



Purpose

1. ECG College and Community College Gippsland Ltd (CCG) support the principles and practices of equal opportunity and human rights and undertakes to ensure that programs are accessible to all eligible members of the community and are responsive to individual needs.
2. ECG College and CCG are committed to providing a respectful, safe and inclusive learning environment which is free from discrimination, harassment, bullying, vilification, victimisation and otherwise unlawful and unacceptable behaviours.
3. ECG College and CCG is a Child Safe Organisation and has zero tolerance of child abuse. All allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.
4. ECG College and CCG support and respect all students, as well as our staff. CCG is committed to the cultural safety of Aboriginal students, the cultural safety of students from a culturally and/or linguistically diverse backgrounds, and to providing a safe environment for students with a disability.

Policy

5. ECG College and CCG acknowledges that student safety and wellbeing of all students inclusive of student with special needs are the responsibility of all staff working within the organisation. Emphasis is placed on meeting student's individual learning needs and tailoring programs to meet those needs. ECG College and CCG work in partnership with several entities including schools, networks and youth services to ensure appropriate support services are available and accessible to students and their families while students are enrolled in a course at ECG College or CCG.
6. Underlying this policy is the premise that students have the responsibility for their own behaviour and that staff will work in partnership with students, parents and or carers/ guardians to assist them to meet the requirements of enrolment in any program. As part of duty of care arrangements to students, ECG College and CCG will take all reasonable steps to supervise students appropriately while they are engaged in programs both on and off campus.

Duty of care

7. All ECG College and CCG acknowledges:
 - That is owes all students a duty of care to take reasonable measures to protect them from reasonably foreseeable risk of injury
 - That is owes a duty to take reasonable care that all people on the premises will not be injured or damaged because of the state of the premises , including things done or omitted to be done to the premises student
 - That is owes a duty to take reasonable precautions to prevent the abuse of any student by an individual associated with CCG while the student is under the care, supervision or authority of CCG and ECG College
 - That different and sometimes greater measures may need to be taken for younger students or students with disabilities to discharge this duty of care

Child Safe Standards

8. All ECG College and CCG staff and volunteers must complete the internal online induction that incorporates the Child Safety suite of policies and procedures and signed Child Safe Code of Conduct declaration.
9. All ECG College and CCG staff and volunteers must also completion of the Department of Education Schools online Mandatory Reporting E learning module. All staff and volunteers must provide the HR department with the Certificate of Completion once the module has been successfully completed.

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10. All ECG College and CCG staff and volunteers undergo a screening process prior to engagement with the organisation as well providing a Working with Children Check or current VIT Registration and a current Police Check.

Student Behaviour and Wellbeing

11. Students of ECG College are all provided with the ECG College Student and Parent Handbook and students enrolled in course with the RTO are informed to the Student Handbook located on CCG's website.
12. ECG College and CCG have a Student Code of Conduct that provided guidance to all students on the expected standards of behaviour. Students are also provided with a Students Rights and Responsibilities form at enrolment that is signed by the students.

Student Parent/Carer/Guardian information

13. All students and parent/carer/guardians are provided with the ECG College Student and Parent Handbook prior to enrolment and students enrolling into the RTO are provided with access to the Student Handbook. The handbooks provide information for the following areas:

- Student and Child Safety
- Student responsibilities, behaviour and attendance expectations
- Student Code of Conduct and Behaviour Management and Discipline guidelines
- Prohibited Items
- Use of Computers & Technology
- Occupational Health and Safety
- First Aid & Medication Management
- Anaphylaxis & Asthma management
- Plagiarism & Cheating
- Student Study Support
- Campus and school hours, facilities and operations
- Emergency Management responses and Evacuation Maps
- Camps, excursions and offsite activities
- Student supervision and Curriculum and Course information
- Contact Details

14. ECG College and CCG have policies and procedures supporting the information in the Student and Parent Handbooks that are available on the website or in hardcopy if requested.

Onsite and Offsite supervision of students

15. ECG College and CCG have policies and procedures on managing student supervision while on campus and while attending offsite events and excursions. Refer to the Offsite Activities and Excursions Policy and Procedures.

Student Care and Emergency Management

16. ECG College and CCG provide a duty of care for all students at each campus with trained first aiders and sick bay facilities.
17. ECG College and CCG have emergency management strategies in place to provide responses to the most foreseeable emergencies that may arise while on campus and while attending offsite events and excursions.

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18. The Emergency Management Plan Policy and Procedure provides the guidance for CCG’s Emergency Management response procedures for all foreseeable emergencies. These are Code Orange – Evacuate, Code Mauve – Lockdown, Code Yellow - Move to Safe Room and Code Red – Catastrophic Bushfire. All campuses have Emergency Facility Evacuation maps located in classrooms and main areas. Individual Code procedures are located around each campus.
19. Emergency Management drills for Code Yellow, Code Mauve and Code Orange are carried out regularly at each campus.
20. In the event an actual emergency response or critical incident is implemented, students are offered support after the event by the organisation’s youth workers and support workers.

Engaging External Providers for training services

21. The ECG School Principal and CCG VET Manager/Directors will ensure that external providers who may provide training to ECG College and CCG students are scrutinised, registered and accredited with the appropriate departments prior to the commencement of engagement.
22. All external providers who are employed for Excursions and Activities are subject to a thorough screening process prior to commencement of the excursion.

ECG College and CCG supporting operational Policies and Procedures:

• First Aid Policy and Procedures Manual	• ECG College Attendance Policy & Procedure
• Emergency Management Plan Policy & Procedures Handbook	• Practical Placement and Structured Workplace learning Procedures
• Occupational Health and Safety Policy and Procedures	• Student Discipline Procedure (RTO students only)
• Anaphylaxis Management Policy & Supporting Procedures	• 688-1 ECG College Student Behaviour Management and Support Procedures
• Medication Management Policy & Procedures	• Teacher and Trainer Codes of Conduct
• Child Safe Policy	• ECG College Supervision of Students Procedure
• Child Safe Mandatory Reporting Policy & Procedures	• ECG College Assessment monitoring and Reporting Policy and Procedure
• Child Safe Code of Conduct	• Student Rights and Responsibilities Form
• Employment Practices Policy and Procedures	• Offsite Activities Policy and Procedures
• Volunteer Workers Policy & Procedures	• Student Code of Conduct
• Asthma Management Policy & Procedures	• Complaints and Appeals Policy & Procedures
• Bullying, Harassment and Discrimination Policy	• Critical Incident Management Plan Handbook

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Scope

23. This Policy applies to all staff, students and parents/guardians/carers involved with ECG College and CCG.

Relationships

External: Education and Training Reform Act 2006 (Vic), Equal Opportunity Act 2010 (Vic), Working with Children Act 2005 (Vic), Children, Youth and Families Act 2005 (Vic), Occupational Health and Safety Act 2004 (Vic), Charter of Human Rights and Responsibilities Act 2006 (Vic), Crimes Amendment (Bullying) Act 2011 (Vic), Disability Act 2006 (Vic), Disability Regulations 2007, Information Privacy Act 2000 (Vic), Health Records Act 2001 (Vic), Racial and Religious Tolerance Act 2001 (Vic), Disability Discrimination Act 1992 (Com), Disability Services Standards (DEWR) 2007 (Com), Racial Discrimination Act 1975 (Com), Human Rights and Equal Opportunity Commission Act 1986 (Com), Privacy Act 1988 (Com), Student Identifiers Act 2014. Education Training and Reform Act 2006, Ministerial Order 55 – Asthma Management, Ministerial Order 706 - Anaphylaxis Management in Victorian Schools, Department of Education and Training Anaphylactic Guidelines, VRQA Minimum Standards for Schools, Information Privacy Act 2000, VRQA Vet Provider Guidelines, Contract Skills First Program, AQTF 2010 Standards, 2015 Standards for Training Organisations, VRQA Guidelines to the Minimum Standards and Requirements for Schools.

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