

## Wyndham Community and Education Centre Inc Policy and Procedure

Policy name	<b>Student Safety and Welfare in Accredited Training Programs Policy &amp; Procedure</b>
Responsible person	CEO
Staff involved	Director of Education, Education Manager, RTO Manager, Language, Literacy & Numeracy Coordinator, AMEP Coordinators, VET Coordinator, Teachers / Trainers
Review dates	Approved: 17/4/2025 Next review date: 2026

### 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 is everyone's responsibility. The following policy and procedural guidelines have been designed to ensure students undertaking training in accredited courses to be provided with the best possible learning experiences and support services available while enrolled and undertaking a program at Wyndham CEC.

For children or young people aged 18 or below in programs or services, this policy and procedure must be read in conjunction with the *Child Safety and Wellbeing Policy* which outlines how Wyndham CEC establishes a safe environment for children and young people.

Wyndham CEC has a no tolerance approach to child abuse and racism. The safety and wellbeing of all students is a priority.

Wyndham CEC recognises that those students who identify as culturally or linguistically diverse, First Nations, LGBTIQ+ or with a disability may need a tailored approach to their safety and wellbeing. The organisation expects all staff to establish and maintain a culturally safe environment.

### Policy

All staff delivering and/or assessing 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 Wyndham CEC's *National Police Check/ Working with Children Check/ VET Registration Policy & Procedures*
- compliance with relevant Wyndham CEC policies, procedures and codes of conduct.

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This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 17/4/2025 and supersedes all previous versions.

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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 Students* which includes *Student Support Services*.

Wyndham CEC will also ensure that:

- classes are not scheduled for more than 8 hours per day, which includes self-paced or online learning
- classes are not scheduled before 8am or after 10pm on any day
- a timetable is 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.
- it will constantly monitor the safety and security of all people using its facilities

Wyndham CEC has appointed the following staff roles to support students:

- 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

### Procedures

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.
4. Security lighting is provided along exit pathways and at the front and back of the Wyndham CEC training venues.
5. Ample lighted public street parking is located directly in front of the 20 Synnot St venue. Steampacket House is in the CBD of Geelong with well-lit street parking or nearby shopping centre parking.
6. The 20 Synnot St venue is less than 250 metres from the Werribee train station. Steampacket House is 500m from Geelong Station with buses passing by frequently.
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

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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

### Responsibilities

Any incident or behaviour that is not aligned to this policy and procedure, or other relevant policies, codes and procedures, could be seen to be a breach of the policy and procedure and/or the law.

Wyndham CEC staff have a responsibility to report any breaches to their direct manager or to a senior manager. Depending on the nature and severity of the breach, disciplinary action may be taken and may range from a written warning to termination of employment.

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### Related Documents

**Legislation:** Education and Training Reform Act 2006 (Vic), Worker Screening Act 2020 (Vic), Occupational Health and Safety Act 2004 (Vic), Charter of Human Rights and Responsibilities Act 2006 (Vic), Disability Act 2006 (Vic), Children, Youth and Families Act 2005 (Vic), Crimes Act 1958 (Vic), Equal Opportunity Act 2010 (Vic), Information Privacy Act 2000 (Vic), Health Records Act 2001 (Vic), Racial and Religious Tolerance Act 2001 (Vic), Ministerial Order 706 Anaphylaxis Management in Schools, Ministerial Order 1359 Child Safe Standards-schools and boarding premises

**Policies:** National Police Check, Working with Children Check, VIT Registration Policy & Procedure, Staff Recruitment, Onboarding and Offboarding Policy & Procedure, Critical Incident and Emergency Management Policy & Procedure, Cyber Bullying Policy & Procedure, Harassment, Victimisation, Discrimination and Bullying Policy & Procedure, Conflict Resolution Policy & Procedure, Child Safety and Wellbeing Policy (including Statement of Commitment), Child Safety Reporting Procedure, Privacy (Students and Clients) Policy & Procedure, Excursions Policy & Procedure, Complaints and Appeals Policy & Procedure, Computers, Internet & Email Policy & Procedure, Data Breach Policy & Procedure, Disciplinary Action and Termination of Employment Policy & Procedure, Risk Identification & Management Policy & Procedure, First Aid Policy & Procedure, OH&S Policy & Procedure, Access and Equity Policy & Procedure, Risk Management Policy & Procedure, Accident & First Aid Policy & Procedure, Health Policy & Procedure, Asthma Management Policy & Procedure, Anaphylaxis Management Policy & Procedure.

**Other:** Incident Report Form, Risk Management Plan, Mission, Staff Code of Conduct, Student Code of Conduct, Child Safety and Wellbeing Code of Conduct, General Information for Students (including Student Support Services), Interacting with Clients Procedure, Child Safe Standards

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