

Health, Safety and Wellbeing of Students

The Institute is committed to providing students with a physically and psychologically safe, inclusive and supportive learning environment in which their mental and physical health and wellbeing are supported.

A safe learning environment supports academic success, retention and timely course completion. The needs of individual students are balanced with the need to maintain academic standards and protect the health, safety and wellbeing of students and staff.

If a student is in immediate danger to themselves or others, contact emergency services on 000 (or 112 from a mobile phone), or the highest Manager on-site, such as the Branch Manager or Program Leader.

The Institute has zero tolerance for assault, including sexual assault, harassment, sexual harassment, discrimination, bullying, intimidation and other unlawful behaviour. It provides or sources appropriate student and academic support services, maintains accessible complaints and appeals processes, and promotes initiatives that support student health, safety and wellbeing.

Responsibilities of the Institute

In creating a safe and supportive environment for students, the Institute:

- › provides students with information about safety, wellbeing and available support services through orientation and other accessible resources;
- › provides accessible ways for students to report health, safety and wellbeing concerns and ensures reports are managed promptly and appropriately;
- › identifies, assesses and manages foreseeable risks in physical and online learning environments;
- › maintains safe and fit-for-purpose facilities and equipment and prepares for emergencies and critical incidents;
- › provides reasonable adjustments and support to enable equitable student participation;
- › promotes activities that support students' mental, physical, cultural and social wellbeing;
- › seeks feedback from students, staff and external experts to support continuous improvement; and
- › appropriately resources and monitors systems that maintain student safety and wellbeing.

Responsibilities of Staff

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

- › model respectful, inclusive and professional interactions and communication;
- › 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 training relating to student safety, health and wellbeing;
- › identify and refer students to appropriate support services where wellbeing concerns are observed;
- › immediately report health, safety or wellbeing concerns, including any indication that a student may be at risk of harm to themselves or others; and
- › contribute to the continuous improvement of the Institute's approach to student health, safety and wellbeing.

Responsibilities of Students

To contribute to a safe and healthy environment, students:

- › take reasonable care of their own health, safety and wellbeing and that of others;
- › follow Institute guidance on maintaining personal safety and wellbeing;
- › act respectfully and considerately towards others and refrain 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; and
- › promptly report concerns about their own or others' safety, health or wellbeing to an appropriate staff member.

Reporting a Health, Safety or Wellbeing Concern

Students are encouraged to raise concerns about their own or another student's health, safety or wellbeing as early as possible so that appropriate assistance can be provided.

Concerns can be reported to an appropriate Institute staff member, including a Program Leader or Branch Manager. Staff can assist students to access appropriate support services where required.

Students are encouraged to disclose personal health or wellbeing concerns where these may affect their studies so that they can access available support, reasonable adjustments or special consideration, where appropriate.

Related Support and Safety Information

More detailed information and reporting processes are available under the Institute's policies and student information relating to:

- › Student Support
- › Sexual Misconduct
- › Bullying, Harassment and Discrimination
- › Accessibility and Reasonable Adjustments

These areas work alongside the Health, Safety and Wellbeing of Students Policy to support a safe, inclusive and accessible learning environment.