

 <p><b>Wingate Avenue</b> Community Centre</p>	Title:	
	<b>STUDENT SAFETY AND WELFARE IN TRAINING COURSES POLICY AND PROCEDURE</b>	
	Version: 1	Approved: Committee of Management March 2014
Administered: Manager	Next Review: March 2016	

## Policy Context

Wingate Avenue Community Centre (WACC) is committed to providing a safe, secure and supportive learning environment for all students undertaking training courses. WACC values the diversity of its community and applies its vision, values and policies across the whole of its organisational practices and programs.

WACC acknowledges that student safety and wellbeing are the responsibility of all staff working within the organisation. Helping students to learn effectively and to develop positive attitudes and behaviours to learning are goals shared by staff at WACC.

All staff delivering or assessing in training programs are subject to HR practices and compliance requirements that include ensuring that they have the appropriate qualifications and a working with children check, police check and / or VIT registration.

The following guidelines have been designed to ensure students undertaking training are provided with the best possible learning experiences and support services available while enrolled at Wingate Avenue Community Centre.

Information regarding safety and security matters in relation to attending and travelling to and / from a training venue for scheduled classes after hours or on weekends will be provided and discussed prior to and after enrolment as required.

## Procedure

WACC will ensure students do not attend scheduled classes for more than 8 hours per day and full time students do not attend classes outside of the hours 8:00 AM to 10:00 PM. For students attending scheduled classes after 6:00 PM or on weekends the following applies:

- no one will be left alone at the end of a class and students and staff should leave together;
- where possible, more than one evening class will be scheduled at a venue;
- security lighting is provided along exit pathways and at the front and back of the training venue;
- ample lighted street parking is located directly in front of the 13a Wingate Avenue venue and onsite lighted car parking is provided within a few short metres of the training entrance;
- a bus stop is located less than 100 metres from the venue;

- Information about security and safety measures will be available to students prior to and following enrolment.

## **Related documents**

Education and Training Reform Act 2006 (Vic)  
Working with Children Act 2005 (Vic)  
Occupational Health and Safety Act 1985 (Vic)  
Employment Policy and Procedure  
VRQA guidelines  
AQTF essential standards

Adopted by Committee of Management (date): March 17 2014

Signed by Chairperson: Renee Hancock 