

STUDENT AND STAFF WELLBEING, SAFETY AND SECURITY PROCEDURES

1. Overview

Kingsford Institute of Higher Education (“KIHE” or “the Institute”) 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, the staff they may contact and 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.

The Institute 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. The Institute 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 details the types of information available to foster a safe and secure learning and work environment conducive to the wellbeing of all stakeholders.

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

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

² *Student Support Framework*

³ *Critical Incident Management Policy*



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



Area of Wellbeing	Impacts	Safety &/or Security Measure	Documentation	Responsibility
Evacuation & emergency procedures	All students	Information on adherence to safety procedures (emergencies and evacuations) and safe locations	Student Orientation Student Handbook Campus signage Evacuation drills	Dean / Registrar
	All staff	Information on adherence to safety procedures (emergencies and evacuations) and safe locations	Staff Induction Staff Handbook Campus signage Evacuation drills	CEO / Registrar
Workplace Health & Safety (WHS) procedures	All students	Information on WHS procedures and mechanisms	Orientation Program Student Handbook	Dean
	All staff	Information on WHS procedures and WHS compliance	Staff Induction Staff Handbook	CEO
Theft prevention	All students	Information on protecting personal property	Student Orientation Student Handbook	Dean / Student Support Officer
	All staff	Information on protecting personal property, security procedures (keys and duplicates); lockable cabinets; locking office doors when vacant	Staff Induction Staff Handbook	CEO
Campus security	All 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 Handbook Campus signage	Dean / Registrar / Student Support Officer
	All staff	Information on campus security and building management security	Staff Induction Staff Handbook	CEO

Area of Wellbeing	Impacts	Safety &/or Security Measure	Documentation	Responsibility
Online safety and security	All students	Information on actions to enhance online safety and security	Student Orientation Student Handbook	Dean / Registrar / Student Support Officer
	All staff	Information on actions to enhance online safety and security	Staff Induction Staff Handbook	CEO
Security of personal information	All students	Information about privacy and personal information	Student Orientation <i>Privacy & Personal Information Procedures</i>	Dean
	All staff	Information about privacy and personal information	Staff Induction Staff Handbook <i>Privacy & Personal Information Procedures</i>	CEO

3. Version history

Version	Approved by	Approval Date	Details
1.0	Executive Management Committee	14 September 2023	Document creation and initial approval

Document owner: CEO