

## Wyndham Community and Education Centre Inc Policy and Procedure

Policy name	<b>Student Safety and Welfare in VET Programs Policy &amp; Procedure</b>
Responsible person	Board of Governance, CEO
Staff involved	Chief Operating Officer, Education Manager, Language, Literacy & Numeracy Coordinator, AMEP Coordinator, VCAL & Youth Manager, VET Coordinator, Teachers / Trainers
Review dates	2018
Related documents	<p><b>Legislation:</b> Education and Training Reform Act 2006 (Vic), Working with Children Act 2005 (Vic), Occupational Health and Safety Act 2004 (Vic), Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015 (Vic), Crimes Amendment (Protection of Children) Act 2014, Crimes Amendment (Grooming) Act 2014 (Vic), Charter of Human Rights and Responsibilities Act 2006 (Vic), Disability Act 2006 (Vic)</p> <p><b>Policies:</b> National Police Check, Working with Children Check, VIT Registration Policy &amp; Procedure, Staff Recruitment and Induction Policy &amp; Procedure, Critical Incident Policy &amp; Procedure, Cyber Bullying Policy &amp; Procedure, Harassment, Victimisation, Discrimination and Bullying Policy &amp; Procedure, Conflict Resolution Policy &amp; Procedure, VCAL Student Well-being &amp; Duty of Care Policy &amp; Procedure, Child Safe Policy and Procedure</p> <p><b>Other:</b> Incident Report Form, Risk Management Plan, Mission, Vision &amp; Values Statement, VRQA Guidelines, AQTF Essential Conditions and Standards for Continuing Registration, Student Placement Procedure (VET), Structured Workplace learning Procedure (VETiS), Structured Workplace learning Procedure (VCAL), Staff Code of Conduct, Student Code of Conduct</p>

### Policy Context

Wyndham Community and Education Centre Inc. (Wyndham CEC) is committed to providing a safe, secure and supportive learning environment for all students undertaking training programs. Wyndham CEC values the diversity of its community and applies its vision, values and policies across the whole of its organisational practices and programs.

Wyndham CEC acknowledges that student safety and well-being are the responsibility of all staff working within the organisation. Helping students to learn effectively and to develop positive attitudes and behaviours to learning are goals shared by staff at Wyndham CEC.

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This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 1/09/17 and supersedes all previous versions.

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Document number: 390

Page 1 of 2

G:\2017\2017 Compliance\_P&P\_AQTF\Policies\Access equity\Student safety and welfare in VET Programs Policy.docx

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## Policy and Procedure

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For children aged 17 or below in programs or services, this policy and procedure must be read in conjunction with the *Child Safe and Student Well Being and Duty of Care in VCAL & Youth Programs* policies and procedures.

The following policy and procedure guidelines have been designed to ensure students undertaking training in VET courses are provided with the best possible learning experiences and support services available while enrolled at Wyndham CEC.

### Policy

All staff delivering or assessing in training programs are subject to HR practices and compliance requirements that include ensuring that they have the appropriate qualifications and experience as well as complying with the requirements of Wyndham CEC's *National Police Check, Working with Children Check, VIT Registration Policy & Procedure*.

For students enrolling in VET training programs, Wyndham CEC will ensure:

- Students do not attend scheduled classes for more than 8 hours per day including self-paced or online learning
- Full time students do not attend classes outside of the hours 8:00 AM to 10:00 PM on any day

### Procedure

For students attending scheduled classes after 6:00 PM or on weekends the following applies:

1. No one will be left alone at the end of a class and students and staff will leave together.
2. All training venues have back to base security – one touch call to security services
3. Where possible, more than one evening class will be scheduled at a venue.
4. Security lighting is provided along exit pathways and at the front and back of the training venues.
5. Ample lighted street parking is located directly in front of the 4 Synnot Street venue, a well-lit public car park is available opposite the 20 Synnot St venue and onsite lighted car parking is provided at Wayaperri House both within a few short metres of the training entrance.
6. A bus stop is located less than 50 metres from the 4 Synnot Street venue and 20 Synnot St venue is less than 250 metres from the Werribee train station.
7. Information about security and safety measures will be available to students prior to and following enrolment. This includes information in relation to attending and travelling to and / from a training venue for scheduled classes after hours or on weekends.

For children aged 17 or below in programs or services staff must ensure that they adhere to the *Child Safe and Student Well Being and Duty of Care in VCAL & Youth Programs* policies and procedures.

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Page 2 of 2

G:\2017\2017 Compliance\_P&P\_AQTF\Policies\Access equity\Student safety and welfare in VET Programs Policy.docx

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Staff must also be guided by the following procedures for students undertaking VET, VETiS and /or Work Experience: *Student Placement Procedure (VET)*, *Structured Workplace learning Procedure (VETiS)*, *Structured Workplace learning Procedure (VCAL)*.

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Page 3 of 3

G:\2017\2017 Compliance\_P&P\_AQTF\Policies\Access equity\Student safety and welfare in VET Programs Policy.docx

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