

 <p>Wingate Avenue Community Centre</p>	Title:
	<p>STUDENT SAFETY AND WELFARE IN TRAINING COURSES PROCEDURE</p>
	<p>Version: 2 Approved: Committee of Management</p>
<p>Administered: Manager Next Review: 2020</p>	

Scope

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

This procedure details the processes and procedures to ensure a safe learning environment is provided for students at WACC.

Procedure

All staff delivering training at WACC are subject to induction processes to ensure they can fulfil the requirements of this policy. This includes:

- Compliance with WACC policies, procedures including Code of conduct and Code of Ethics
- Able to meet the requirements of the Nationally Coordinated Criminal History Check
- Maintaining appropriate qualifications and experience.

For students enrolling in nationally accredited courses, WACC will ensure:

- Students have attended a Pre-Training or Initial Assessment through SEE, AMEP or Skills First to assess the student's ability to attend and complete the course.
- Students have been provided with course information including a handbook which informs students of the support available.

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

Employment Policy and Procedure
VRQA guidelines
AQTF essential standards

Approved by General Manager (date): 14 August 2019

Signed by General Manager: Gavin Kempin

