

Student Wellbeing and Safety Policy and Procedure

1. Purpose

This Policy concerns the wellbeing and safety of EIA students and details EIA's approach to manage situations or concerns raised about a student's wellbeing or safety, including behaviours that may be considered unsafe to themselves or others.

This Policy refers to the student support that can be provided, but also links to issues relating to student misconduct as EIA seeks to ensure and protect the wellbeing and safety of other students, its staff and the public.

This policy relates to Section 6 of the ESOS National Code and the Higher Education Standards Framework (Threshold Standards) HESF 2015 in the Tertiary Education Quality and Standards Agency Act 2011 by the Commonwealth of Australia, specifically to Standard 2.3.

If a student is an immediate danger to themselves or other, contact the emergency services on 000 or EIA's Welfare Officer or EIA's help desk.

2. Scope

This policy and procedure document applies to all enrolled students, whether they are on or off campus.

3. Responsibility

Students are expected to be aware of and contribute to their own safety and wellbeing, the wellbeing of their peers and the collective wellbeing of the student community. In so doing students are provided with opportunities to exercise choice in the context of self-regulation, self-determination, ethical decision making and responsibility. A student may choose to self-identify at the time of enrolment or later by contacting the Welfare Support Officer.

Students concerned about a fellow student may choose to notify the Welfare Support Officer if they believe a student poses a risk to their own or other/s' wellbeing and safety.

EIA staff are expected to support student wellbeing and safety by providing information and services in accordance with EIA's policies. All staff should report and student wellbeing and safety concerns to the Welfare Support Officer.

Student Services provides a range of student health and wellbeing services from access for students with disabilities, counselling, to access to health and medical services. These services are voluntary, confidential, and professional and, except in special circumstances are at no cost to students.

The General Manager is responsible for ensuring that Student Services resources are sufficient to meet individual and collective student need.

Lecturers, Unit and Course Coordinators provide assistance and support to students on course and unit related matters including the accepted standards of academic conduct, for example behaviour in the learning environment and whilst on a work integrated learning placement.

The Executive Manager of Operations is responsible for the implementation of this policy and procedure.

EIA actively takes responsibility for fostering an environment of wellbeing and safety for its students. This includes:

- conducting effective risk assessments and implementing preventative controls for the risks identified;
- providing advice about actions to take, EIA staff to contact and the support services that are available (whether directly or through another party) if a student's personal circumstances are having an adverse effect on their education. This advice may include:
 - conducting evidence-based sexual violence, drug and alcohol abuse prevention education programs;
 - providing support for affected students where needed (whether directly or through another party);
 - having systems and processes to respond to incidents and prevent recurrences.

4. Definitions

Fitness to study: EIA students are able to participate and to function at EIA. This entails studying without putting their physical or mental wellbeing and safety at risk.

Student unfit-to-study behaviour: Disruptive, adversely impacting on learning and working at EIA due to significantly impairing themselves or others. Unfit-to-study behaviours include: aggressive behaviour, agitation, intoxication, substance abuse, harassment of others, forceful refusal to cooperate or vexatious complaints. Other behavior deemed 'unfit-to-study' includes significant problems interacting with others, appearing withdrawn, mood swings, fatigue, talking about suicide, attempting to commit suicide, threatening others either verbally or physically, distressing others and causing injustice regarding conflicts between others. Bullying of any kind will not be tolerated at EIA and those who bully others will be deemed as unfit-to-study.

5. Principles

5.1 EIA is committed to supporting a positive health and safety culture and ensuring as far as is practicable, a safe and healthy environment for its staff and students, in which to work and study.

5.2 EIA encourages students who require support to self-identify during enrolment or during study. The Welfare Support Officer will provide advice, support and contact details for relevant health and medical services or disabilities services prior to commencing or during studies, as required, and supply supporting documentation about the nature and impact of any health conditions on student learning which will enable EIA to make reasonable adjustments.

5.3 EIA's Student Support Services provides a range of support services including counselling, disability, welfare and health services.

5.4 EIA helps students to build knowledge and awareness about a range of wellbeing and safety issues including healthy eating, drug and alcohol abuse, maintaining good mental health, issues of sexual consent, sexual assault and sexual harassment, bullying. It does this through education sessions

during orientation, information provided in the Student Handbook, and by placing flyers throughout the campus.

6 Procedure

- 6.1 EIA has formulated three levels of action that may be implemented. The seriousness of the perceived risk will determine the action.
- 6.2 Level 1 – a staff member may refer a student to the Welfare Support Officer or Student Support Services to access counselling, disability or academic learning support services and advise the student about the process to disclose their health condition so that reasonable adjustment and/or special consideration arrangements may be made.
- 6.3 Level 2 – the Academic Director may request information and advice from the student’s health professional to determine the student’s fitness to study or identify appropriate external health professionals to undertake an assessment of the student’s fitness to study. The Academic Director must develop an action plan to manage any concerns and refer the matter to the General Manager.
- 6.4 Level 3 – the General Manager may require the student to be assessed medically by the health professional identified at Level 2, at no cost to the student. If the student is found to be unfit for study for a specified period, the General Manager may impose an involuntary leave of absence, with conditions for the student’s return to study at EIA. If supported by medical evidence, the student may be deemed to be unfit for study for the foreseeable future and enrolment may be terminated.

7 Emergency decision to restrict a student

- 7.1 If a staff member receives information about a student’s wellbeing or safety which leads them to form a view that any person may be at risk or that the reputation of EIA may be at risk then the staff member should:
 - Require the student to leave the classroom or location of the incident
 - Seek assistance from another staff member
 - Contact the Welfare Support Officer and/or Student Services staff and/or the Academic Director.

8 Confidentiality and Record Keeping

- 8.1 All documentation relating to student wellbeing and safety and fitness to study concerns will be kept confidential and shall be disclosed only to those persons who have a right to the information by virtue of their role in the process, or as required by law.
- 8.2 Written records should contain such information as is necessary for others to gain a clear understanding of the grounds upon which a concern was determined and the actions taken to address it. Staff should be aware that reports submitted may be made available to the student concerned for the purpose of review and the opportunity to respond.
- 8.3 All records will be maintained confidentially by Student Services.

9 Review and appeal

- 9.1 Students may appeal any decision in accordance with EIA’s Student Grievances and Appeals Policy and Procedure.

10 Acknowledgement

- 10.1 The development of this policy and procedure has been informed by Griffith University’s policy on student wellbeing and safety.

11 Related policies

Academic Support Learning Plan

Access and Equity Policy and Procedure

Bullying, Discrimination and Sexual Misconduct Prevention Policy and Procedure

Critical Incident Policy and Procedure

Occupational Health and Safety Manual

Risk Management Framework

Student Code of Conduct Policy

Student Progress and At Risk Policy and Procedure

Student Grievances and Appeals Policy and Procedure (for Academic/Non Academic Matters)

Student Safety and Campus Security Policy and Procedure

Student Support Services Plan

Student Support Services Policy and Procedure

Document Title	Student Wellbeing and Safety Policy and Procedure
Date Created	22/05/2019
Created By	Executive Manager of Operations
Current Version	1.2
Last Approved Date	29/05/2019
Approval Authority	Board of Directors
Custodian	Quality and Governance Officer
Responsible for Implementation	Executive Manager of Operations
Version History	
Version Number	Amendments
1.1	Create the document
1.2	Change company name to Edvantage Institute Australia (EIA); update responsibility