# 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 services[2].

SHEA promotes and fosters a safe and inclusive environment for students, staff and visitors, by having policies and procedures on student, staff and visitor safety with clear accountabilities for implementation and by advising students and staff on actions they can take to enhance their safety and security on campus and online. SHEA also provides procedures that cover immediate actions to be taken in the event of a critical incident and its management[3].

## 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<br>Staff Handbook | CEO |
| | Students | Information about discrimination, bullying and harassment, including sexual harassment | Student Orientation<br>Student Code of Conduct | Dean |
| | Staff | Information about discrimination, bullying and harassment, including sexual harassment | Staff Induction<br>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<br>Student Hub<br>*Student Grievance Handling Policy and Procedure* | Dean |
| | Staff | Information about ready access to grievance procedures and making complaints without fear of discrimination | Staff Induction<br>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<br>Student Code of Conduct | Dean |
| | Staff | Information about responsibility to maintain a safe and secure environment respectful of the needs of others | Staff Induction<br>Staff Handbook | Line Manager |
| **Code of Conduct** | Students | Information about rights and obligations and disciplinary procedures for breaches | Student Orientation<br>Student Code of Conduct<br>Student Hub | Dean |
| | Staff | Information about rights and obligations and disciplinary procedures for breaches | Staff Induction<br>Staff Handbook | Line Manager |
| **Personal support services** | Students | Information on access to academic and personal support services (learning support, counselling, advocacy, welfare) | Student Orientation<br>Student Hub<br>*Student Support Framework* | Dean / Student Services Officer |
| | Staff | Information on access to personal support services | Staff Induction<br>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<br>Student Hub<br>Campus signage<br>Evacuation drills | Dean / Registrar |
| | Staff | Information on adherence to safety procedures (emergencies and evacuations) and safe locations | Staff Induction<br>Staff Handbook<br>Campus signage<br>Evacuation drills | Line Manager / Registrar |
| **Workplace Health & Safety (WHS) procedures** | Students | Information on WHS procedures and mechanisms | Student Orientation<br>Student Hub | Dean |
| | Staff | Information on WHS procedures and WHS compliance | Staff Induction<br>Staff Handbook | Registrar |
| **Theft prevention** | Students | Information on protecting personal property | Student Orientation<br>Student Hub | Dean / Student Services Officer |
| | Staff | Information on protecting personal property, security procedures (keys and duplicates); lockable cabinets; locking office doors when vacant | Staff Induction<br>Staff Handbook | Line Manager |
| **Campus security** | Students | Information on campus security, building management security and hours of access (including library)<br>Advice on how to limit personal risk<br>Engaging security personnel as appropriate | Student Orientation<br>Student Hub<br>Campus signage | Dean / Registrar / Student Services Officer |
| | Staff | Information on campus security and building management security | Staff Induction<br>Staff Handbook | CEO |
| **Online safety and security** | Students | Information on actions to enhance online safety and security | Student Orientation<br>Student Hub | Dean / Registrar / Student Services Officer |

| Area of Wellbeing | Impacts | Safety &/or Security Measure | Documentation | Responsibility |
|---|---|---|---|---|
| | Staff | Information on actions to enhance online safety and security | Staff Induction<br>Staff Handbook | Line Manager |
| **Security of personal information** | Students | Information about privacy and personal information | Student Orientation<br>*Privacy and Personal Information Procedures* | Dean |
| | Staff | Information about privacy and personal information | Staff Induction<br>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 |
| 1.2 | CEO | 19 October 2026 | Minor amendment arising from HESF 2026 Schedule 1 Amendment to Standard 2.3 Wellbeing and Safety; Updated reference to Student Support Officer to Student Services Officer |

Document owner: CEO