

Student Duty of Care

Procedure

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Policy owner:	Manager Learning Information Services
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Related policies and documents:	<p>Student Duty of Care Policy</p> <p>Welfare for International Students Under the Age of 18</p> <p>First Aid Policy</p> <p>Critical Incident Policy and Procedure</p> <p>Practical Placement Policy and Procedure</p> <p>Student Excursion Procedure</p> <p>Risk Management Policy</p> <p>WAI Staff Code of Conduct</p> <p>Support for Students with a Diagnosed Disability Policy and Procedure</p> <p>Diversity Access and Equity for Students Policy</p> <p>WAI Student Code of Conduct</p> <p>Online code of conduct</p> <p>Student Academic and Non-Academic Grievance Complaints Policy and Procedures</p> <p>Personal Emergency Evacuation Plans Procedure and Form</p>

Purpose

To ensure that William Angliss Institute staff take appropriate measures to minimise risks to the safety and welfare of students in their care.

Procedure

Student materials such as the Student Code of Conduct, Online code of Conduct, Student Guide, student induction and orientation activities provide appropriate forums to outline the Institute's occupational health, welfare and safety requirements. In particular, they outline the duty of care WAI will exercise to ensure that all students are cared for in the learning environment and that potential risks are well thought-out and mitigated against. In addition, appropriate briefings should be undertaken prior to students engaging in specific activities such as work placements, or where the activity requires the use of specialised equipment. Staff are encouraged to consult with Department Managers, People and Capability, or Student Services for further assistance.

In developing briefings, staff must consider the cohort (e.g. VETiS, apprentices etc.) and the reporting relationships that exist in respect of the cohort. For example, apprentices and trainees also have a reporting relationship with employers and VET in school (VETiS) students to their school (via Angliss Youth Learning). Therefore, any comments made need to take into account the additional expectations of these stakeholders.

In the event of an alleged breach or failure to exercise an adequate duty of care, the focus will be on what should have been foreseen in the particular context and what should have been put in place to mitigate the risk.

Guidelines

The following guidelines are provided to assist staff in respect of these matters particularly as they relate to students less than 18 years of age.

		Student Group	
Situation		Under 18	Over 18
1	Assessment activities	<p>Excursions will require parent/guardian permission.</p> <p>Activities involving alcohol cannot be undertaken.</p>	
2	Attendance	<p>Should be recorded, monitored and reported.</p> <p>If absence or academic progress is a serious issue, contact parents / employers / schools / International Office as applicable.</p>	Recorded and monitored where necessary.
3	Bullying	<p>Be extra vigilant and take appropriate action.</p> <p>For physical bullying situation, Security should be notified.</p> <p>For online bullying (e.g. Zoom) During a class – a classroom management issue, managed by the teacher, follow the *Student Code of Conduct when necessary. Communication between WAI students resulted in bullying: evidence provided, follow Student Code of Conduct depending on the severity. WAI student with external persons External resources: Brodie's Law; Victoria Legal Aid</p> <p>*Student Code of Conduct, Section 4 and 5</p>	<p>Be alert and take appropriate action.</p> <p>For physical bullying situation, Security should be notified.</p> <p>For online bullying (e.g. Zoom) During a class – a classroom management issue, managed by the teacher, follow the *Student Code of Conduct when necessary. Communication between WAI students resulted in bullying: evidence provided, follow Student Code of Conduct depending on the severity. WAI student with external persons External resources: Brodie's Law; Victoria Legal Aid</p> <p>*Student Code of Conduct, Section 4 and 5</p>
4	Communication with parents and/or guardians	<p>Reasonable expectation that action would be taken to communicate significant issues and/or respond to requests for information.</p> <p>Care should be exercised to ascertain the status of the student, as some students under the age of 18 can be considered legally independent and have the same privacy rights as an adult.</p> <p>For apprentices and VETiS students, contact would not be with parents/guardians, but through employer/school respectively.</p>	Not allowed under the Privacy Act unless permission is given by the student, or the student is at risk of imminent harm, or of harming others.

		Student Group	
Situation	Under 18	Over 18	
5	Excursions and Off-campus Activities	<p>Duty of Care to identify, plan and minimise risk to students.</p> <p>The age and maturity level of the students needs to be consider reasonable adjustments for students with a disability, medical or mental health condition to be considered and planned for</p> <p>Parent or guardian approval in writing may be required.</p>	<p>Duty of Care to identify, plan and minimise risk to students.</p> <p>Reasonable adjustments for students with a disability, medical or mental health condition to be considered and planned for</p>
6	Illness, injury	<p>If injury or illness is evident - First Aid Officer (office hours only), or Security (ext. 3704), should be called to assist.</p> <p>Contact Security on weekends (ext. 3704)</p> <p>Parents/ guardians/ employers/ schools/ International Office as applicable, contacted for other than minor situations.</p> <p>Consult Individual Access Plan for emergency plan for individual students, if applicable</p>	<p>If injury or illness is evident - First Aid Officer (office hours), or Security (ext. 3704) should be called to assist.</p> <p>Contact Security on weekends (ext. 3704)</p> <p>Students should be referred to the WAI Medical Centre and accompanied by another adult if they are unsafe to go alone.</p> <p>Contact with the emergency contact person identified on the student's enrolment form is encouraged.</p> <p>Consult Individual Access Plan for emergency plan for individual students, if applicable</p>
7.	Emergency Evacuation	<p>Program Leaders must inform wardens of Personal Emergency Evacuation Plans.</p> <p>Staff are to account for the safe evacuation of all students in an emergency evacuation.</p> <p>Personal Emergency Evacuation Procedures in place for individual students with disability, if applicable</p>	<p>Program Leaders must inform wardens of Personal Emergency Evacuation Plans.</p> <p>Staff are to account for the safe evacuation of all students in an emergency evacuation.</p> <p>Personal Emergency Evacuation Procedures in place for individual students with disability, if applicable</p>

8.	Disclosure of thoughts of suicide or self-harm	<p>If students are in high risk of suicidality, Lifeline (13 11 14) and Suicide Line (1300 651 251) should be offered immediately and a call needs to be made while the staff member is present. This is a shared responsibility for all staff members and not exclusive to CAST or WACS. WACS will support the staff member on the scene if available but in the interest of urgency, the student should not be left alone or asked to wait for the WACS staff.</p> <p>If student's risk is low (without a plan or a timeframe), WACS staff would be the most appropriate to support them in the first instance. External referral can be made if the risk becomes high or beyond work hours with the support of WACS staff. CAST members with training and willingness can initiate the conversation with the student, then refer them to WACS for further support at a later time.</p> <p>Unless a safety plan has already been established outlining the need to contact a student's parents/ guardians, it is recommended that staff consult with the counsellor or health professional conducting the risk assessment regarding the need to contact the student's parents or guardians.</p>	<p>If students are in high risk of suicidality, Lifeline (13 11 14) and Suicide Line (1300 651 251) should be offered immediately and a call needs to be made while the staff member is present. This is a shared responsibility for all staff members and not exclusive to CAST or WACS. WACS will support the staff member on the scene if available but in the interest of urgency, the student should not be left alone or asked to wait for the WACS staff.</p> <p>If student's risk is low (without a plan or a timeframe), WACS staff would be the most appropriate to support them in the first instance. External referral can be made if the risk becomes high or beyond work hours with the support of WACS staff. CAST members with training and willingness can initiate the conversation with the student, then refer them to WACS for further support at a later time.</p> <p>Unless a safety plan has already been established outlining the need to contact a student's parents/ guardians, it is recommended that staff consult with the counsellor or health professional conducting the risk assessment regarding the need to contact the student's parents or guardians.</p>
9.	Interview protocol: police interviewing student	Parents/ guardians/ employers/ International Office notified and/or staff member in attendance.	No issue
10	Lateness	Reasonable expectation that action be taken to communicate significant issues to parents/ guardians/ employers/ schools/ International Office as applicable, and/or respond to requests for information.	No issue
11	Leaving campus during day	In the event of a student being excluded from class and subsequently leaving the Institute, parents/ guardians / employers/ schools/ International Office as applicable should be informed.	Where an apprentice does not attend class, WAI will inform the employer in writing.
12	Provision of information to juvenile justice system or Protective Services	Check student file to ensure appropriate documentation on file and refer to Manager before releasing information	Not relevant
13	Supervision in a learning environment	Students should not be left unsupervised for any length of time, especially around hazards or where the teacher is aware of a pattern of poor behaviour requiring teacher management.	Students should not be left unsupervised for any length of time, especially around hazards or where the teacher is aware of a pattern of poor behaviour requiring teacher management.