P.32V03 Student Security and Safety Policy

Introduction
Technical Education Development Institute 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 Institute.

Policy
This policy addresses the security and safety measures taken by Institute to ensure that the goals set out above are met.

1. MANAGEMENT STAFF
Management staffs are located at Institute Office to monitor and ensure that student security and safety measures are enforced.

1.1 The CEO visits and checks at Delivery Sites on a regular basis Level 1, 212 King Street, Melbourne, Victoria – 3000

1.2 Key personnel are located at Level 1, 212 King Street, Melbourne, Victoria – 3000 to monitor students situated on Level 1, 212 King Street, Melbourne, Victoria – 3000. Personnel involved are: the Chief Executive Officer, Training Manager, Communications and Student Services Manager.

2. TRAVELLING TO AND FROM INSTITUTE & FACILITIES

2.1 There are no classes that operate at Institute 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 Institute 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.

3 Although Institute 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.

4. OCCUPATIONAL HEALTH AND SAFETY

4.1 While Institute 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 Institute.
4.2 Accidents, incidents or hazards occurring within Institute 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.

5. EMERGENCIES AND EVACUATION

This is a written set of instructions to help Institute staff/students deal with incidents or situations that could pose a threat to life, health or property.

This Emergency Management Plan covers the following emergency situations:

1. Fire
2. Flood
3. Power failure
4. Chemical Spill / Leak
5. Medical Emergencies
6. Violence
7. Bomb Threats

This Emergency Management Plan is based on a practical assessment of potential hazards associated with Institute workplace (taking into account the size and complexity of the work site) and the number and type of occupants and the possible consequences of an incident occurring as a result of those hazards. The detail information of Emergency Management Plan is available at all Course delivery sites.

6. First Aid

Level 1, 212 King Street, Melbourne, Victoria – 3000
First Aid Kit – located in Institute Kitchen

7. Safety Awareness Tips for our Students and Staff

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.

Did you know that Crimes are generally based on opportunity and vulnerability? At a recent meeting with Victoria Police it was revealed that the majority of crimes take place around public transport hubs and mainly against males who are alone and also late at night.

People who commit these offences are of the impression that students have large amounts of money on their person (their perception is that students do not use bank accounts) and have equipment such as iPods, laptops, mobile phones on their person (these are easy to change into cash).

The Police also stated that People who commit these crimes talk to other offenders and provide details of the yield (what they achieved out of the crime) - this is an incentive for further crime.

These offences are not racially motivated; they are related to the yield only.
It must be noted that there are no signals that show an area as dangerous. Groups of youths will generally troll the streets late at night to find victims; some groups may attack multiple victims in one night. Knives are their primary choice of weapon.

**What can you do to help safeguard yourself?**

- 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
- 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.

If you feel threatened, run run run. If you are in a situation where you 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.

If you 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.

I hope these Safety Awareness Tips have been of value to you.

If you have any questions please see your teacher, course coordinator or student support officer or campus manager. You may contact our student support officer on info@tedi.vic.edu.au or on +61 3 9043 3926.

If you need advice in an emergency, dial 000.