Security and Student Safety Policy and Procedure

1.0 Introduction

1.1 Wattle College places high priority on student security and safety and therefore does its utmost to enhance its support services for clients in order that they achieve better living experiences whilst studying in Australia. Our goal is to provide an environment which ensures that student welfare is not compromised in any way, and also assist in circumstances which are not within the classroom or outside the premises of the college. Everyone at Wattle College is responsible for ensuring a safe campus and learning environment.

2.0 Policy

2.1 Wattle College is responsible for ensuring that the level of Occupational Health and Safety is not compromised and recognises its obligation under the State and Australian Government Legislation.

3.0 Procedures

3.1 Management staff is located at the Wattle College Head Office campus to monitor and ensure that student security and safety measures are enforced.

- Level 2, 252 Lygon Street, Carlton VIC – 3053

3.2 The Chief Executive Officer visits and checks delivery site on a regular basis

3.3 All Wattle College staff, regardless of their employment position must:

- Take responsible care to ensure good health and safety procedures are implemented and adhered to at all times;
- Identify and support measures to eliminate or minimise unsafe environmental conditions;
- Assume personal responsibility for their own safety and safety for their students and colleagues surrounding them;
- operate in a safe and appropriate manner;
- Must be responsible for ensuring that all students, visitors and new employees are aware of OHS policies and procedure by modelling appropriate behaviour, verbally reinforcing the policy and reporting behaviour not conducive with this policy and procedure.

3.4 While Wattle College will ensure that its premises meet the Australian Occupational Health and Safety guidelines, students must take all practicable steps to ensure their own safety while at the college.

3.5 Accidents, incidents or hazards occurring within College premises must be reported to personnel or trainers concerned immediately. Students must also fill out the Incident Report form available at reception.

4.0 Facilities

4.1 Wattle College has brand new facilities to accommodate its students providing a safe and comfortable delivery and assessment site. All electrical equipment has been professionally tested and tagged. The entire campus has been equipped and checked by FES – Fire, Equipment Services and has an Emergency and Exit Lighting logbook.

4.2 Wattle College Campus - measuring at 455 Sq Meters. Its amenities consist of a reception area, five (5) classrooms, a computer lab, one student kitchen, one common room, a student library, a student lounge and a comfortable counselling room. The lavatories are located on same level as part of the building amenities.

4.3 Classrooms- contain new comfortable student desks with the capacity of seating twenty-five (25) students per class. Including interactive screens, teachers' workstations and whiteboards.

4.4 **Computer Lab**- This amenity has been designed to assist students with self-study. It contains computers with the latest computing software and free wireless internet access.

4.5 **Student Library**- The library stocks a range of extra support reading material for students as well as newspapers, magazines, tourist information and popular novels. The space is comfortable, inviting and a quiet area for students to enjoy.

4.6 **Student common rooms**- The student common rooms have a fridge, a microwave, a kettle and seating space for students to have their meals and socialise with fellow students in a friendly environment. Both common rooms are equipped with vending machines including snacks and coffee.

5.0 Travelling to and from college & facilities

5.1 Wattle College's college operation hours are 8:30am to 10:00pm. Staff will always be at the campus during these hours.

5.2 The campus is located in the Carlton at Level 2, 252 Lygon St Carlton, VIC – 3053.

5.3 All college facilities are located in well-lit and high-density areas.

5.4 Facilities are next to all modes of public transport: train, trams and buses.

5.5 These areas are considered as low risk and therefore safe for public access.

5.6 All facilities are compact and have very close street access providing a controlled environment.

5.7 Although Wattle College Delivery Sites and facilities are well located and easily accessible by Public transport, students are advised to take all practicable steps to ensure their own Safety at all times

6.0 Emergency assistance

Students needing to report an emergency should contact:

- **Dial** 000 for police, ambulance and fire brigade.
- **Day -** Call campus on 1300 118 085
- **Evening** – Report the emergency call 1300 118 085

7.0 Emergency Evacuation

7.1 Wattle College has a health and safety responsibility toward students. To allow the college to discharge that duty, students are required to:

- Obey warning signs and notices
- Behave at all times having regard to the health, safety and welfare of themselves and others who might be affected by their acts or omissions
- Comply with all safe working procedures
- Co-operate with college staff to ensure that any duty or requirement for health and safety imposed on the college is performed or complied with
- Neither intentionally nor recklessly interfere with or misuse any equipment provided in the interests of health or safety
- Not use any plant, equipment or apparatus without permission and/or for which they have not been trained to use.

8.0 Evacuation Procedure

8.1 Students must observe the evacuation plans at their campus and familiarise themselves with fire exits at their campus.

8.2 In the case of an emergency **ALL** students must follow the steps listed below:

- You may hear a very loud alarm ringing continuously as an alert to all persons in the building to evacuate.
- You must remain calm and stay away from the hazard/danger area.
- You must **listen** and **follow** your trainers' instructions for evacuation
- Leave all your belongings behind
- If you're not with your class at the time of the emergency evacuation,
- Follow all the fire exits and go to the closest gathering point and wait for your assessor to arrive.
- Notify your trainer of any noticeable persons missing.
- Wait with your trainer until further instructions are given by appropriate authority.

9.0 Safety Awareness Tips for our Students and Staff

9.1 A brochure has been developed providing safety and security tips for students and staff. Students and staff are encouraged to read through each section and with management if they have any concerns or queries.

10.0 Personal Safety

10.1 Students are encouraged to meet the expectations listed below;

- Report any areas where the lighting is not functioning, or is ineffective, to any Wattle College staff member
- Report any suspicious persons to a Wattle College staff member
- Report any threats or assaults to a Wattle College staff member
- Travel along the safest pathways when walking about the campus if leaving campus late
- Of an evening, students are advised to leave their class in groups. If possible, plan ahead and predetermine parking areas so that when class is finished, the group is heading in the same direction.
- Stay alert and tuned into everything that is happening around you
- Look confident, stand straight and walk proud – Don't look like a willing victim
- Trust your instincts – if you are feeling uncomfortable in a situation, leave it
- Have a Plan – Think about what you would do if things turned bad
- Have emergency numbers next to all phones in your house
- Ask for ID from any visitors collecting money or selling products. Check the photo on the ID. Don't let them into your property
- Use ATMs in the day when there are plenty of people about
- Don't count your money at the ATM, wait till you are at a safe and secure location
- Wear appropriate footwear, just in case you need to run
- Don't walk overloaded with packages or bags
- If your bag is snatched don't confront the thief. Bags are replaceable – people are not!
- Try to stay away from isolated bus stops
- Don't travel late at night and if you do then don't travel alone
- Don't travel in areas such as laneways, dark alleys, or empty streets
- Don't take short cuts in dark underpasses, or walk near bushes
- Keep to well lit streets if possible and open spaces
- Don't carry your laptop in a laptop case, use another type of bag.
- Don't plug your iPod into both ears; leave one ear free to maintain consciousness of the environment.
- Don't walk through a group of youths when you have the ability to change direction.

10.2 Students are advised if they feel threatened, to run. If they are in a situation where they cannot run, then try to reason with the potential offender. There might be passer-by's and so scream and shout for their help. In the worst-case scenario use reasonable force to ensure your own safety (force which is lawfully justified), do not use excessive force which is disproportionate to the offenders force.

10.3 If students see someone behaving suspiciously, they may be up to something possibly criminal, contact Police on 131 444 or Crime Stoppers on 1800 333 000. In an emergency call 000.

10.4 Students are encouraged to contact the SCO (Student Contact Officer) at their corresponding campus as their first point of contact. Your SCO will endeavour to help you with your issue or inquiry or refer you to another source of Student Support available.

10.5 All SCO's are contactable in person, landline, mobile phone, and or email (Mon-Fri) 9am - 5pm.

Safety tips around campus

1. Always be alert and aware of your surroundings. If you are using headphones, only use one earplug so you can hear sounds around you.
2. Keep your valuables with you at all times.
3. Walk in well-lit areas in pairs or groups if possible. Use the security escort service or the Night Bus to get to public transport or your car safely.
4. Avoid parking your car in an isolated area. Close and lock all doors and windows and don't leave valuables in sight in your car.