





Student Safety and Security Policy

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Version number	4.0		
Drafted by	CEO		
Responsible person CEO	Mark Favetta	Signature 	Date: 26/4/22
Approved by the Board:			
On behalf of the Board	Ian Fisher President	Signature 	Date: 26/4/22
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Basic Beliefs/Purpose

Diamond Valley Learning Centre (DVLC) is committed to providing a safe and secure, 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. 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:

- a range of policies and procedures addressing specific welfare issues, to ensure that all staff are aware of their specific responsibilities;

- pre enrolment interviews for VET courses to establish student support needs;
- attendance monitoring processes to monitor student participation;
- supervision processes where students are under 18 years;
- feedback processes for trainers and students to monitor course and learner progress;
- individual study support sessions, especially for online VET courses, available on request;
- special consideration arrangements;
- smaller class sizes and friendly, supportive trainers; and
- a network of supporting agencies that students can be referred to for additional welfare support.

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;
- trainers will take active steps to identify hazards in the learning environment that could cause harm to students and report them according to established processes;
- trainers will record student attendance daily and note absence patterns, including late arrival or early departure, and follow up using established processes;
- students and trainers will be advised of safety rules and emergency procedures through classroom notices (including floor plans showing emergency exits), and the Student Handbook;
- students are encouraged to report injuries or safety issues to their trainer 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 Identification and Management Policy
- P-8 Student Welfare and Duty of Care Policy and Procedure
- P-11 Occupational Health and Safety Policy and Procedure
- P-13 Code of Conduct and Ethics Policy
- P-16 Student Complaints and Appeals Policy and Procedure
- P-20 Workplace Learning Policy
- P-24 Critical Incident and Emergency Management Policy
- P-26 Access, Anti-Discrimination, Equity, Diversity and Empowerment Policy
- P-31 Student Safety and Security Policy
- P-35 Mandatory Reporting Policy and Procedure
- P-37 Professional Development Policy
- P-40 Child Safe Policy
- P-42 Consumer Protection Policy
- P-43 Privacy Policy
- P-44 Student Engagement Policy
- P-51 Bullying and Harassment Policy
- P-54 Excursion Policy and Procedure
- P-55 Anaphylaxis Management Policy and Procedure
- P-56 Accident and First Aid Policy and Procedure
- P-59 Computers, Internet and Email Policy and Procedure
- P-60 Social Media Policy
- P-65 Special Consideration Policy
- P-66 Withdrawal Policy
- P-68 Coronavirus Policy

Related Documents

- Guidelines issued by the Department of Education and Training Victoria for Registered Training Organisations and Employers in relation to Post-Secondary Students undertaking Practical Placements as at 10 April 2017
- D-002 Practical Placement Employer Information
- D-003 Practical Placement Student Information
- D-028 Student Handbook
- F-004 Practical Placement Agreement
- F-005 OHS Report
- F-012 Incident Report Form
- F-035 Complaints and Appeals Form
- F-104 Student Withdrawal Request
- DVLC COVIDSafe Plan
- Student survey and feedback forms

Mapping Information

- AQTF Standard 2
- VRQA VET Provider Guidelines 2.5, 2.6 and 2.7

Legislation and Regulation

- Australian Human Rights Commission Act 1986
- Charter of Human Rights and Responsibilities Act 2006 (Vic)
- Child Wellbeing and Safety Act 2005
- Children, Youth and Families Act 2005 (Vic)
- Disability Act 2006 (Vic)
- Disability Discrimination Act 1992
- Education and Training Reform Act 2006 (Vic)
- Health Records Act 2001 (Vic)
- Occupational Health and Safety Act 2004 (Vic)
- Privacy Act 1988
- Privacy and Data Protection Act 2014 (Vic)
- Worker Screening Act 2020 (Vic)