

# Student Safety and Wellbeing Policy

## Purpose

This policy aims to establish guidelines and procedures for promoting and maintaining the wellbeing and safety of all students and other members of the Whitecliffe Institute of Creative Arts and Technology ("Whitecliffe") community.

## Scope

This policy applies to all activities, programs, and facilities provided or managed by Whitecliffe. It encompasses physical, mental, and emotional wellbeing, as well as the prevention of accidents, injuries, and harmful incidents.

## Related Policies

This policy should be read in conjunction with the following policies:

- Student Code of Conduct Policy
- Bullying, Discrimination and Harassment Prevention Policy
- Sexual Assault and Sexual Harassment Policy
- Access and Equity Policy
- Student Handbook
- WHS Register

## Definition

Item	Definition
Wellbeing	A state or condition wherein a person realises his/her potential, can cope with the normal stresses of life, can work productively and harmoniously, and is able to contribute to his/her community.
Safety	A condition of being protected from or unlikely to cause danger, risk, or injury (physical and/or emotional)
Code of Conduct	An agreement on rules of behaviour for the members of that group/organisation.

## Principles

1. Institutional Responsibility
  - a. Whitecliffe is committed to providing a safe and supportive environment that fosters wellbeing and safety.

- b. The institution shall allocate necessary resources, establish protocols, and appoint responsible individuals to ensure the implementation and enforcement of this policy.
- c. Any non-critical incidents or hazards are recorded in the Institute's WHS Register

## 2. Individual Responsibility

1. All members of the Whitecliffe community have a shared responsibility to contribute to the wellbeing and safety of themselves and others.
2. This includes complying with safety protocols, reporting concerns, and actively participating in educational programs and initiatives related to wellbeing and safety.
3. All critical incidents and hazards are recorded and reported to management and the Board of Directors within 24 hours
4. All non-critical incidents and hazards are recorded and reported to management in Executive Leadership Team meetings and to the Board of Directors each in-cycle meeting through the Critical Incident Management Report and any report by the Director of Operations and Compliance

## 3. Supportive Environment

1. Whitecliffe shall strive to create a supportive and inclusive environment that promotes positive mental health and wellbeing.
2. This includes fostering a culture of respect, empathy, and understanding and providing access to support services and resources.
3. All support services and resources can be found in the Whitecliffe Student Handbook

## 4. Mental Health Resources

1. Whitecliffe shall provide access to mental health resources, including counselling services, workshops, and educational materials, to support the wellbeing of students.
2. These resources shall be confidential, accessible, and delivered by qualified professionals.
3. All resources can be found in the Whitecliffe Student Handbook

## 5. Awareness and Education

1. Whitecliffe shall conduct awareness campaigns and educational programs to increase understanding of mental health issues, sexual assault and sexual harassment, gender-based violence, reduce stigma, and promote self-care and healthy coping strategies.

## 6. Safety Measures

1. Whitecliffe shall implement appropriate safety measures to prevent accidents, injuries, and incidents within its facilities.

2. This includes maintaining a safe and well-maintained physical environment, conducting regular safety inspections, and adhering to relevant safety standards and regulations.
7. Emergency Preparedness
  1. Whitecliffe shall develop and maintain emergency response plans, including evacuation procedures, communication protocols, and training programs.
  2. These plans shall be regularly reviewed, tested, and updated to ensure their effectiveness.
8. Reporting and Response
  1. All members of the Whitecliffe community are encouraged to promptly report any safety concerns, hazards, or incidents to the designated authorities.
  2. Whitecliffe shall respond to reports promptly and appropriately, investigate incidents, and take corrective actions as necessary.
9. Inclusivity and Accessibility
  1. Whitecliffe shall strive to create an inclusive and accessible environment that accommodates the diverse needs of its community members.
  2. This includes providing reasonable accommodations and or adjustments, accessibility features, and support services to individuals with disabilities or special requirements.
  3. Information relating to accessibility features, support services and other special requirements can be found in the Whitecliffe Student Handbook.

## Change and Version Control

Version	Date Approved	Authored by	Approved by	Description
1.0	25 May 2023	Collaborative	Academic Board	Policy under new ownership
1.1	7 Dec 2023	Director of Operations and Compliance	Board of Directors	Revisions made to clarify references to requirements under National Code for CRICOS purposes
1.2	01 Jul 2025	Academic Compliance Lead	Governing Board	Awareness and Education section updated to include information on sexual assault and sexual harassment, gender-based violence. Updated Related Policies section.

## Policy Information

<b>Author:</b>	Academic Compliance Lead
<b>Policy owner:</b>	Chief Executive Officer
<b>Approved by:</b>	Academic Board
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