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|  <p><b>Wingate Avenue</b><br/>Community Centre</p> | Title:                                                       |                                   |
|                                                                                                                                     | <b>STUDENT SAFETY AND WELFARE IN TRAINING COURSES POLICY</b> |                                   |
|                                                                                                                                     | Version: 2                                                   | Approved: Committee of Management |
| Administered:<br>Manager                                                                                                            | Next Review: August 2022                                     |                                   |

## 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 and others working within the organisation. WACC believes that providing a safe and encouraging environment helps students to learn effectively and to develop positive attitudes and behaviours towards learning and shared goals

All staff delivering or assessing in training programs are

- Subject to HR practices and compliance requirements
- Must ensure that they have the appropriate qualifications
- Must have a working with children check, police check and / or VIT registration.

The Student Safety and Welfare in Training Courses Procedure associated with this policy has 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.

## Scope

This Policy applies to senior management, administration, and any staff member or volunteer working with students or other WACC stakeholders.

The Policy relates to providing a safe learning environment for students.

## Relevant Legislation/Standards

Education and Training Reform Act 2006 (Vic)  
Occupational Health and Safety Act 2004 (Vic)  
Charter of Human Rights and Responsibilities Act 2006 (Vic)  
Disability Act 2006 (Vic)

Approved by General Manager (date): 14 August 2019

Signed by General Manager: Gavin Kempin

