

POLICY NUMBER:	2.20	VERSION NUMBER:	3.1
DATE LAST REVIEWED:	November 2025	NEXT REVIEW DATE:	November 2026
RELATED POLICIES:	1.10 Prevention of, and Response to Sexual Misconduct 1.11 Prevention of, and Response to Bullying, Harassment and Discrimination 2.18 Student Support	RESPONSIBILITY: Governing Board	

HEALTH, SAFETY AND WELLBEING OF STUDENTS POLICY

1.0 Purpose

- 1.1 This policy provides the overarching framework for student safety, health and wellbeing at the Institute. It establishes the principles that guide all related policies and procedures including those addressing student support, sexual misconduct, bullying, harassment and discrimination, to ensure students experience a safe, inclusive and supportive learning environment.
- 1.2 This policy operates as the overarching framework for student health, safety and wellbeing. It is implemented through the following policies:
 - 1.10 Prevention of and Response to Sexual Misconduct
 - 1.11 Prevention of and Response to Bullying, Harassment and Discrimination
 - 2.18 Student Support

It is further supported by related policies addressing accessibility, student conduct, work integrated learning, orientation, critical incidents, facilities management, disaster management, and assessment practices.

- 1.3 If a student is an immediate danger to themselves or to others, emergency services should be contacted on 000 (112 from mobile phones) or the highest Manager on-site (e.g., Branch Manager, Program Leader).

2.0 Scope

This policy applies to students, staff and members of Institute decision-making bodies.

3.0 Principles

- 3.1 The Institute's approach to protecting the health, safety and wellbeing of students reflects the following principles:
 - Students have a right to a physically and psychologically safe learning environment in which their mental and physical health and wellbeing is supported.
 - A safe learning environment facilitates student achievement of relevant learning outcomes, academic success, retention and timely completion of courses/programs.
 - The needs of individual students are balanced against the requirement that academic standards be upheld and that the health, safety and well-being of other students and staff are protected.
 - The Institute fosters a respectful, inclusive culture through its facilities, communications, teaching practices, curriculum, and policy framework.

- Learning facilities and learning resources are accessible to all students, including those with a disability.
- The privacy and confidentiality of students' personal information is respected.
- The Institute demonstrates continuous improvement and compliance with all relevant legislative and regulatory requirements.

3.2 To uphold these principles, the Institute:

- Maintains zero tolerance of assault, including sexual assault, harassment, sexual harassment, discrimination, bullying, intimidation and other unlawful behaviour.
- Provides or sources appropriate student and academic support services that promote safety, health, and wellbeing.
- Maintains clear, accessible processes for complaints and appeals.
- Actively promotes activities and initiatives that enhance student wellbeing.
- Regularly reviews the effectiveness of its wellbeing framework and makes improvements where needed.

4.0 Responsibilities of the Institute

In creating a safe environment for students, the Institute:

- Ensures orientation and staff induction programs include clear information on safety, wellbeing, and available support services.
- Maintains accessible systems for students to report safety, health, and wellbeing concerns, and ensures all reports are managed promptly and appropriately.
- Implements risk management processes to identify, assess, and control foreseeable hazards in physical and online learning environments.
- Maintains facilities and equipment to ensure they are safe and fit for purpose.
- Ensures preparedness for emergencies and critical incidents through effective response planning and training.
- Provides reasonable adjustments and support to enable equitable student participation.
- Promotes activities that enhance students' mental, physical, cultural, and social wellbeing.
- Seeks feedback from students, staff, and external experts to inform continuous improvement.
- Appropriately resources and monitors systems that maintain student safety and wellbeing.
- Engages with regulators and stakeholders as required and complies with all relevant Commonwealth and state legislation.

5.0 Responsibilities of Staff

In promoting and maintaining a safe and healthy environment for students, Institute staff:

- Model respectful, inclusive, and professional interactions with students and colleagues.
- Use inclusive language and communication that reflects the Institute's values of equity and respect.
- Take reasonable care to ensure their actions or omissions do not adversely affect the health, safety, or wellbeing of students.
- Act in accordance with the Staff Code of Conduct and other relevant policies.
- Complete required induction and training, particularly relating to student safety, health, and wellbeing.
- Identify and refer students to appropriate support services when wellbeing concerns are observed.

- Report immediately any health, safety, or wellbeing concerns, including any indication that a student may be at risk of harm to themselves or others.
- Contribute to the continuous improvement of the Institute's approach to student safety, health, and wellbeing.

6.0 Responsibilities of Students

To contribute to a safe and healthy environment, students:

- Take reasonable care for their own health, safety, and wellbeing, and that of others.
- Follow Institute guidance on maintaining personal safety and wellbeing.
- Act respectfully and considerately toward others, refraining from discrimination, harassment, bullying, intimidation, or unlawful behaviour.
- Act in accordance with the Student Code of Conduct and other relevant policies.
- Disclose personal health or wellbeing concerns as early as possible to access available support, reasonable adjustments, or special consideration, supported by appropriate documentation where required.
- Report promptly any concerns about their own or others' safety, health, or wellbeing to the appropriate staff member.

7.0 Relevant Legislative and Regulatory Documents

- Higher Education Standards (Threshold Standards) 2021 Cth
- National Code of Practice for Providers of Education and Training to Overseas Students 2018 Cth
- TEQSA Guidance Note: Wellbeing and Safety, January 2018
- Work, Health and Safety Act 2011 (Qld)
- Work, Health and Safety Regulations 2011 (Qld)

8.0 Version Control History

Version	Date Approved	Approved By	Summary of Changes
1.0	Aug 2022	Governing Board	Policy created titled 2.25 Health, Safety and Wellbeing of Students. Developed as a new standalone policy drawing on content and principles from multiple existing policies and procedural documents.
2.0	Dec 2022	Governing Board	Policy renumbered as 2.20 Health, Safety and Wellbeing of Students. Numbering changes throughout. CRICOS number added to footer.
2.1	Nov 2025	Governing Board	Formatting updated.