

# Student Health, Safety and Wellbeing Policy and Procedure

## 1. Introduction

The Australian Performing Arts Conservatory (APAC) Student Health, Safety and Wellbeing Policy and Procedure sets out the principles which underpin the Conservatory's approach to providing student support that offers their students the best opportunity for academic and personal success.

### 1.1. Purpose

The intent of this document is to outline APAC's approach to providing student support that creates a study environment that contributes to the positive health, safety and wellbeing of its students.

### 1.2. Scope

This policy and procedure applies to all members of APAC's higher education community.

### 1.3. Principles

- APAC aims to provide student support that enhances our students' experience during their studies and offers our students the best opportunity for academic and personal success;
- APAC acknowledges the key role played by effective student support services in creating a study environment that contributes to the positive health, safety and wellbeing of its students;
- APAC ensures that student support staff are trained in identifying and providing support to enable students to access support of an appropriate quality.

## 2. Policy Statements

### 2.1. Inclusive Student Support Services

APAC will align the range and nature of student support services to the characteristics of the students that it enrolls, paying attention to the needs of particular cohorts in areas such as cultural transition, health, English language support, disability and wellbeing.

### 2.2. Skilled Student Support Services

APAC will ensure that its staff who are involved in providing student support services have current knowledge and skills and will provide opportunities for professional development to maintain that currency. A particular focus will be on the development of mental health literacy for APAC staff.

APAC will ensure that its staff members who interact directly with international students are aware of their obligations under the Education Services for Overseas Students (ESOS)

framework and the potential implications for international students arising from the exercise of these obligations.

## **2.3. Health, Safety and Wellbeing Information**

Health, safety and wellbeing activities; campaigns; information and programs will be regularly communicated on the APAC website; in the Student Handbook; in the 'Support' course on Moodle; in the student orientation and staff induction programs; and in pre-arrival information for international students.

## **2.4. Orientation**

APAC will present age and culturally appropriate health, safety and wellbeing information in an orientation program easily accessible to all commencing students, including clear and comprehensive information on how to find contact details for accessing APAC's range of student support services.

## **2.5. Legislative and Regulatory Compliance**

APAC's approach to, and resourcing of, student support will comply with relevant regulatory frameworks and legislation, including the Higher Education Standards Framework (Threshold Standards) 2021 (particularly 2.3 and 7.2.2e) and Standard 6 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018

## **2.6. Student Representation**

Student representatives provide advocacy and a voice for students studying at APAC. The elected student representatives are included in regular governance and operational meetings to ensure that health, safety and wellbeing issues relating to students are being presented and considered by the appropriate decision-making bodies.

## **2.7. Complaints**

Prospective or enrolled students of APAC may lodge a complaint if they are dissatisfied with any aspect of APAC's student support through the complaints process outlined in the Student Complaints and Appeals Policy and Procedure.

# **3. Procedure**

## **3.1. Emergencies**

3.1.1. In life threatening or emergency situations only – Dial 000 or 112 from a mobile (to override key locks).

Emergency 000 lines should not be used for non-emergencies such as general medical assistance or a general police matter.

- **Police**

In a non-emergency situation, you can contact the local police station directly on:  
Charlotte St Police Station (07) 3258 2582.

- **Fire**

The Fire Brigade extinguishes fires, rescues people from fires in cars and buildings, and helps in situations where gas or chemicals become a danger. As soon as a fire starts call 000 no matter how small or large the fire may be.

- **Ambulance**

The ambulance provides immediate medical attention for emergencies and emergency transportation to hospital.

Crisis will be declared if there is a significant threat to APAC's operations.

### 3.1.2. APAC Emergency Procedures

- **Medical Emergencies**

If a person is seriously ill or injured:

- Phone 000 and ask for an ambulance.
- Contact the closest First Aid officer (ask at reception).
- If the person is unconscious, send for the closest Automatic Electronic Defibrillator (AED), if available.
- Send people to flag and direct the ambulance on arrival.

- **Fire Emergencies**

In case of fire or evacuation:

- Phone 000 and ask for the fire brigade.
- Follow instructions from the Fire Warden. Each work area and training room has a floor plan identifying fire exit.
- All people on the premises are required to meet outside on Albert Street for roll call to ensure that all people have left the building.
- Everyone is required to remain at that site until the 'all clear' is given by the Building's Fire Warden or Fire Brigade.

- **Personal Threats**

If someone threatens you:

- Seek assistance from the nearest person.
- Try and go to a public place.
- Phone 000 and ask for the police if you cannot obtain other assistance.

If you witness someone being threatened or other aggressive behaviour, notify a staff member immediately, and call the police if necessary.

- **Personal Assistance – Lifeline**

Lifeline personnel are trained to offer emotional support in times of crisis or when callers may be feeling low or in need of advice. Call Lifeline’s 13 11 14 phone service to talk to trained volunteer telephone counsellors who are ready to take calls 24-hour a day, any day of the week from anywhere in Australia.

- **Bomb Threats**

If there is a bomb threat:

- Try to remain calm and stay on the phone as long as possible.
- Aim to alert someone in close proximity to you to initiate a call to the police on 000.
- Notify your supervisor and head of area.

- **Poisons Information Line**

Phone 131 126 – Australia-wide Poisons Information Centres. The Poisons Information Line provides the public and health professionals with prompt, up-to-date and appropriate information, and advice to assist in the management of poisonings and suspected poisonings.

## 3.2. Safety

APAC will promote the safety of its community by ensuring that:

- There is adequate lighting which is maintained at an appropriate standard.
- Fire equipment is regularly serviced according to regulatory requirements.
- APAC’s community is made aware of the relevant procedures in the event of an emergency.
- Learning facilities are regularly maintained.

### 3.2.1. Student Health and Safety Tips

The following tips aim to maximise students’ personal safety, and make sure they know what to do in an emergency or unsafe situation. The following advice is provided to students:

- Take responsibility for your own actions and don’t put yourself or others at risk of injury or illness.
- Be careful and don’t be distracted by your mobile phone, iPod, iPhone, or other mobile device.
- Don’t come to APAC if you are sick, use good cough etiquette, and wash your hands frequently.
- If you have a medical condition or disability that could impact on your health or safety, please disclose this confidentially to relevant staff members. This will enable appropriate adjustments of learning and resources to be assessed for you.

Further information on providing reasonable adjustments can be accessed in APAC's Students with a Disability Policy and Procedure.

- Follow local safety rules, established safe work practices and reasonable directions given by staff.
- Ask questions if you're not sure about the safety aspects of proposed activities
- Report incidents, hazards, and other safety concerns to relevant staff.

### 3.2.2. Personal Safety Tips

#### Exercise Your Duty of Care.

APAC has a duty of care to protect its students, guests and staffers and be watchful in relation to the same. Additionally, each student also has a duty of care to their own safety while on campus. APAC urges all students to exercise that duty of care diligently while in the pursuit of their performing arts studies.

No tutor, lecturer or student can ever make you do something you feel is unsafe to do. You are an adult and are expected to make the kind of smart safe choices of an informed adult with respect to the way you interact in all campus activities with all collaborators.

You are entitled to feel safe. If you find yourself in a situation where a direction or action makes you feel unsafe, you are entitled to ensure your safety. Inform your tutor/lecturer/fellow student that you feel unsafe. You are entitled to be firm but polite in making this statement. You may find it necessary to remove yourself from the situation. At all times, remember to act as a mature adult and to exercise sound judgement about what may be, or may not be safe.

Please note, exercising your duty of care to refrain from participation may be considered valid from time to time in clearly excusable, one-off cases for certain exercises in certain subjects, but students must not believe that 'duty of care' can be used as a license to 'excessively or unnecessarily refrain from the regularly expected physical engagement that APAC expects to see all students exercise in the pursuit of their performing arts study requirements'.

#### Report Damage to Scenery Elements, Props, Costumes and Equipment Immediately.

APAC makes available in most studios a full range of wooden cubes, flats, platforms etc for regular studio use in performance classes as well as a range of props and costume pieces. These elements are in constant use and therefore are subject to constant wear and tear. While APAC inspects these items for maintenance requirements regularly, it is important students report all wear and tear and damage that is discovered (particularly with respect to wooden scenery elements) immediately to Reception so that any item reported which may pose a risk through use after sustaining damage or wear and tear can be removed immediately and either fixed and returned or discarded completely.

### **3.3. Health**

#### Hydration

Good hydration habits are paramount in the pursuit of physically active studies. All APAC students are expected to bring a refillable water bottle to campus and keep hydrated regularly to ensure a situation doesn't occur during campus time where you become dehydrated to the point where it affects your ability to engage in a healthy way. Water is available on site in the student meals area.

#### Warmth/Cold

APAC's campus premises are air-conditioned, and the operational temperature is usually adjusted by the building management as the seasons change to allow for seasonal differences. Please be ready to deal with temperature changes in relation to hot or cold however depending on what studio you are working in and under what conditions.

APAC recommends that all students always have at least a light sweater of some kind on hand for Summer or Winter in case air conditioning causes the atmospheric room temperature to be cooler than you expected. This is particularly important in cases where you might be quite physically active in a class for a period of time and then spend more than ten minutes being physically inactive.

In such cases, it is best safe practice for students to ensure they have an item of warmer clothing they can use to compensate for cooler temperatures.

#### Fatigue – Sleep and Nutrition

The effect of unnecessary fatigue on a students' physical and mental performance places an unfair burden on the work effort of fellow students. Classes can require a lot of physical and emotional interactivity and students need to stay focused and attentive to directions.

Lack of sleep or good nutrition can impact on student's study and long-term pursuit of a performing arts career.

APAC expects all students to plan their working, social and study lives in such a way as to ensure they generate enough regenerating sleep and maintain a healthy balanced diet to enable them to work in on campus situations at optimal performance.

#### Regular Exercise Routine

Performing artists are expected to be capable of participating in challenging physically and emotionally interactive work on a regular basis. APAC advises that the best way to more easily endure the demands of this kind of study pathway is to maintain your body in the healthiest possible physical condition and be constantly striving to maintain that aspect of your health.

It is also advisable that students undertake a regular routine of physical exercise to ensure their physical and mental strength.

### Medications

If you are regularly medicated for a condition and the use of your medication is required to sustain an optimum level of performance stable, APAC expects such students to maintain discipline in relation to the use of their medications, particularly where any lack of continuity may pose a genuine threat of deterioration in their ability to participate at anything but an optimum level.

If you are regularly medicated for a condition and are experiencing difficulty in relation to the same and believe it may adversely affect your ability to maintain optimum performance levels in your campus work and interactions, we recommend you inform your lecturer immediately to seek assistance and generate a plan for guidance to ensure the best decisions are made to ensure the best outcomes for yourself and your fellow students. Any such interactions would remain strictly confidential.

## **3.4. Wellbeing**

### Personal Support Needs

Staff at APAC will seek as early as possible, to identify students who require personal support through observing student behaviours. Discussions with these students are conducted in a respectful and timely manner.

Students are encouraged to contact support staff; their Head of Discipline; or their lecturer to access support services. The 'Support' course on Moodle provides contact details and information on personal support offered at APAC. Personal support may be needed for:

- Medical conditions or disability
- Mental health conditions
- Emotional instability resulting from trauma
- External issues such as financial hardship/risk of homelessness

Support offered may be, but is not limited to:

- Confidential personal support and counselling either with APAC's Counsellor or via referral to a relevant professional.
- Cultural support for First Nations students.
- Sexual health
- Disability support through the provision of reasonable adjustments of learning and resources.
- Referral to health practitioners.
- Advocacy support for assistance with rules and procedures from external providers independent to APAC.
- Careers advice

## Learning Support Needs

APAC offers learning support to students including:

- Orientation and transition support
- Study skills
- Academic writing skills
- Adult literacy, English language and dyslexia support
- Information and Communications Technology (ICT) skills
- Referencing techniques and searching online databases
- Using the Student Learning Management System (LMS) – Moodle

Workshops are held in Orientation Week to assist students with the transition to higher education study and campus life. The ‘Support’ course on Moodle provides easily accessible learning support and study skills information for our students. Additional individual support is provided where the above resources have not been fully effective.

## **4. Responsibilities**

### **4.1. The Board of Directors**

Ensure compliance with relevant legislation and regulatory requirements through the oversight of APAC activities and the development, monitoring and review of policies and practices and initiating prompt action where compliance is deemed to have lapsed.

Monitor and oversee the assessment and management of risks, ensuring APAC is equipped with sufficient strategies to mitigate risks that may eventuate.

Monitor and oversee formal complaints, allegations of misconduct, appeals processes for non-academic matters, breaches of academic or research integrity and critical incidents.

### **4.2. Chief Executive Officer (CEO)**

The CEO is responsible for implementing support and liaising with all academic, administrative and support staff to ensure that students’ welfare is treated holistically and confidentially.

### **4.3. Students**

- Students are expected to take responsibility for their own study and make informed choices.
- Students are expected to seek advice on all aspects of their study decisions.
- Students are expected to make sensible choices in maintaining their personal safety.
- Students are expected to be aware of supports available and seek help where relevant.
- Students are expected to undertake support that has been recommended as a result of risk identification and interventions.
- Students are expected to undertake additional English language studies where necessary.



## 5. Relevant Documents

- Disability Standards for Education 2005
- Higher Education Standards Framework (Threshold Standards) 2021 Chief
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Records Management Policy and Procedure
- Sexual Assault and Sexual Harassment Policy and Procedure
- Student Complaints and Appeals Policy and Procedure
- Students With a Disability Policy and Procedure
- The Privacy Act 1988 (Cth)

## 6. Definitions

- **Campus** means the buildings, general facilities and grounds: the physical environment of the Conservatory.
- **Crisis** refers to an incident, emergency or other set of circumstances, which significantly threatens the operations of the Conservatory
- **Emergency** means an incident that becomes more serious and requires coordination to address the wider implications. An emergency usually involves intervention by Emergency Services.
- **Reasonable Adjustment** is a measure or action that has the effect of assisting a student with a disability on the same basis as a student without a disability, and may include an aid, a facility, or a service that the student requires because of their disability. An adjustment is reasonable if it achieves this purpose while taking into account the student's learning needs and balancing the interests of all parties affected, including those of the student with the disability, the education provider, staff and other students.

## Version Control and Document Owner

<b>Policy Category</b>	Operational	<b>Approval Date</b>	19 October 2022	
<b>Document Owner</b>	Chief Executive Officer	<b>Approval Authority</b>	The Board of Directors	
<b>Audience</b>	Staff and Students	<b>Review Date</b>	October 2022	
Revision History				
Version	Author	Change Summary	Date Approved	Date Effective
1.0	APAC	New document.	11 April 2016	
1.1	APAC	Current.	9 June 2017	
2.0	APAC		14 July 2020	
3.0	APAC	Minor changes.	5 August 2021	
4.0	DVE Business Solutions Pty Ltd	Review and update of policy and procedure.	19 October 2022	