

## **P.32V7 Student Security and Safety Policy**

### **Introduction**

Barkly International College (BIC) places high priority on student security and safety and therefore does its utmost to enhance its support services for clients in order that they achieve better living experiences while studying in Australia. Our goal is to provide an environment which ensures that student welfare is not compromised in any way, and also assist in circumstances which are not within the classroom or outside the premises of College.

### **Policy**

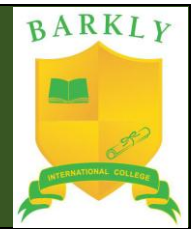
Barkly International College is responsible for ensuring that the level of Occupational Health and Safety is not compromised and recognises its obligation under the State and Australian Government Legislation.

### **1.0 Procedures**

- 1.1 Management staff are located at both BIC Head Office and the North Melbourne campus to monitor and ensure that student security and safety measures are enforced.
  - **College City campus (568-570, Lonsdale Street, Melbourne, VIC - 3000)**
  - **College North Melbourne Campus (14/65 Mark Street, North Melbourne, Vic – 3051)**
- 1.2 The CEO visits and checks at all Delivery Sites on a regular basis
- 1.3 Key personnel are located at 568-570 Lonsdale Street, Melbourne, VIC 3000 to monitor students situated on 568-570 Lonsdale Street, Melbourne VIC 3000. Personnel involved are: the Chief Executive Officer, Training Manager, Communications and Student Services Manager.
- 1.4 All BIC staff, regardless of their employment position must:
  - Take Responsible care to ensure good health and safety procedures are implemented at all times
  - Identify and support measures to eliminate or minimise unsafe conditions
  - Assume personal responsibility for their own safety and safety for their students and colleagues surrounding them and operate in a safe and appropriate manner.
  - Must be responsible for ensuring that all students, visitors and new employees are aware of OHS policies and procedure by modelling appropriate behaviour, verbally reinforcing the policy and reporting behaviour not conducive with this policy.
- 1.5 While BIC will ensure that its premises meet the Australian Occupational Health and Safety guidelines, students must take all practicable steps to ensure their own safety while at the College.
- 1.6 Accidents, incidents or hazards occurring within College premises must be reported to personnel or trainers concerned immediately. Students must also fill out the Incident Report form available at all Course delivery sites.
- 1.7 OHS Inspection audit will conducted every 6 months by admin staff member for all the campuses, to ensure all campuses meet the Australian Occupational Health and Safety guidelines

### **Document Information**

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<b>Reviewer:</b>	Evelin Cruz	<b>Date reviewed:</b>	December 2016
		<b>Next Review date:</b>	December 2017



## 2.0 Travelling to and from college & facilities

- 2.1 There are no classes that operate at College outside 09:00 hours to 17:30 Hours on any given day
- 2.2 The main office is located on 568-570, Lonsdale Street: within the inner city road Network
- 2.3 All facilities of College are located in well lit and high density areas.
- 2.4 All facilities are next to all modes of public transport: train, trams and buses. These areas are considered as low risk and therefore safe for public access.
- 2.5 All facilities are compact and have very close street access providing a controlled environment.
- 2.6 Although BIC Delivery Sites and facilities are well located and easily accessible by Public transport, students are advised to take all practicable steps to ensure their own Safety at all times especially where sessions operate after 1800 hours.

## 5.0 Emergencies and Evacuation

### 5.1 Emergency

The college has a health and safety responsibility toward students. To allow the college to discharge that duty, students are required to:

#### Obey warning signs and notices

- Behave at all times having regard to the health,
- safety and welfare of themselves and others
- who might be affected by their acts or omissions

#### Comply with all safe working procedures

- Co-operate with college staff to ensure that any duty or requirement for health and safety imposed on the college is performed or complied with
  - Neither intentionally nor recklessly interfere with or misuse any equipment provided in the interests of health or safety
- Not use any plant, equipment or apparatus without permission and/or for which they have not been trained in

#### Students needing to report an emergency should contact:

**Day** – Report the emergency to any college staff member or call (03) 9650 2996 or 0431474252

**Evening** – Report the emergency to any college staff member or call 0431474252

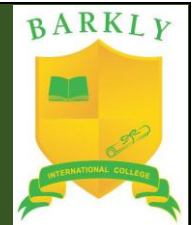
## 6.0 First Aid

- 6.1 The college has staff trained in first aid on each campus. a list of first aiders is posted strategically on each campus and first aid kits are located in each building.

**BIC North Melbourne Campus (14/65 Mark Street, North Melbourne, Vic – 3051)**

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First Aid Kit – located in Administrative Area

**BIC City campus (568-570, Lonsdale Street, Melbourne, Vic – 3000)**

First Aid Kit – located in College Kitchen

**7.0 Safety Awareness Tips for our Students and Staff**

7.1 This brochure has been developed to provide you with some helpful tips that may save your life. Please take your time to read through each section and feel free to talk with staff or management if you have any concerns or queries.

**8.0 Evacuation Procedure**

8.1 Students must observe the evacuation plans at their campus and familiarise themselves with fire exits at their campus.

8.2 In the case of an emergency **ALL** students must follow the steps listed below:

- You may hear a very loud alarm ringing continuously as an alert to all persons in the building to evacuate.
- You must remain calm and stay away from the hazard/danger area.
- You must **listen** and **follow** your trainers’ instructions for evacuation
- Leave all your belongings behind
- If you’re not with your class at the time of the emergency evacuation,
- Follow all the fire exits and go to the closest gathering point and wait for your assessor to arrive.
- Notify your trainer of any noticeable persons missing.
- Wait with your trainer until further instructions are given by appropriate authority.

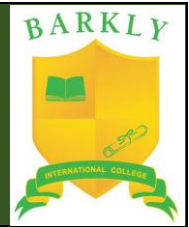
**9.0 Personal Safety**

9.1 Students are encouraged to meet the expectations listed below;

- Report any areas where the lighting is not functioning, or is ineffective, to any college staff member
- Report any suspicious persons to a college staff member
- Report any threats or assaults to a college staff member
- Travel along the safest pathways when walking about the campus if leaving campus late
- Of an evening, students are advised to leave their class in groups. If possible, plan ahead and predetermine parking areas so that when class is finished, the group is heading in the same direction.
- Stay alert and tuned into everything that is happening around you
- Look confident, stand straight and walk proud – Don’t look like a willing victim
- Trust your instincts – if you are feeling uncomfortable in a situation, leave it
- Have a Plan – Think about what you would do if things turned bad
- Have emergency numbers next to all phones in your house
- Ask for ID from any visitors collecting money or selling products. Check the photo on the ID. Don’t let them into your property
- Use ATMs in the day when there are plenty of people about
- Don’t count your money at the ATM, wait till you are at a safe and secure location
- Wear appropriate footwear, just in case you need to run
- Don’t walk overloaded with packages or bags
- If your bag is snatched don’t confront the thief. Bags are replaceable – people are not!
- Try to stay away from isolated bus stops
- Don’t travel late at night and if you do then don’t travel alone
- Don’t travel in areas such as laneways, dark alleys, or empty streets
- Don’t take short cuts in dark underpasses, or walk near bushes

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- Keep to well lit streets if possible and open spaces
  - Don't carry your laptop in a laptop case, use another type of bag.
  - Don't plug your iPod into both ears; leave one ear free to maintain consciousness of the environment.
  - Don't walk through a group of youths when you have the ability to change direction.
- 9.2 Students are advised If they feel threatened, run. If they are in a situation where they cannot run, then try to reason with the potential offender. There might be passer-by's and so scream and shout for their help. In the worst case scenario use reasonable force to ensure your own safety (force which is lawfully justified), do not use excessive force which is disproportionate to the offenders force.
- 9.3 If students see someone behaving suspiciously, they may be up to something possibly criminal, contact Police on 131 444 or Crime Stoppers on 1800 333 000. In an emergency call 000.
- 9.4 Students are encouraged to contact the SCO at their corresponding campus as their first point of contact. Your SCO will endeavour to help you with your issue or inquiry or refer you to another source of Student Support available.
- 9.3 All SCO's are contactable in person, landline, mobile phone, and or email (Mon-Fri) 9am -5pm  
Our Training Manager is available (Mon-Sun) 9am -5pm.
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