

Participant Safety and Welfare Policy

Introduction

Djerriwarrh Community & Education Services (Djerriwarrh) is committed to providing a safe, secure and supportive learning environment for all participants attending support services and education and/or training courses.

Djerriwarrh acknowledges that participant safety and welfare is the responsibility of all Djerriwarrh staff.

Scope

This policy applies to all employees, volunteers, contractors and participants.

Policy

To provide a safe, secure and supportive learning environment Djerriwarrh commits to:

- The active involvement and commitment of staff to workplace health and safety;
- Scheduling classes for less than 8 hours per day, including flexible delivery arrangements;
- Scheduling classes only between the hours of 8:00 am and 10:00 pm on any day; and,
- Provide to participants at the course information session, on the first day of the course and/or during the course as required:
 - The Participant Conduct Policy (PO 027) and/or Participant Conduct Information Pamphlet (IP 007);
 - Information on relevant workplace health and safety concerns pertinent to individual sites;
 - Information on relevant workplace health and safety concerns including safety procedures when attending an evening or week end class;
 - The Participant Complaints and Appeals Policy (PO 008) and/or Information Pamphlet (IP 003);
 - Privacy and You Information Pamphlet (IP 006);
 - Students Support Services Information; and,
 - Location of the Emergency Action Cards.

Staff delivering, assessing or administrating in education and training programs have the appropriate qualifications and a National Police Check and a Working with Children Check or VIT (Victorian Institute of Teaching) registration.

All relevant policies, brochures, and participant information documents are accessible at any time on the Djerriwarrh website, www.djerriwarrh.org and in the Student Handbook.

Associated Policies	PO 027 Participant Conduct PO 008 Participant Complaints and Appeals PO 004 Workplace Health and Safety PO 006 Privacy
Associated Procedures	PR 057a Participant Safety and Welfare
Other associated documents Internal	IP 006 Privacy and You Pamphlet IP 003 Complaints, Appeals and You Pamphlet IP 007 Participant Conduct Pamphlet
Relevant Legislation	
Other associated documents External	VRQA Guidelines AQTF Conditions and Standards