room is cleaned, to allow the cleaner access to areas that need cleaning.

All residents are required to ensure their rooms are in a hygienic state. Items such as spoiled or rotting food, dirty plates, dirty clothes, used medical or sanitary dressings, or items with bodily fluids in/on them must be disposed of in an appropriate fashion and not left lying around residents' rooms.

Female residents are required to dispose of used sanitary items in the sanitary disposal bins in the bathrooms, rather than in their personal room bins.

Used contraceptive devices should be wrapped securely and disposed of in rooms bins or bathroom bins, not in the toilet.

Residents may not leave dirty dishes in their rooms for a period of time such that they become mouldy or attract rodents and insects. Charges will apply if a professional pest control person is required.

## 5.3. In room safety

Residents are required to maintain their rooms in a state of tidiness that permits a clear path from the bed to the door, in case of emergency evacuations. Residents are required to manage power cords and cables within their rooms such that these do not present a tripping hazard. Residents must keep the area around their room heater clear of washing, posters, furniture or other items, to prevent a fire hazard. Residents are permitted small electrical equipment in their rooms, as specified in the Handbook; these must be maintained in safe working order.

## 5.4. Kitchenettes

Residents are responsible for cleaning up any mess they make in shared kitchenettes immediately after using them. This includes: microwave splatters, dirty dishes and utensils, leftover food, rubbish, used tea bags, coffee grounds, etc.

Wet floors and benches should be dried immediately after use.

Dishes that are left unwashed in the kitchenette for more than three days will be thrown away.

## 5.5. Rubbish and Recycling

A recycling bin is provided in the kitchenette of each corridor for residents to recycle bottles and cans. Residents must place clean and empty recyclable materials into the bin (not near the bin, or on the floor).

Rubbish bins in resident's rooms are provided, and emptied once per week. Residents should dispose of only general waste in these bins. Sanitary napkins should not be placed in room bins, but should be disposed of in the appropriate containers in the bathrooms.

#### 5.6. Food

Residents are responsible for ensuring that any food left in shared or personal fridges does not spoil, rot or mould. Spoiled, rotten, or mouldy food left in shared refrigerators will be thrown away.

#### 5.7. Bathrooms

Residents are required to leave shared bathroom facilities (shower and toilet cubicles) in a neat and hygienic condition, and to be considerate of other users of the facilities. This includes removing your hair from the shower drain each time you shower.

Where bathrooms are marked as single sex, males may only enter bathrooms marked "male" and females may only enter bathrooms marked "female". College staff and tutors are exempt from this requirement where cleaning, maintenance or other duties require them to enter bathrooms.

#### 5.8. Biohazards

Biohazards include: spoiled food, mouldy dishes, bodily fluids, bodily waste and contaminated medical equipment.

##### 5.8.1. Cleaning biohazardous spills

Residents who are responsible for a biohazardous spill (typically vomit, blood, urine, faeces, or other biological material) are responsible for cleaning it themselves. In the event that they are not competent to clean at the time that the spill is discovered, the duty tutor will typically request their friends to clean the mess on their behalf.

Residents who are cleaning biohazardous material (vomit, blood, urine, faeces, or other biological material) should make use of the "biohazard cleaning kits" available from College Central, or from the duty tutor after hours, to protect themselves from infection or cross-contamination.

## 6. Pets

Residents are generally not permitted to keep pets at Lincoln College. The following exceptions may be allowed with the written permission of the Principal:

- Fish
- Turtles

Permission to keep other pets may be requested from the Principal, keeping in mind the following stipulations:

- Pets with hair or fur are not permitted due to possible allergy issues for other residents.
- Dangerous, venomous or scary pets are not permitted due to the potential for impact on other residents.

## **7. Weapons**

Weapons are generally not permitted at Lincoln College. For the purpose of this policy, “weapons” means any object designed to harm another person, and includes (but is not limited to), guns of any kind, bow and arrow, blowpipes, sharp knives not designed for kitchen use, martial arts tools, swords and throwing weapons. Swiss Army knives, cooking knives, and multitools are not considered to be weapons.

Residents who have a genuine sporting need for equipment, which would otherwise be banned under this policy, should apply to the Principal for permission to keep the equipment on campus. Issues of access to the equipment and resident safety will need to be considered if permission is to be granted.

*Approved by Lincoln College Council on 10 April 2012*