



3.14 Student Safety and Security Policy and Procedure

Purpose

These measures have been implemented to ensure that Healesville Living and Learning Centre Inc students are provided with a safe and secure environment in which to learn.

Scope

This policy governs the policy and procedures for ensuring student safety.

Audience

CEO, Managers, staff, students, members and the public

Policy Statements

- HLLC will not require or permit students to attend scheduled classes (including time allocated for self-paced or online studies) for more than eight hours in any one day.
- Training plans and class schedules (timetables) will reflect this.
- This policy will be published on HLLC website and included in Student and Trainer handbooks.
- HLLC will not require or permit students to attend classes (including time allocated for self-paced or online studies) outside the hours of 8:00 am and 10:00 pm on any day (other than any courses where the VRQA has issued the provider with a specific written exemption for a course related reason, approving a different schedule for that course and with the written agreement of the students).
- HLLC has no plans to deliver training and/or assessment outside the hours of 8am and 10pm and as such has no requirement to gain student agreements for this.
- After dusk on any day, neither students nor trainers are to leave the HLLC training facility alone.
- HLLC trainers will be informed of this measure during their commencement induction, in the Trainer Handbook and whenever training sessions are likely to be delivered after dusk.
- Trainers will be required to instruct students accordingly and when appropriate.
- Trainers are encouraged to leave the building with students under these circumstances.
- HLLC has a monitored alarm system, a patrol security service, external dusk to dawn lighting, flood lights to car park and security alarm connected directly to local police station. Extra street lighting has been installed by Yarra Ranges Council, on the request of HLLC, to the street front of the facility.
- Safety issues are known to be minimal given the location of the HLLC training facility:
 - Situated on main arterial road.
 - Well lit with extra street lighting installed.
 - Main shopping centre within 500 metres – well lit and open to midnight.
 - Bus station located within 500 metres.
 - Well lit car park adjacent to training rooms.
 - Trainers will be provided with emergency contact details
- All visitors to the site will be required to sign the visitor's book and pick up a visitor's tag.

Responsible Persons

- The Committee of Management and CEO are responsible for ensuring that the appropriate policies and procedures are in place.
- The CEO is responsible for the implementation and imbedded practice of the policy and procedures.
- Program managers and co-ordinators are responsible for ensuring that trainers, students and other staff are informed of and are practicing the procedures.
- Administration staff are responsible for on site visitors adhering to procedures.

Procedures

- All policies and procedures will be lodged on HLLC website.
- Students will be informed of the policies and their location for viewing at pre-enrolment interviews and in Student Handbooks
- Trainers will be informed of the policies and their location at their commencement induction and in the Trainers Handbook.
- Staff will be informed of all policies and procedures and their location for access at staff meetings.
- As part of continuous improvement, all policies, procedures and related documents will be tabled and reviewed at Staff meetings.
- Visitors to the site will be informed as to the process in place via strategic signage.

Related Policies and Procedures

Student Welfare Policy and Procedures

Excursion Policy and Procedures

Practical Placement and Workplace Learning Policy and Procedure

Occupational Health and Safety Policy and Procedures

Risk Management Policy and Procedures

Related Documents

Student Handbooks

Trainer Handbooks

Trainer Induction Check List

Staff Induction Check List

Student Excursion Permission Form