



STUDENT AND STAFF WELLBEING, SAFETY AND SECURITY POLICY

1. Overview

Skyline Higher Education Australia (“SHEA”) is committed to establishing and maintaining a safe and secure educational and work environment where students and staff engage in educational and work processes in a safe, secure, and productive environment.

In accordance with Standard 2.3 of the *Standards for Higher Education*¹ and these procedures, students and staff are advised of the actions they can take and the staff that may contact the support services that are accessible to them if their personal circumstances are having an adverse effect on their work, education or wellbeing. For students this includes the provision of timely and accurate advice on access to personal support services including learning support services, counselling, advocacy and welfare services².

SHEA promotes and fosters a safe learning and work environment for all and advises students and staff on actions they can take to enhance their safety and security both on and off campus. SHEA also provides procedures that cover immediate actions to be taken in the event of a critical incident and its management³.

2. Measures to enhance student and staff wellbeing

The following table outlines how SHEA will provide information to foster a safe and secure learning and work environment for all stakeholders.

Area of Wellbeing	Impacts	Safety &/or Security Measure	Documentation	Responsibility
Inclusive and safe culture	All stakeholders	Information on compliance with relevant Commonwealth, State and Territory laws, and compliance with regulatory requirements and statutory obligations	Student Hub Staff Handbook	CEO
	Students	Information about discrimination, bullying and harassment, including sexual harassment	Student Orientation Student Code of Conduct	Dean
	Staff	Information about discrimination, bullying and harassment, including sexual harassment	Staff Induction Staff Handbook	Line Manager

¹ Higher Education Standards Framework (Threshold Standards) 2021
<<https://www.legislation.gov.au/Details/F2021L00488>>

² POL027 Student Support Framework

³ POL008 Critical Incident Management Policy

Area of Wellbeing	Impacts	Safety &/or Security Measure	Documentation	Responsibility
The right to lodge a grievance	Students	Information about ready access to grievance procedures and lodging a grievance without fear of discrimination	Student Orientation Student Hub <i>Student Grievance Handling Policy and Procedure</i>	Dean
	Staff	Information about ready access to grievance procedures and making complaints without fear of discrimination	Staff Induction Staff Handbook	Line Manager
The right to a safe & secure environment	Students	Information about responsibility to maintain a safe and secure environment respectful of the needs of others	Student Orientation Student Code of Conduct	Dean
	Staff	Information about responsibility to maintain a safe and secure environment respectful of the needs of others	Staff Induction Staff Handbook	Line Manager
Code of Conduct	Students	Information about rights and obligations and disciplinary procedures for breaches	Student Orientation Student Code of Conduct Student Hub	Dean
	Staff	Information about rights and obligations and disciplinary procedures for breaches	Staff Induction Staff Handbook	Line Manager
Personal support services	Students	Information on access to academic and personal support services (learning support, counselling, advocacy, welfare)	Student Orientation Student Hub <i>Student Support Framework</i>	Dean / Student Support Officer
	Staff	Information on access to personal support services	Staff Induction Staff Handbook	Line Manager

Area of Wellbeing	Impacts	Safety &/or Security Measure	Documentation	Responsibility
Evacuation & emergency procedures	Students	Information on adherence to safety procedures (emergencies and evacuations) and safe locations	Student Orientation Student Hub Campus signage Evacuation drills	Dean / Registrar
	Staff	Information on adherence to safety procedures (emergencies and evacuations) and safe locations	Staff Induction Staff Handbook Campus signage Evacuation drills	Line Manager / Registrar
Workplace Health & Safety (WHS) procedures	Students	Information on WHS procedures and mechanisms	Student Orientation Student Hub	Dean
	Staff	Information on WHS procedures and WHS compliance	Staff Induction Staff Handbook	Registrar
Theft prevention	Students	Information on protecting personal property	Student Orientation Student Hub	Dean / Student Support Officer
	Staff	Information on protecting personal property, security procedures (keys and duplicates); lockable cabinets; locking office doors when vacant	Staff Induction Staff Handbook	Line Manager
Campus security	Students	Information on campus security, building management security and hours of access (including library) Advice on how to limit personal risk Engaging security personnel as appropriate	Student Orientation Student Hub Campus signage	Dean / Registrar / Student Support Officer
	Staff	Information on campus security and building management security	Staff Induction Staff Handbook	CEO
Online safety and security	Students	Information on actions to enhance online safety and security	Student Orientation Student Hub	Dean / Registrar / Student Support Officer

Area of Wellbeing	Impacts	Safety &/or Security Measure	Documentation	Responsibility
	Staff	Information on actions to enhance online safety and security	Staff Induction Staff Handbook	Line Manager
Security of personal information	Students	Information about privacy and personal information	Student Orientation <i>Privacy and Personal Information Procedures</i>	Dean
	Staff	Information about privacy and personal information	Staff Induction Staff Handbook	CEO

3. Version history

Version	Approved by	Approval Date	Details
1.0	Executive Management Committee	31 August 2022	Document creation and initial approval
1.1	Executive Management Committee	10 January 2024	Updated nomenclature

Document owner: CEO