

RULES FOR SUPERINTENDENT, MATRONS AND INMATES.

I.

It shall be the duty of the Superintendent to take charge of the household, receive visitors wishing to inspect the institution, and those applying for servants and charwomen, interview all applicants for admission, and friends of the inmates. Inspect all letters received by inmates, and control the behaviour of the inmates. In cases of insubordination, the Matrons shall appeal to her.

II.

The Superintendent shall take charge of all moneys brought into the Home by inmates, giving a receipt for the same, keep an accurate account of money paid out for board and other expenses, and submit said account to the Treasurer upon the first Wednesday of each month, and pay to her all money received for board during the foregoing month.

III.

The Superintendent shall admit all applicants, subject to the approval of the Board of Management.

IV.

Inmates regularly engaged in the work of the industrial departments, shall not be sent to situations or removed from the department, without the knowledge and consent of the Convener of the Sub-Committee in charge of that department.

V.

The First Matron shall act in the absence of the Superintendent, have charge of the housekeeping, and the supervision of the maternity wing, and employ the inmates of said wing.

VI.

The Second Matron shall have charge of the Prison Gate wing and Laundry, and employ inmates of said wing.

VII.

A room in each wing of the building shall be set apart for use as a nursery, in which infants shall be kept separate from the rest of the inmates, during the hours of work; one or more women shall be placed in charge, and shall be responsible to the Superintendent for the proper discharge of her duties.

VIII.

Inmates shall rise at 6 o'clock. Breakfast shall be served at 7.30. Dinner at 12, and tea at 6 p.m. Morning prayers held at 8.15. Evening prayers at 7.30. Hour for retiring, 9.30. All inmates required to be present at prayers, and to attend the various services held in the Home.

IX.

All inmates are required to assist in the industrial departments and household work, and refusing so to do shall not be retained as an inmate.