

# STUDENT AND STAFF WELLBEING, SAFETY AND SECURITY PROCEDURE

## 1. Overview

Astra Institute of Higher Education (“the Institute”) is committed to establishing and maintaining 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 and these procedures, students and staff are advised of the actions they can take, the staff they may contact and the support services that are accessible to them if their personal circumstances are having an adverse effect on their work, education or wellbeing.<sup>1</sup> For students this includes the provision of timely and accurate advice on access to personal support services including learning support services, counselling, advocacy and welfare services.

The Institute promotes and fosters a safe learning and work environment for all and advises students and staff on actions they can take to enhance their safety and security both on and off campus. The Institute also provides procedures that cover immediate actions to be taken in the event of a critical incident and its management.

## 2. Measures to enhance student and staff wellbeing

The following table details the types of information available to foster a safe and secure learning and work environment conducive to the wellbeing of all stakeholders.

Area of Wellbeing	Impacts	Safety and/or Security Measures	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 Hub; Staff Hub;  Student Code of Conduct and Disciplinary Procedures.	CEO

<sup>1</sup> Higher Education Standards Framework (Threshold Standards) 2021.

<https://www.legislation.gov.au/Details/F2021L00488>. 24 April 2021

Area of Wellbeing	Impacts	Safety and/or Security Measures	Documentation	Responsibility
	Students	Information about discrimination, bullying and harassment, including sexual harassment.	Student Hub; Student Code of Conduct and Disciplinary Procedures;  Sexual Assault and Sexual Harassment Policy and Procedure.	Dean
	Staff	Information about discrimination, bullying and harassment, including sexual harassment.	Staff Hub;  Sexual Assault and Sexual Harassment Policy and Procedure.	HR Manager
The right to lodge a grievance	Students	Information about ready access to grievance procedures and lodging a grievance without fear of discrimination.	Student Hub; Student Grievance Handling Policy and Procedure.	Dean
	Staff	Information about ready access to grievance procedures and making complaints without fear of discrimination.	Staff Hub	HR Manager
The right to a safe and secure environment	Students	Information about responsibility to maintain a safe and secure environment respectful of the needs of others.	Student Hub; Student Code of Conduct and Disciplinary Procedures.	Dean
	Staff	Information about responsibility to maintain a safe and secure environment respectful of the needs of others.	Staff Hub	HR Manager
Code of Conduct	Students	Information about rights and obligations and disciplinary procedures for breaches.	Student Hub; Student Code of Conduct and Disciplinary Procedures.	Dean

Area of Wellbeing	Impacts	Safety and/or Security Measures	Documentation	Responsibility
	Staff	Information about rights and obligations and disciplinary procedures for breaches.	Staff Hub	HR Manager
Personal support services	Students	Information on access to academic and personal support services (learning support, counselling, advocacy, welfare).	Student Hub; Student Support Framework.	Dean; Student Support Officer.
	Staff	Information on access to personal support services.	Staff Hub	HR Manager
Evacuation and emergency procedures	Students	Information on adherence to safety procedures (emergencies and evacuations) and safe locations.	Student Hub; Critical Incident Management Policy.	Dean; Registrar.
	Staff	Information on adherence to safety procedures (emergencies and evacuations) and safe locations.	Staff Hub; Critical Incident Management Policy.	HR Manager; Registrar.
Workplace Health and Safety (WHS) procedures	Students	Information on WHS procedures and mechanisms.	Student Hub	Dean
	Staff	Information on WHS procedures and WHS compliance.	Staff Hub	HR Manager
Theft prevention	Students	Information on protecting personal property.	Student Hub	Dean; Student Support Officer.
	Staff	Information on protecting personal property, security procedures (keys and duplicates); lockable cabinets; locking office doors when vacant.	Staff Hub	HR Manager

Area of Wellbeing	Impacts	Safety and/or Security Measures	Documentation	Responsibility
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 Hub; Student Support Framework.	Dean; Registrar; Student Support Officer.
	Staff	Information on campus security and building management security.	Staff Hub	HR Manager
Online safety and security	Students	Information on actions to enhance online safety and security.	Student Hub	Dean; Registrar; Student Support Officer.
	Staff	Information on actions to enhance online safety and security.	Staff Hub	HR Manager
Security of personal information	Students	Information about privacy and personal information.	Student Hub; Privacy and Personal Information Procedures.	Dean
	Staff	Information about privacy and personal information	Staff Hub; Privacy and Personal Information Procedures.	HR Manager

### 3. Version history

Version	Approved by	Approval Date	Details
1.0	Executive Management Committee	6 September 2021	Document creation
1.1	CEO	2 March 2023	Administrative update
1.2	CEO	22 December 2023	Administrative update

Document owner: CEO

Listed: Public document