La Trobe Melbourne

Student Safety Management Plan

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Student Safety Management Strategy

1. Introduction

1.1   A student safety management plan ensures the safety of students is managed properly. Such a strategy also ensures that La Trobe Melbourne Navitas Bundoora Ltd is prepared for critical incidents and has clear protocols to follow if such incidents occur.

1.2   This document establishes the Student Safety Management Strategy and assigns responsibilities for its development, implementation and maintenance.

1.3   The Director and Principal, La Trobe Melbourne, has overall responsibility for the safety structures, framework and various strategies associated with student safety. Each program unit (ELICOS and FSDP) will assume operational responsibility for individual student safety, on the campus, from 9am to 5pm, Monday to Friday.

1.4   In the case of students under 18 years of age, whose parents have opted for the carer to be La Trobe Melbourne, the Director and Principal assumes the role of the carer until they turn 18 years of age, leave La Trobe Melbourne or their current visa expires. La Trobe Melbourne's policy related to the care of students under 18 dictates that any such students reside with a suitable homestay provider selected by La Trobe Melbourne.

1.5   The Student Safety Management Plan applies to all business units within La Trobe Melbourne (LTM) and is the basic framework for preparedness and response, to maintain the safety of students enrolled at LTM. It is not intended to cover every possible situation; however it will endeavour to keep each student safe while they are on campus, and in the case of students under 18 years of age, to ensure they are safe while enrolled at La Trobe Melbourne (from 7 days before the start of their course until 7 days after their course end date unless they turn 18 before that date).

1.6   The Academic Director (FSDP), the Director of Studies (ELICOS) and the Director, Student Services and Admissions (responsible for the approval of accommodation, support and general welfare of younger students) will supplement this strategy where necessary. However, any proposed supplementary strategy must be approved in writing by the College Director and Principal of La Trobe Melbourne, and must be consistent with the basic principles and concepts outlined here.

2. Purpose

2.1   The purposes of the Student Safety Management Plan are to

(1) Implement a system for continuous planning that is sufficiently adequate to maintain student safety and to minimise risk.

(2) Provide for the safety of students by adopting good practice in all areas of keeping students safe at La Trobe Melbourne.

(3) Maximise safety practices and minimise danger, restore normalcy after an unsafe incident occurs and ensure that there is adequate

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communication with key stakeholders, including management of information about keeping safe.

(4) Maintain a system that allows for rapid response while ensuring a systematic approach by decision-makers. (Please see First Aid Procedure, Critical Incident Policy and Procedure, Student Code of Conduct, Care of International Students under the Age of 18 Policy)

2.2   In addition to maintaining safety of students, this plan will also attempt to reduce exposure to liability and adverse publicity.

3. Scope

3.1   The strategy herein applies to all students of La Trobe Melbourne while on the campus, and to students under 18 years of age whether on the campus or in their home stay.

3.2   The plan provides a strategy to protect students of LTM from danger, risk or injury.

3.3   The plan ensures that La Trobe Melbourne provides a workable environment for all students as well as a liveable environment for students under 18 years of age.

3.4   The plan assumes that the owners of the buildings have proper insurance cover.

3.5   The plan attempts to reduce traffic accidents in the car park at La Trobe Melbourne.

4. Areas of major risk

4.1   This plan addresses major safety risks under the following key themes:

Themes	Risks
Emergencies	• Fire • Floods • Threats (including bomb threat)
Unusual behaviour	• Indicating self-harm • Mental Health issues • Interfering with normal activities • Gross misuse of technology
Workplace disturbance or violence	• Stalking • Property damage • Physical or sexual assault • Property damage • Bullying • Threatening letters or messages
Critical injury or death	• Accidents (including traffic accidents) • Self-harm • Crime
Civil disorder	• Protests • Demonstrations

	• Riots • Picket lines
Communicable diseases	• Tuberculosis • Typhoid • Other diseases eg HIV, Hepatitis • Epidemics and Pandemics
Local and overseas calamities	• Terrorists attacks • Tsunami • Floods • Fire • Earthquake

5. Hierarchy of control and reporting of safety incidents

5.1 The Principal Executive Officer of La Trobe Melbourne is the College Director and Principal, who will make the final decisions based on consultation with the Executive Committee members. The Executive Committee consists of
- College Director and Principal
- Academic Director
- Director of Studies
- Director of Marketing
- Director, Student Services and Admissions
- Accountant

Although the La Trobe Melbourne Executive Committee normally meets once a month, in the case of a student safety issue, an extraordinary meeting is called immediately after being informed, and a quorum of two members and a chair is sufficient to proceed with action and resolution. All reports and press releases are to be approved and distributed by Navitas Group Manager, Public Relations.

5.2 There is a Building Warden and a Deputy Warden at La Trobe Melbourne, and in each building or on each floor there is a Floor Warden. Each Warden is trained in evacuation and in attending to injured/sick students.

5.3 Each building has at least two Level 2 First Aiders.

5.4 Two staff members will be trained as Level 3 First Aiders. One will be designated First Aid Officer with responsibility for liaison with First Aiders and ensuring first aid supplies are replaced and up to date at all times.

5.5 Two staff members are trained as Mental Health First Aiders.

5.6 All incidents and major safety issues are reported to Campus Security on phone extension 2222

5.7 Students are given the phone number for Campus Security and Police/Ambulance/Fire number 000. Campus Security may ring the College Director and Principal and/or the Director, Student Services and Admissions at any time of day or night (including weekends).

5.8 Students have contact details of Campus Security (03 9479 2222). Life Line (131114 and 1800 758 360) and a 24 hour free helpline on 1800 814 781 as well as the 24 hour translating services (131450).

5.9 Each student is given the phone number for a taxi (131119 or 131008 or 93453499).

5.10 The addresses and contact details of all medical centres in the vicinity of the University campus are given to the students.

5.11 Services of a Student Counsellor are available at La Trobe Melbourne. Referrals are possible to La Trobe University Counselling Services.

5.12 Staff members who deal with student safety incidents have an Employee Assistance program made available to them, if counselling is required.

5.13 All staff members must have satisfactory Working with Children Checks regularly.

5.14 All staff members involved in ensuring safety of students are required to keep their training updated.

6. Roles and Responsibilities

Besides the La Trobe Melbourne Executive Committee, each staff member employed at La Trobe Melbourne is expected to contribute to student safety strategies.

6.1 Managers and Supervisors have certain responsibilities thus:

6.1.1 They must include OH&S and Equality and Diversity in all their regular meetings as agenda items. Minutes of meetings are sent to the Compliance Officer, and also acted upon.

6.1.2 They must identify potential safety risks, assess these and either control them or report them to the Director of their business unit.

6.1.3 They must ensure any follow-up action required at the earliest possible time.

6.1.4 They must review all action to improve responses and response time.

6.2 All staff have the responsibility to:

6.2.1 Not place themselves or any student at risk or danger of injury.

6.2.2 Report to managers or a warden of any student safety issues or potential hazards/risks/danger.

6.2.3 Assist managers and wardens in implementation of risk control measures.

6.2.4 Follow established procedures and Code of Conduct to minimise harm.

6.2.5 Conduct regular self-checks to assist in harm minimisation for themselves and the students of La Trobe Melbourne.

6.2.6 To cooperate in regular drills, training and audits.

6.2.7 Access support mechanisms when there has been exposure to student safety incidents.

7. Frameworks for Planning and Response

7.1 Framework for Planning

The Student Safety Management Plan must be approved by both the Executive Committee and the OH&S Committee and reviewed at least annually.

7.2   Framework for Response
Step 1: Notification
Step 2: Confirmation
Step 3: Executive Committee meets
Step 4: Immediate action
Step 5: Communication to stakeholders (and press, if required)
Step 6: Follow-up action
Step 7: Offer of Counselling or general support to all involved
Step 8: Written reports
Step 9: Review

8. Events which invoke an extraordinary Executive Committee meeting for student safety

8.1   Safety Incidents
Report of any student safety incident (including those listed in 4.1) can invoke a meeting and immediate action. The Director and Principal or a nominated delegate can call such a meeting to deal with the situation at hand, make decisions, and proceed with action to restore student safety as soon as possible.

8.2   Categories of Safety Incidents

LEVELS	RESPONSES
Level 1 (With the least impact on La Trobe Melbourne students) Level 1 safety concerns do not directly involve students from La Trobe Melbourne	Response: General communique from the Director and Principal on receiving news of the incident.
Level 2 (Of minimal impact) Students of La Trobe Melbourne may witness a safety incident but are not directly involved eg threats shouted at a teacher in the classroom by an individual student.	Response: The Director in charge is to be informed immediately. He/she will initiate action under the direction of the Director and Principal of the College.
Level 3 (Most serious) These are major incidents with direct impact on students eg suicide of a student, death after a motorbike accident.	Response: Executive Committee meets immediately and action follows. Managing Director of Navitas Ltd is notified.

9. Student Safety Incident Response to Level 3 (most serious incidents)

9.1   On notification of an incident, the College Director and Principal briefly establish the nature of the incident, the location and the person(s) involved.

9.2   If relevant, the Student Safety Management Plan is invoked.

9.3 The Chief Warden or a member of the Executive Team is asked to take charge.

9.4 The person in-charge assesses the situation and determines the course of action to pursue, including evacuation of premises if required. Ambulance/Police/Fire Brigade are called and Campus Security informed.

9.5 The College Director and Principal, or delegate, keeps stakeholders informed.

9.6 The person in-charge records all important information.

9.7 After incident is contained, underlying causes must be undertaken and preventative action taken to ensure safety of everyone on site. Business continuity is established as soon as possible.

9.8 An incident report form and a full written report is submitted to the Director and Principal, who submits a written report to CEO Navitas and Executive General Manager, University Programs.

9.9 De-briefing takes place.

10. Review

10.1 The student safety management plan is reviewed after each major incident or alternatively, once a year. Amendments are made accordingly.

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Policy Title	Student Safety Management Plan
Policy Owners	Director, Student Services and Admissions, College Director
Contact Persons	Denise Bush, Usha Rao
Key Stakeholders	College Director – La Trobe Melbourne Director, Student Services and Admissions Security Manager and Security Staff, LTU First Aid Coordinator Students and staff of La Trobe Melbourne
Approval Body	LTM Executive Committee

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Relevant Legislation	National Code 2007 Standard 6 Occupational Health and Safety Act 2004 *(the Act)* Occupational Health and Safety Regulations 2007
Related Policies	Critical Incident Policy and Procedure Care of International Students under the Age of 18 Policy Access, Equity and Equal Opportunity Policy Student Code of Conduct First Aid Procedure
Related Guidelines	

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