



## Wellbeing & Safety Policy Framework

### Purpose

This Policy Framework outlines Australian College of the Arts (Collarts) commitment to providing a learning and working environment that promotes wellbeing and safety.

### Scope

This Policy Framework applies to both the physical and virtual environments used by all current students and staff of the College. Where it is relevant, this Policy also applies to contractors, business partners and visitors and to former staff and students of the College.

### Definition of Key Terms

**Safety** is defined as the control of recognised hazards to achieve an acceptable level of risk

**Wellbeing** is characterised by physical and mental health, positive, constructive and engaging relationships, work satisfaction and work-life balance

**Procedural Fairness** means that the investigation of complaints will:

- Be based on evidence;
- Provide a person who may be adversely affected by a decision an opportunity to present his or her case;
- Require a decision-maker not to have an interest in the matter to be decided and not to appear to bring a prejudiced mind to the matter.

### Principles

Collarts fosters a safe and positive learning and work culture by:

- Considering wellbeing and safety aspects of its strategies and plans;
- Promoting a learning and work environment that encourages dialogue, mutual respect and cultural sensitivity;
- Promoting awareness and encouraging the use of the programs it provides to support the wellbeing and safety of staff and students;
- Offering reasonable adjustments for students and staff experiencing wellbeing and safety issues;
- Providing secure access to physical and virtual environments;
- Protecting personal information unless there is a legal requirement to disclose it;
- Defining acceptable use of systems and electronic communication tools;
- Maintaining zero tolerance of negative behaviours, such as bullying, harassment or sexual misconduct;
- Applying the principles of procedural fairness to the investigation of complaints, grievances, appeals and alleged misconduct;
- Maintaining a risk management plan to ensure, so far as is reasonably possible, that:
- Health and safety hazards are identified and investigated;

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- Incidents and injuries are reported and investigated;
- Emergency plans and critical incident responses are effective.
- Consulting with staff and students on wellbeing and safety matters and maintaining representative and consultative structures and processes;
- Enabling staff with work-related illnesses and injuries to return to work as soon as is reasonable through prompt return-to-work planning and effective rehabilitation

## Related Policies

Collarts enacts these principles through a number of related policies and procedures that may be specific to students, staff and/or a specific College location, and are made accessible to students via the MyCollarts Student Portal, the Staff Intranet and the Collarts website as applicable.

*Child Safe Policy*

*Critical Incident Management Policy*

*Complaints Management Policy Framework*

*Equity & Diversity Policy*

*Grievances & Appeals Policy for Academic Matters*

*Grievances & Appeals Policy for Non-Academic Matters*

*Health and Safety Policy*

*Industry Placement Host Organisation Selection Policy*

*Mental Health & Wellbeing Plan*

*Misconduct Policy*

*Privacy Policy*

*Provision of Reasonable Adjustment Policy*

*Sexual Assault and Sexual Harassment (SASH) Prevention and Response Policy*

*Special Consideration Policy*

*Staff Code of Conduct*

*Workers' Compensation and Rehabilitation Policy*

## Roles and Responsibilities

The *Managing Director* is accountable to the Corporate Board for overseeing the development of the policies and plans that enact the principles outlined in this Policy Framework. Development and implementation of the specific policies listed above are delegated to the appropriate member of the *Senior Executive* (or their delegated representative). The *Quality and Compliance Manager* is responsible for the ongoing harmonisation of the policies in this Framework to ensure consistency.

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## Relevant Legislation and Standards

*Carers Recognition Act 2012*

*Education Services for Overseas Act 2000 (ESOS Act)*

*Equal Opportunity Act 2010 (Vic)*

*Higher Education Standards (Threshold Standards) 2021 (HES Framework)*

*National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code)*

*Privacy Act 1988*

## Further Information

This policy may be reviewed from time to time to ensure it is fit for purpose

Policy Owner:	Managing Director
Implementation Officer(s):	Managing Director
Approved by:	Managing Director
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