

Welfare and Guidance Services Policy

Purpose:

To ensure that RTO 22215 maintains adequate standards for systems to support the welfare and guidance of students that complies with the Australian Quality Training Framework (AQTF).

The participants in any course, run by RTO 22215, will be made aware of the relevant welfare and guidance services that RTO 22215 has links with to support specific needs. Costs that may be attributed to any services are the responsibility of the student.

Examples include:

- Bendigo Access Employment
- Bendigo Community Health Services
- Centre Against Sexual Assault (CASA)
- Centrelink
- Disability Employment Networks
- Emergency Accommodation and Support Enterprise Inc. (EASE)
- Golden City Support Services
- Department of Human Services
- Loddon Mallee Housing Services Inc

Student Safety/Security Measures

Personal safety

Everyone has the right to feel safe and secure on campus. We should all have a plan of action so we are better equipped to deal with a situation that puts our safety at risk.

These following suggestions are not meant to cover all possible measures that can be used, but are a useful guide to follow.

Personal Safety Plan

Having your own individual safety plan means thinking about what action you would take, should you be faced with a dangerous situation that may occur on campus.

To formulate a plan, it may help to discuss its content with work colleagues, classmates, relatives or friends. It is important that you settle on a plan of action that suits you.

Remember:

- It is dangerous to assume that "it won't happen to me"
- The time taken in planning ahead is time well spent
- Feel confident and comfortable with the fact that it makes perfect sense to ask for help if your safety is put at risk
- Develop your own list of contacts who you are comfortable with seeking advice or assistance from personal safety plan checklist

- The following suggestions for your safety plan check list may assist you when you come to setting out your own plan of action.
- Location of a most suitable car park. Is the area well lit?
- Where is the nearest public transport?
- Is the entry/exit door I normally use to my office/study area the safest entry or exit to the building?
- What is the safest path for me to use when walking to and from my workplace or study area? Is this pathway well lit? Does this pathway have overhanging trees or shrubs that may provide cover for other people?
- Is there a public telephone within the vicinity?
- Would I feel comfortable carrying a personal alarm?
- I have the telephone numbers of staff members or the local Police Station recorded in my mobile phone or telephone/address book
- If I am confronted in my workplace or study area, is there a natural barrier (eg. desk or counter) that I can place between the assailant and myself?
- Do I have anything in my study or work area that could be used as a weapon against me (e.g. tape dispenser, pen, ruler, keys)? Where is the best place to store these items?
- What is the most convenient escape route (e.g. Exit door from my workplace or study area) or, when I'm walking on campus, where is my nearest "safe place"?
- Is it possible to vary my times of entering or leaving my workplace or study area?
- Do I have a good knowledge of my workplace or study environment (e.g. location of toilets or nearest public telephone)?
- Contact telephone numbers of my network of people I can trust and contact for advice or assistance, should the need arise – friends, relatives, Security staff?

Working or studying after hours

People who work or study outside of normal office hours on campus may need to vary their personal safety plan to suit the circumstances. The following suggestions are options to consider.

Classes will be timetabled to be completed where possible between the hours from 8.00am and 6:00 pm (7 days a week). Where students may be involved with or attending trials or racing outside of these hours it is important that safe transport is available and organised for such student engagement. If personal transport is not available, please discuss options with stable staff for transport to a safe hub or to home. It is important to:

- Make sure there is someone else that you know in the building
- Park in a well-lit area as close as possible to your workplace or study area
- When leaving your office or study area, you may want to pre-arrange to walk with a group
- Carry a personal alarm with you
- Walk with a confident and purposeful stride at a steady pace
- Have the telephone numbers of RTO 22215 staff recorded in your mobile phone or listed in your telephone/address book
- Use only well lit pathways
- Carry your keys in your hand for quick access to your vehicle, workplace or study area
- If someone follows or confronts you, change directions and go to your "safe place"
- A mobile telephone may help you feel more secure

Working in a Racing Industry Stable

When working in a racing industry stable it is important to:

- When working or involved in practical activities in the stable or track areas correct PPE must be worn at all times.
- No horse should be handled without support being available in case of an incident.
- No horse should be handled if you feel uncomfortable about it's behaviour or mannerisms.
- No alcohol or drugs are to be used when handling or working with the horses or at any time when involved in training or racing of horses, the rules of racing are clear and any breaches will result in penalties against your licence.
- Care should be taken to have at least one other person, preferably a staff member available if you are in the stable facility after normal work hours.