

**Form 2: Accountability Checklist \_\_\_\_\_**

**Student Hostel Support Scheme**

<b>1. Contact information</b>		
1.1	Name of Student Hostel	
1.2	Address	
1.3	Name of operator(s)	
1.4	Contact details for operator(s) Email: Phone:	
1.5	Name of organisation operating the hostel	
<b>2. Enrolment information</b>		
2.1	How many students are currently enrolled?	<p><b>Hostel capacity:</b></p> <p><b>Numbers enrolled:</b></p> <p>_____ Primary      _____ Gender _____ Age</p> <p>_____ Secondary      _____ Gender _____ Age</p> <p>_____ Other (please specify)</p>
2.2	How many families are represented in the hostels enrolment?	Number of families _____ Number of students _____
2.2	Number of students who meet the Living Away From Home Allowances Scheme (LAFHAS) and Assistance for Isolated Children Scheme (AIC) eligibility criteria?  Do at least 80 per cent of enrolments meet the criteria?	<p>No. of children meet LAFHAS criteria _____</p> <p>No. of children meet AIC criteria _____</p> <p>80% of enrolments meet the criteria YES / NO</p> <p><i>NB: 80% of enrolments must meet the criteria for LAFHAS and AIC. i.e. students' homes are at least 16km from the nearest state school with the required year level and at least 4.5km from a transport service. If less than 4.5km to a transport service, students must travel more than 56km to school via the transport service or travel for at least 3 hours each day via the transport service</i></p>
2.3	Does the hostel have an open enrolment policy which is clearly stated in a prospectus?	YES / NO

		<i>Open enrolment means students are accepted regardless of race, religion, disability or the school they attend</i>
2.4	When was the prospectus last updated?	Date:  <i>Hostels are required to update the prospective every three years</i>
2.5	How and when is the prospectus distributed?	
2.6	What are the projected enrolment numbers for the next two years?	Year 2019: ____ Year 2020: ____  <i>NB the Department of Education reserves the right to examine a hostel's financial records for the purposes of viability if so required</i>
<b>3. Management Information</b>		
3.1	Who is the hostel operated by?	<input type="checkbox"/> A local government authority  <input type="checkbox"/> A non-profit body which has demonstrated to the satisfaction of the Director-General of Education that it is a responsible organisation suitable to operate a student hostel  If a not for profit organisation, when was approval received from the DG Education? Date: _____
3.2	Have details of the membership of the governing body been provided?	YES / NO  If Yes, list names of committee
3.3	How often does the hostel governing body meet?	
<b>4. Child Safety</b>		
4.1	Have all employees and volunteers commencing association with the hostel undergone a "Working with Children and Young People" check and hold a positive Blue Card?	<input type="checkbox"/> YES Please provide Blue Card Number _____  <input type="checkbox"/> NO, what action is being taken?

4.2	Do regular visitors and other residents 18+ hold a positive Blue Card?	<input type="checkbox"/> YES Please provide Blue Card Number _____ <input type="checkbox"/> NO, what action is being taken?
4.3	Do you have at least one employee with a valid Senior First Aid Certificate	YES, please provide evidence  NO, what action is being taken
4.4	Does the hostel have a Student Hostel Reporting Framework for reporting harm against children and operators (physical, emotional, sexual)	Suitable Framework been adopted                      YES / NO  Documentary evidence provided                      YES / NO  Written policy / framework                              YES / NO  Evidence of annual communication with students, staff and parents                      YES / NO  Documentation of incidents                              YES / NO  <i>Student Hostel Reporting Framework is contained within the Hostel Assistance Kit 2019</i>
4.5	Are all of the policies and processes readily accessible by parents, staff and students?  How are the parents, staff and students made aware of the policies and processes?	<input type="checkbox"/> YES Please provide evidence  <input type="checkbox"/> NO, what action is being taken  Parents, staff and students are made aware of the policies and processes by:
4.6	Is the operator on site at all times when children are present?  Is there a backup in an emergency, e.g. another child needs to go to hospital, or an adult receives an injury	<input type="checkbox"/> YES, please provide evidence <input type="checkbox"/> NO, what action is being taken  <input type="checkbox"/> YES, please provide evidence <input type="checkbox"/> NO, what action is being taken
<b>5. Student Hostel Support Scheme funding</b>		
5.1	Has an application been made under the SHSS for a Capital Grant in the last 3 years?	<u>Capital Grant</u> YES / NO  Value: \$ Purpose:  Copy of receipts for purchases on file      YES / NO

5.2	Have funds been approved and/ or expended as per the application?	YES / NO:
5.3	Are pastoral care services provided?	YES / NO:  Details:
<b>6. Lease information</b>		
6.1	If the hostel is built on leased land, what is the current lease expiry date? Name of the lessor?	
6.2	If the hostel building is leased, what is the current lease expiry date?	
6.3	What options exist for lease renewal?	Comments:
<b>7. Inspection history</b>		
7.1	Has the hostel applied for an exemption from the <i>Residential Services (Accreditation) Act 2002</i> Section 4(5)(f)? <i>Section 4(5)(f), which would apply to student hostels, provides an exemption for a service conducted with financial assistance from the education department mainly to provide accommodation to school students</i>	Application date: Approval date:
7.2	On what date was the last inspection for SHSS purposes carried out?	Date: _____  <i>NB Triennial inspections are required from the Department of Education</i>
7.3	Who carried out the inspection?	Name: Company:
7.4	Is a written report available to verify the inspection?	YES / NO _____
7.5	Have all actions identified in the report been undertaken?	YES / NO _____  Comments:

7.6	On what date was the last Fire Safety Management Plan (FSMP) inspection carried out?	Date:  <i>Triennial inspections are required relevant authority – see below</i>
7.7	Who carried out the FSMP inspection?	Organisation:  <i>Inspections should be carried out by a relevant authority</i> <a href="https://www.qfes.qld.gov.au/buildingsafety/documents/CP-FSMP.pdf">https://www.qfes.qld.gov.au/buildingsafety/documents/CP-FSMP.pdf</a>
7.8	Is a written report available to verify the FSMP inspection?	YES / NO  Comments:
7.9	Have all actions identified in the report been undertaken?	YES / NO _____  Comments:
7.10	Proposed maintenance schedules for prescribed fire safety installations in the building (under the FSMP).  On what date was the last inspection held for: - Smoke alarm system	<b>Smoke alarm system:</b> Date of inspection:  Name of inspector:  Organisation:  Details entered into logbook: YES / NO _____ Copy of report on file_  <i>For each fire safety installations in the building, a record must be kept of testing and maintenance procedures carried out. A receipt/tax invoice is not sufficient. A log book is suggested to record the maintenance, and kept with the FSMP</i>
7.11	On what date was the last inspection held for: - Fire extinguishers	<b>Fire extinguishers:</b> Date of inspection:  Name of inspector:  Organisation:  Details entered into logbook: YES / NO _____  Copy of report on file: YES / NO
7.12	On what date was the last inspection held for:	<b>Emergency lighting system</b> Date of inspection: _____

	- Emergency lighting system	Name of inspector: Organisation: Details entered into logbook: YES / NO _____
7.13	On what date was the last inspection for structural purposes?	Date: <i>Triennial inspections are required from relevant authorities – Private certifier or local council</i>
7.14	Was the inspection carried out by a registered builder or engineer?	Name: Licence Number: <i>Inspections should be carried out by a Registered Builder or Engineer</i>
7.15	Is a written report available to verify the inspection?	YES / NO _____
7.16	What was the result of the inspection and what action was / will be taken?	Comments:
7.17	What is the Building Class applicable to your building, under the Building Code of Australia:	<b>Class 1 b</b> ( <i>boarding house, guest house or hostel that has a floor area less than 300m<sup>2</sup>, and ordinarily has less than 12 people living in it. It can also be four or more single dwellings located on one allotment</i> ). OR <b>Class 3</b> ( <i>a common place of long term or transient living for a number of unrelated people, e.g. boarding house, guest house, hostel that are larger than the limits for a Class 1b building</i> ).
	The Boarding Standard of Australian schools and residences (AS 5725:2015) provides operators with a framework to deliver safe, healthy and productive environments for boarders. Is the hostel operator aware of the Boarding Standard?	YES / NO _____  <i>Non-state run hostels are not bound by the Standard however may use the standard as a guide</i>