



P-31	Student Safety and Security Policy
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Purpose

This Policy outlines the commitment of Diamond Valley Learning Centre 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.

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. DVLC has a range of policies and procedures that address specific welfare issues such as:

- P-11 Occupational Health and Safety Policy;
- P-24 Critical Incident and Emergency Management Policy;
- P-56 Accident and First Aid Policy;
- P-57 Asthma Management Policy;
- P-55 Anaphylaxis Management Policy;
- P-58 Pandemic Policy;
- P-51 Bullying and Harassment Policy;
- P-42 Consumer Protection Policy;
- P-26 Diversity, Access and Inclusion Policy; and
- P-43 Privacy Policy.

In order to meet our commitment to provide a safe and secure learning environment, DVLC has set in place:

- a range of policies and procedures that ensure 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;
- 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);
- 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.