

Wyndham Community and Education Centre Inc Policy and Procedure

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Policy name	Student Safety and Welfare Accredited Training Programs Policy & Procedure
Responsible person	Board of Governance, CEO
Staff involved	Chief Operating Officer, Education Manager, RTO Manager, Language, Literacy & Numeracy Coordinator, AMEP Coordinator, VCAL & Youth Manager, VET Coordinator, Teachers / Trainers
Review dates	2021
Related documents	<p>Legislation: 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>Policies: National Police Check, Working with Children Check, VIT Registration Policy & Procedure, Staff Recruitment and Induction Policy & Procedure, Critical Incident Policy & Procedure, Cyber Bullying Policy & Procedure, Harassment, Victimisation, Discrimination and Bullying Policy & Procedure, Conflict Resolution Policy & Procedure, VCAL Student Well-being & Duty of Care Policy & Procedure, Child Safe Policy and Procedure</p> <p>Other: Incident Report Form, Risk Management Plan, Mission, Vision & Values Statement, Student Placement Procedure (VET), Structured Workplace learning Procedure (VETiS), Structured Workplace learning Procedure (VCAL), Staff Code of Conduct, Student Code of Conduct, Child Safe Code of Conduct, General Information for Participants (including Student Support Services)</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. Student safety and well-being are the responsibility of all staff and also students and other participants of the organisation. The following policy and procedure guidelines have been designed to ensure students undertaking training in accredited courses are provided with the best possible learning experiences and support services available while enrolled at Wyndham CEC.

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.

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 30/01/2020 and supersedes all previous versions.

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Policy

All staff delivering or assessing in training programs are subject to HR practices and compliance requirements to ensure they can fulfil the requirements of this policy. This includes:

- maintaining appropriate professional qualifications and experience
- meeting the requirements of the National Police Check, Working with Children Check, VIT Registration Policy & Procedure
- compliance with relevant Wyndham CEC policies, procedures and codes of conduct.

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

- a Pre-Training Assessment to assess the student's ability to complete the course
- Information that informs students of support available will be provided via hard copy and on the Wyndham CEC website, including *General Information for Participants* which includes *Student Support Services*.

Wyndham CEC will also do the following:

- scheduled classes programs will not be scheduled for more than 8 hours per day, which includes self-paced or online learning
- classes will not be scheduled before 8am or after 10pm on any day
- a timetable will be published so that students can plan their travel to and from classes
- Training and Assessment Strategies (TAS) are developed in line with Training Package requirements and in consultation with industry. This includes the consideration of delivery and assessment arrangements to ensure that students receive training and assessment services to meet their individual needs.
- constantly monitor the safety and security of all people using its facilities

Wyndham CEC has appointed the following roles:

- Emergency contact for after-hours incidents
- Family Violence Officer
- Senior First Aid Officer
- OH&S committee
- Privacy Officer
- Child safe Officer
- Whistle-blower Protection Officers

Procedure

For students attending scheduled classes on weekends, or after 6:00 PM on weekdays, 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 Wyndham CEC managed 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.

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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.
8. The primary Wyndham CEC emergency contact is Fiona Bolton. Fiona can be contacted on 0408 399 106

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.

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)*, and *Structured Workplace learning Procedure (VCAL)*.