

## **Purpose**

1. ECG College and Community College Gippsland Ltd (CCG) supports 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 students 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.
7. ECG College and CCG are committed to:
  - zero tolerance of child abuse
  - providing a safe and inclusive learning environment
  - ensuring appropriate supervision and duty of care
  - improving student engagement and well being
  - increasing learner connectedness with CCG and ECG College
  - strengthening the cohesiveness and self esteem of youth undertaking programs
  - providing an effective and supportive learning environment
  - providing information and support for all students

## **Responsibilities**

### **Duty of Care**

8. All employees of ECG College and CCG are held to a high standard of care in relation to students. This duty requires the Senior Management Team, the Head of School, the Program Leader and all teachers and trainers to take all reasonable steps to reduce risk, including:
  - providing adequate supervision in the campus or on school and campus activities including those that may be encountered within the online learning environment
  - providing safe and suitable buildings, grounds and equipment
  - implementation of strategies to prevent bullying
  - ensuring that medical assistance is provided to a sick or injured student
  - managing employee recruitment, conduct and performance
9. The teachers and trainers duty is greater than that of the ordinary citizen in that a teacher and trainer is obliged to protect a student from reasonably foreseeable harm or to assist an injured student. The nature and extent of the duty will vary according to the circumstances.
10. The duty is non-delegable, meaning that it cannot be assigned to another party.

## **Procedures**

### **Student Behaviour and Wellbeing**

11. ECG College and CCG explicitly prohibits corporal punishment.
12. ECG College and CCG have a Student Code of Conduct Policy and Disciplinary Procedures and a Behaviour Management Policy and Procedures to provide guidance to staff and students on the expected standards of behavior while attending ECG College and CCG. Students are also provided with a Students Rights and Responsibilities form at enrolment that outlines the expected standards and is signed by the students.
13. Students of ECG College and CCG are all provided with a VCAL Student and Parent Handbook and the RTO Student Handbook prior to enrolment. All the Handbooks are available on CCG's website.
14. The VCAL Student and Parent Handbook and the RTO Student Handbook provides information for the following areas:
  - The Child Safe Standards
  - Student Safety at CCG
  - Use of Computers & Technology
  - Accidents, Hazards or Near Misses
  - Discrimination, Bullying and Harassment
  - Student Code of Conduct & Discipline
  - Complaints and Appeals
  - Student Study Support
  - First Aid & Medication Management
  - Anaphylaxis & Asthma
  - Student responsibilities
  - Student Attendance
  - Occupational Safety and Health
  - Prohibited Items and Behaviour
  - Plagiarism & Cheating
  - Access and Equity
  - Privacy Policy
  - Emergency Management
  - Attendance
15. 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.

### Child Safe Standards

16. 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.
17. All ECG College and CCG staff and volunteers must also complete the Department of Education and Training 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.
18. All ECG College and CCG staff and volunteers undergo a screening process prior to engagement with the organisation as well as providing a Working with Children Check or current VIT Registration and a current Police Check.

### Onsite and Offsite supervision of students

19. ECG College and CCG has 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 and the VCAL Supervision of Students Procedures.
20. ECG College and CCG have a legal duty of care that requires staff to take all reasonable measures to ensure the safety of any student under their care. Students are supervised at all times in classrooms, lunch and break times, and on excursions. All teachers have a yard duty timetable and are expected to supervise students at their allotted time. Staff are expected to be on time for yard duty and remain there for the whole time allocated.
21. Students under 18 are only able to leave the premises at lunchtime if a parent /carer/ guardian has signed a Permission to Leave the Campus Form.

### Consent from parents/carers/guardians

22. ECG College and CCG requires signed consent from a parent / carer/guardian for the following:
  - to enrol a student under-18 in any ECG College and CCG program
  - to attend any excursions or offsite activities
  - to leave the campus for appointments or at lunchtime
  - to take and use photos of students
  - to sign the Internet and Digital Media Acceptable Use and Agreement form
23. Students under-18 who cannot obtain consent from a parent/carer/ guardian will be required to provide a Statutory Declaration for Informal Relative Carers that will give the required consent to attend an excursion or activity.
24. Parents/carers/guardians will be notified if a student under-18 leaves the premises without authorisation.

### Student Support Services

25. ECG College and CCG provide student support with a qualified Student Support Officer on campus. ECG College and CCG also work closely with youth related agencies and agencies responsible for case-managing young people to ensure the needs of students requiring support services are met.
26. For students aged under 18, referral to support services will involve liaising with parents/carers/guardians as required, prior to making a referral.

### Attendance

27. Students are required to attend all time-tabled classes and excursions in order to maximise their learning opportunities and ensure satisfactory completion of all coursework and assessments within their course. Refer to the Student Attendance Policy and Procedure.

28. ECG College and CCG expects minimum attendance of 80% to all timetabled classes. Student attendance will be monitored throughout the year. ECG College and CCG have a Student Attendance Policy and Procedure which outlines the steps and strategies for monitoring attendance and dealing with student absences and lateness. This procedure also has details of all methods of contact including contact numbers if a student is going to be absent or late.

### **Student Care, Medication and Emergency Management**

29. ECG College and CCG provide a duty of care for all students at each campus with trained first aiders and sick bay facilities. Refer to the First Aid Policy and Procedures Manual.

#### Medication:

30. ECG College and CCG recognises that there may be times when staff need to administer medication to a student in an emergency if requested by a parent / carer/guardian when the student under-18 is unable to self-administer.
31. ECG College and CCG duty of care is to administer the correct dose of medication according to written instructions received by the parent/carers/guardian. These instructions must contain directions for storage and administration.
32. ECG College and CCG will ensure that medication is stored securely as per the Medication Management Policy and Procedures.
33. ECG College and CCG does not administer non-prescribed medicines such as paracetamol or analgesics to students and does not keep them on the premises.
34. ECG College and CCG have policies in place for students with asthma, anaphylaxis or allergies that are provided to the students/parents/carers and guardians during the student interview prior to enrolment.
35. ECG College and CCG is not responsible for interpreting or monitoring a medical condition or the effects of medication.

#### Emergency Management:

36. 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.
37. The Emergency Management Plan provides the guidance on all foreseeable emergencies with the Lockdown, Lockout and Evacuation procedures listed. Emergency facility maps and Code Mauve/Orange maps are located around each campus.
38. Students who require medication management will be provided with the Medication Management Policy and Procedures at the time of enrolment.
39. Students who identify as Anaphylactic, Asthmatic or other life threatening medical conditions will be provided with the appropriate Policy and Procedures prior to enrolment
40. Students attendance and monitoring is completed as per the Student Attendance and Student Monitoring Policies and Procedures.

### **ICT and Internet Use**

41. Students are provided with the Internet and Digital Media Acceptable Use Agreement Form at enrolment that provides the guidelines for acceptable use of ICT whilst attending ECG College and CCG. All students and Parents/carers/guardians for students under 18 years of age, sign and return the form acknowledging the conditions of use.

### External Providers

42. The ECG College Head of School and CCG Program Leaders 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.
43. 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 Policies and Procedures:

- a. First Aid Policy and Procedures Manual
- b. Emergency Management Plan Policy & Procedures Handbook
- c. Anaphylaxis Management Policy & Supporting Procedures
- d. Asthma Management Policy & Procedures
- e. Medication Management Policy & Procedures
- f. VCAL Attendance Policy & Procedure
- g. Student Code of Conduct and Discipline Procedure
- h. Practical Placement and Structured Workplace Learning Procedures
- i. Child Safe Policy & Child Safe Mandatory Reporting Policy & Procedures
- j. Child Safe Code of Conduct
- k. Employment Practices Policy
- l. Volunteer Workers Policy & Procedures
- m. Offsite Activities and Excursions Policy and Procedures
- n. VCAL Supervision of Students Procedure
- o. Teacher and Trainer Codes of Conduct
- p. Student Code of Conduct and Disciplinary Procedures
- q. Behaviour Support and Management Policy and Procedures
- r. Managing Self Harm Procedures

### Scope

44. 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, 2017 Vet Funding Contract Skills First Program, AQTF 2010 Standards, 2015 Standards for Training Organisations.