



STUDENT WELLBEING, SAFETY AND SECURITY PROCEDURES

1. Overview

Crown Institute of Higher Education (CIHE) will maintain a safe and secure educational and work environment where students and staff engage in educational and work processes in a safe, secure, and productive environment.

In accordance with Standard 2.3 of the *Standards for Higher Education*¹ CIHE aims to provide and promote an inclusive and safe culture, with appropriate security arrangements in place at all its locations, and where students and staff are advised of actions they can take to enhance their safety and security both on and off campus.

2. Measures to enhance student and staff wellbeing

The following table outlines how CIHE will provide information to foster a safe and secure learning and work environment for all stakeholders. **Note:** All information below is permanently available to students and staff through the CIHE website.

¹ Higher Education Standards Framework (Threshold Standards) 2015, Department of Education and Training, 7 October 2015 <<https://www.comlaw.gov.au/Details/F2015L01639>>



Area of Wellbeing	Impacts	Safety &/or Security Measure	Documentation	Responsibility
Inclusive and safe culture	All stakeholders	Information on compliance with relevant Commonwealth, State and Territory laws, and compliance with regulatory requirements and statutory obligations	Student Handbook Staff Handbook	CEO
	Students	Information about discrimination, bullying and harassment, including sexual harassment	Student Orientation Student Code of Conduct	Dean
	Staff	Information about discrimination, bullying and harassment, including sexual harassment	Staff Induction Staff Handbook	CEO
The right to lodge a grievance	Students	Information about ready access to grievance procedures and lodging a grievance without fear of reprisal	Student Orientation Student Handbook Student Grievance Handling Policy and Procedure	Dean
	Staff	Information about ready access to grievance procedures and making complaints without fear of reprisal	Staff Induction Staff Handbook	CEO
The right to a safe & secure	Students	Information about responsibility to maintain a safe and secure environment respectful of the needs of	Student Orientation	Dean



environment		others	Student Code of Conduct	
	Staff	Information about responsibility to maintain a safe and secure environment respectful of the needs of others	Staff Induction Staff Handbook	CEO
Code of Conduct	Students	Information about rights and obligations and disciplinary procedures for breaches	Student Orientation Student Code of Conduct Student Handbook	Dean
	Staff	Information about rights and obligations and disciplinary procedures for breaches	Staff Induction Staff Handbook	CEO
Evacuation & emergency procedures	Students	Information on adherence to safety procedures (emergencies and evacuations) and safe locations	Student Orientation Student Handbook Campus signage Evacuation drills	Dean / Registrar
	Staff	Information on adherence to safety procedures (emergencies and evacuations) and safe locations	Staff Induction Staff Handbook Campus signage Evacuation drills	CEO / Registrar



Workplace Health & Safety (WHS) Procedures	Students	Information on WHS procedures and mechanisms	Orientation Program Student Handbook	Dean
	Staff	Information on WHS procedures and WHS compliance	Staff Induction Staff Handbook	CEO
Theft Prevention	Students	Information on protecting personal property	Student Orientation Student Handbook	Dean / Student Support Officers
	Staff	Information on protecting personal property, security procedures (keys and duplicates); lockable cabinets; locking office doors when vacant	Staff Induction Staff Handbook	CEO
Campus security	Students	Information on campus security, building management security and hours of access (including library) Advice on how to limit personal risk Engaging security personnel as appropriate	Student Orientation Student Handbook Campus signage	Dean / Registrar / Student Support Officer
	Staff	Information on campus security and building management security	Staff Induction Staff Handbook	CEO
Security of Personal	Students	Information about privacy and personal information	Student Orientation Privacy & Personal	Dean



Information			Information Procedures	
	Staff	Information about privacy and personal information	Staff Induction Staff Handbook	CEO

3. Version history

Version	Approved by	Approval Date	Sections modified
1.0	Executive Management Committee	31.1.2017	Document creation
1.1	Executive Management Committee	04.4.2017	Customising and editing; simplification of language.

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