

COLLARTS

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

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

Each of the related policies listed above references the most relevant Commonwealth and State legislation:

Higher Education Standards (Threshold Standards) 2015 Domain 2, 6 and 7

National Code of Practice for Providers of Education and Training to Overseas Students 2018 Standards 2,6,8,10

Further Information

Policy owner:	Managing Director	Author:	The Dean
Approver:	The Dean	Next review due:	February 2022
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