

Safety, Security and Welfare Policy

Purpose The purpose of this document is to set out the College’s policy to protect student safety, security and welfare.

Applicability This policy applies to all current College students, staff and independent contractors.

Work health and safety The College has a Work Health and Safety Committee. If students become aware of any hazard or potential hazard they should report it to College staff who will inform the relevant person in the College.

Students must report any accidents to College staff so particulars may be recorded in the Accident Register.

Before a student commences coursework, they must familiarise themselves with any health and safety information provided in the Learning Portal User Guide.

HIV/AIDS and hepatitis policy The College has a commitment to protecting and supporting staff and students in relation to the Human Immunodeficiency Virus (HIV) and AIDS related conditions, the Hepatitis B Virus (HBV) and Hepatitis C Virus (HCV). In particular the College aims to minimise the risk to staff and students of either contracting or transmitting these viruses in work, study or other life situations by:

- a) Providing a safe and healthy work environment, and undertaking to minimise the risk to staff and students posed by HIV or the Hepatitis B or C viruses;
- b) Protecting staff and students from harassment, discrimination and victimisation in relation to HIV/AIDS or Hepatitis B or C viruses;
- c) Promoting informed awareness, understanding and tolerance by staff and students of issues and concerns in relation to HIV or the Hepatitis B or C viruses; and
- d) Maintenance of physical and emotional well-being in relation to work/study for staff and students who are in some way affected by HIV or the Hepatitis B or C viruses.

Fire drills and regulations (at all Students must observe all fire drills and regulations applicable to the building in which their Program is conducted.

Name of Policy	Safety, Security and Welfare Policy	Document Type	Policy
Category	Academic	Information Classification	OPEN
Policy Owner	Academic Board	Last Updated (version)	30 September 2024

**College
premises)**

**Prevention of
harassment and
discrimination**

The College is committed to ensuring that all students and staff are treated fairly and equitably, and that their right to study and work in an environment free of harassment and discrimination is recognised. The College requires all staff and students to respect each other’s dignity and to treat each other with courtesy, honesty and sensitivity to their rights.

The College does not allow or condone harassment or discrimination of staff or students by other members of staff, students, or other persons; nor does it allow or condone harassment or discrimination of students by members of staff or other students, on the grounds of race, sex, age, disability, political or religious belief. The relevant Program Director will ensure that this policy is implemented and will treat any complaint seriously and sympathetically in appropriate ways which ensure that complainants and witnesses are not victimised. Complaints will be investigated thoroughly, fairly and confidentially in accordance with the College’s Complaints and Disputes Policy.

Disciplinary action may be taken against anyone found to have committed harassment or discrimination on any basis. All students and staff have responsibility to contribute to the achievement of a productive, safe and equitable study and work environment by avoiding practices which lead to, support or condone harassment or discrimination on any basis.

**Privacy of
student records**

Student records are personal information that must be managed in accordance with the College’s Privacy Policy. Accordingly, student records:

- a) Must be protected from:
 - i) Misuse, interference, and loss; and
 - ii) Unauthorised access, modification or disclosure.
- b) Must not be:
 - i) Collected except as required for the functions or activities of the College;
 - ii) Used except for the primary purpose of collection or a related purpose; or
 - iii) Disclosed, except as stated in the College Privacy Policy.

Unless authorised in accordance with the College’s Privacy Policy, by legislation or order of a court, a student’s permission will be sought before any information from that student’s record is disclosed.

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Student counselling – academic matters

Where students feel they are in need of academic counselling, they should in the first instance contact their lecturer to discuss the matter. If the student feels the need to go beyond the lecturer, they should contact the Program Director or the Student Liaison Officer.

Student counselling – non-academic matters

Where a student has problems which go beyond his/her enrolment with the College of Law but have the propensity to affect his/her ability to complete the Program, the student should contact their lecturer, the Program Director or the Student Liaison Officer for appropriate referral, options for other assistance and for guidance on course progression.

General conduct

Students must comply with the policies, procedures and rules of the College and any reasonable directive of the College or any of its staff.

Students must not prejudice the good order and governance of the College or interfere with the freedom of other persons to pursue their studies, carry out their functions, participate in the life of the College or pursue their rights to be on the premises.

See further the Student Code of Conduct.

Student profile pictures

The College of Law believes that online profile pictures can enhance a sense of community within the online classroom and enrich the online learning environment, however, it is important that the profile pictures do not distract from the learning environment.

While students are encouraged to post a profile picture, it is not mandatory. Student profile pictures must adhere to the Guidelines.

The College reserves the right to remove any profile picture that does not adhere to the following guidelines:

- a) The picture must be of the student only (ie it may not include other individuals);
 - b) No images, writing or symbols should be used;
 - c) Backgrounds and foregrounds of profile pictures should be neutral and non-distracting (no symbols, writing or images); and
 - d) Profile pictures must present the student in appropriate attire.
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Related policies

Complaints and Grievances Policy
 Privacy Policy
 Student Code of Conduct
 Support for Students Policy

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