

# VCAL Student Wellbeing and Duty of Care Policy

## Policy context

Djerriwarrh Community & Education Services (Djerriwarrh) is committed to providing a safe, caring and supportive learning environment including promoting positive outcomes for young people

As a community based Learn Local provider of the Victorian Certificate of Applied Learning (VCAL) and vocational education and training (VET) courses, Djerriwarrh is committed to ensuring that the VRQA Guidelines for Non-school Senior Secondary Education Providers: Minimum Standards for Registration to Provide an Accredited Senior Secondary Course are met. This policy and procedure outlines the responsibilities of Djerriwarrh in relation to students enrolled in Djerriwarrh's VCAL program, including procedures for under 18s enrolled in training programs or activities at Djerriwarrh.

Djerriwarrh supports the principles and practices of equal opportunity and human rights and undertakes to ensure that programs are accessible to all eligible members of the community and are responsive to individual needs. Djerriwarrh is committed to providing an inclusive environment and to enhancing the opportunities for participation in programs and services on offer regardless of culture, age, religion, gender, political affiliation, ability or disability and, which is free from discrimination, harassment and racism.

## Policy

Djerriwarrh acknowledges that student safety and wellbeing are the responsibility of all staff working within the organisation. Djerriwarrh is committed to helping students learn effectively and develop positive attitudes and behaviours to learning.

Emphasis is placed on meeting student's individual learning needs and tailoring programs to meet those needs with a focus on restorative practices. Djerriwarrh works in partnership with several entities including schools, networks and youth services to ensure appropriate support services are available and accessible to students and their families while students are enrolled in a course at Djerriwarrh.

Underlying this policy is the premise that students have the responsibility for their behaviour and that staff will work in partnership with students, parents and/or guardians to assist them to meet the requirements of enrolment in the VCAL program.

As part of duty of care arrangements to students, Djerriwarrh will take all reasonable steps to supervise students appropriately while they are attending programs.

## Policy Principles

Djerriwarrh is committed to:

- improving student engagement and wellbeing
- encouraging the strengthening of self-esteem of students
- providing a safe, inclusive and supportive learning environment
- improving levels of learning and motivation of students
- ensuring appropriate supervision and duty of care
- improving attendance rates for students
- providing relevant and appropriate information and support for students

<b>Associated Policies</b>	<p>PO 001 Access and Equity Policy</p> <p>PO 006 Privacy Policy</p> <p>PO 012 Risk Management Policy</p> <p>PO 017 Media Policy</p> <p>PO 022 Staff Recruitment and Selection Policy</p> <p>PO 024 Professional Development Policy</p> <p>PO 046 Workplace Anti-Bullying Policy</p> <p>PO 066 VCAL Attendance Policy</p> <p>PO 067 VCAL Student Selection and Enrolment Policy</p> <p>PO 075 Sun Smart Policy</p> <p>PO 076 Asthma Management Policy</p> <p>PO 077 Anaphylaxis Management Policy</p> <p>PO 079 Accident &amp; First Aid Policy</p> <p>PO 080 Critical Incident Policy</p> <p>PO 083 Child Safety Code of Conduct Policy</p> <p>PO 087 Marketing Policy</p> <p>PO 094 VCAL Student Code of Conduct Policy</p> <p>PO 095 VCAL Bullying, Harassment and Cyber Bullying Policy</p>
<b>Associated Procedures</b>	<p>PR 017a Marketing, Promotions and Advertising Procedure</p> <p>PR 022a Staff Recruitment and Selection Procedure</p> <p>PR 066a VCAL Attendance Procedure</p> <p>PR 067a VCAL Student Selection and Enrolment Procedure</p> <p>PR 072a VCAL Student Wellbeing and Duty of Care Procedure</p> <p>PR 072b Supervision Procedure</p> <p>PR 072c Excursion Procedure</p> <p>PR 075a Sun Smart Procedure</p> <p>PR 076a Asthma Management Procedure</p> <p>PR 077a Anaphylaxis Management Procedure</p> <p>PR 080a Critical Incident Procedure</p> <p>PR 094a VCAL Student Behaviour Management Procedure</p> <p>PR 095a VCAL Bullying, Harassment and Cyber Bullying Procedure</p>
<b>Other associated documents</b>	<p>FO 001 Incident Report Form</p> <p>FO 252 Medication Authority Form</p> <p>FO 305 VCAL Student Consent Form</p>

<b>Internal</b>	FO 384 Acceptable Use of the Internet Agreement Form RE 010 Medication Administration Log VCAL Staff & Student Handbooks
<b>Relevant Legislation</b>	Education and Training Reform Act 2006 (Vic) Equal Opportunity Act 2010 (Vic) Working with Children Act 2005 (Vic) Occupational Health and Safety Act 2004 (Vic) Charter of Human Rights and Responsibilities Act 2006 (Vic) Disability Act 2006 (Vic) Disability Regulations 2018 Information Privacy Act 2000 (Vic) Disability Discrimination Act 1992 (Com) Disability Services Standards (DEWR) 2007 (Com) Racial Discrimination Act 1975 (Com) Human Rights and Equal Opportunity Commission Act 1986 (Com) Privacy Act 1988 (Com)
<b>Other associated documents</b> <b>External</b>	VRQA Guidelines for Non-school Senior Secondary Education Providers: Minimum Standards for Registration to Provide an Accredited Senior Secondary Course VRQA Guidelines for VET Providers AQTF Essential Conditions and Standards for Continuing Registration