

Policy Title	Student Welfare, Security and Safety Measures
Policy Owner	RTO Manager

OBJECTIVE

MSAC Institute of Training is committed to providing a safe, and secure learning environment and ensuring the welfare for all of its students and trainees. This includes ensuring an appropriate reporting line is in place to manage any concerns to the provision of a safe and secure environment, and the provision of the necessary resources to manage issues of student welfare.

SCOPE

This policy applies to students and trainees of MSAC Institute of Training.

DEFINITIONS

Welfare- Welfare relates to health both physical and mental, welfare can also relate to financial welfare where it may impact upon the health of an individual.

POLICY

MSAC Institute of Training will provide a safe and secure learning environment for all students and trainees.

Any employees including facilitators of MSAC Institute of Training are responsible for reporting any concerns about students’ welfare to the RTO Manager.

The RTO Manager is responsible for following up any welfare, safety or security concerns and reporting them to the appropriate channels.

Bullying & Harassment will not be tolerated by MIT. Any student experiencing these issues needs to report it to the MIT RTO Coordinator straight away. The MIT RTO Coordinator will take steps as per the **Student Guidelines and the Anti-Discrimination, Harassment and Bullying policy and procedure.**

MSAC Institute also complies with the policies of SSCT in relation to drug use;

- It is a violation of company policy for any individual to possess, sell, trade, or offer for sale illegal drugs or otherwise engage in the illegal use of drugs or alcohol on the job.
- It is a violation of company policy for anyone to report to work/training under the influence of illegal drugs or alcohol in his/her body.
- Violations of this policy are subject to disciplinary action, including dismissal and may be reported to the relevant authorities.

PROCEDURES

All employees are required to report any concerns they have regarding the welfare, safety and security of students and trainees to the RTO Manager.

The RTO Manager will be responsible for following up concerns. It may be necessary for the RTO Manager to have a private meeting with students/trainees to assess their welfare and determine any appropriate support that can be provided.

RTO Manager is responsible for ensuring any welfare concerns are reported as required by relevant legislation.

Duty Managers at the facility are trained in First-aid Level 3 and are all fire wardens. If there is an emergency you must call the Duty Managers who will attend & resolve the situation.

Should any safety or security concerns be identified requiring immediate response the Duty Manager should be contacted on 9926 1600.

RESPONSIBLE PARTIES

All students, employees, employers and trainees of MSAC Institute of Training

CONTINUOUS IMPROVEMENT OF POLICY

This student welfare, security and safety policy will be continuously implemented and reviewed for areas of improvement. The policy and accompanying procedures will be formally reviewed annually as part of the general continuous improvement process.

POLICY PUBLICATION

All policies and procedures that are applicable to prospective students/trainees and enrolled students/trainees and all organisation staff are made available where required and form part of the induction and orientation for staff and students and are made available via the website, student administration and internal electronic systems.

POLICY REFERENCES:

Policy Title: Student Welfare, Security and Safety

Related Policies: Student Code of Conduct

WH&S

Risk Management

Related Forms:

Review Date: July 2016

Version Number: 1.1

Policy Complies with:

Version Number	Approval Date	Amendment
1.1	July 2015	Development of policy for clarification of process. Policy need identified in Continuous Improvement process.