
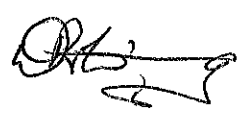




## Student Safety and Security Policy

Policy number	P-31		
Version number	3.0		
Drafted by	Veronica Kioria		
Responsible person CEO	Veronica Kioria	Signature 	Date: 22/5/19
Approved by the Board:			
On behalf of the Board	David Ling President	Signature 	Date: 22/05/19
Scheduled review date	December 2021		

### Basic Beliefs/Purpose

Diamond Valley Learning Centre (DVLC) is committed to providing a safe, secure, inclusive and supportive learning environment for all students engaged in education and training. Student safety and wellbeing is the responsibility of all DVLC staff.

### Scope

This policy applies to all DVLC staff, students and volunteers. For VCAL students and students under the age of 18 years, this policy should be read in conjunction with P-8 Student Welfare and Duty of Care Policy and Procedure.

### Policy Guidelines

DVLC seeks to provide high quality programs that meet the needs and preferences of the local community, including the most disadvantaged, and to provide a safe and secure learning environment.

In order to meet this commitment, DVLC has set in place:

- processes for working with students and their parents / guardians / carers to meet individual student learning needs, and assist the successful completion of their education or training course;
- a network of supporting agencies to assist in meeting student welfare needs; and
- a range of policies and procedures addressing safety and welfare issues, including child safety, bullying and harassment, and staff duty of care responsibilities.

In addressing student safety and security, DVLC will ensure that:

- no scheduled classes will occur for longer than eight (8) hours per day or be timetabled outside of the hours of 8 am and 10 pm on any day;
- students will be provided with a course timetable so that they can plan their travel to and from classes;
- students will be provided with information on public transport options, which include a bus stop within 100 metres, and a train station within 800 metres of DVLC;
- for weekend and evening classes (after 6 pm on weekdays), no one will be left alone at the end of class, and staff and students will be encouraged to leave together;
- teachers will take active steps to identify hazards in the learning environment that could cause harm to students and report them according to established processes;
- teachers will record student attendance daily and note absence patterns, including late arrival or early departure, and follow up using established processes;
- students and teachers will be advised of safety rules and emergency procedures through classroom notices (including floor plans showing emergency exits), and the Student Handbook or HR Manual;
- students are encouraged to report injuries or safety issues to their teacher so that they can be addressed in a timely manner; and
- safety and security processes and procedures are regularly evaluated to ensure that they meet requirements.

### **Related Policies**

P-1 Risk Management Policy and Procedure  
 P-8 Student Welfare and Duty of Care Policy and Procedure  
 P-11 Occupational Health and Safety Policy and Procedure  
 P-16 Student Complaints and Appeals Policy and Procedure  
 P-24 Critical Incident Policy and Procedure  
 P-35 Mandatory Reporting Policy and Procedure  
 P-40 Child Safe Policy  
 P-50 Staff Complaints Policy and Procedure  
 P-51 Bullying and Harassment Policy and Procedure  
 P-54 Excursions Policy and Procedure  
 P-55 Anaphylaxis Management Policy and Procedure  
 P-56 Accident and First Aid Policy and Procedure  
 P-58 Sunsmart Policy and Procedure  
 P-59 Computer, Internet and Email Usage Policy and Procedure  
 P-63 Medication Distribution Policy

### **Related Documents**

D-028 Student Handbook  
 D-044 Human Resources Policy and Procedure Manual

### **Legislation**

Child Wellbeing and Safety Act 2005  
 Disability Discrimination Act 1992  
 Fair Work Act 2009  
 Human Rights and Equal Opportunity Commission Act 1986  
 Charter of Human Rights and Responsibilities Act 2006 (Vic)  
 Children, Youth and Families Act 2005 (Vic)  
 Disability Act 2006 (Vic)  
 Education and Training Reform Act 2006 (Vic)  
 Occupational Health and Safety Act 2004 (Vic)  
 Working With Children Act 2005 (Vic)  
 Workplace Injury Rehabilitation and Compensation Act 2013 (Vic)

### **Mapping Information**

AQTF Standard 2.3, 3.2  
 VRQA Guidelines for VET Providers 2.5  
 VRQA Guidelines for Non-school Senior Secondary Education Providers: Minimum Standards for Registration to Provide an Accredited Senior Secondary Course, Standard 3