

Policy number	22	Version	2
Approved by Board on	10 June 2021	Scheduled review date	June 2024

## 1. Purpose

The purpose of this policy is to ensure NIODA provides timely and accurate advice on access to student support services and to promote and foster a safe learning environment.

## 2. Scope

The policy is a student policy relevant to student life cycles as experienced both online and in person modes of education.

## 3. Policy Statement

It is a critical function of NIODA to foster an environment of wellbeing and safety for its students. Without an environment of wellbeing and safety student educational performance is likely to be negatively affected, harm may come to students, and NIODA's reputation may be diminished along with the risk of exposure to legal action. Ensuring such an environment requires active attention to all preventative, response and review processes and spans all aspects of the student experience at NIODA. These processes include:

- conducting effective risk assessments and implementing preventative controls for the risks identified
- providing advice about actions to take, staff to contact and support services that are accessible if students' personal circumstances are having an adverse effect on their education, including:
- evidence-based prevention and response education programs are conducted regarding both sexual misconduct and online safety
- providing support for affected students where needed
- having systems and processes to respond to incidents and prevent recurrences.

This policy draws together the policy and procedural sets at NIODA that address the creation and maintenance of an environment of wellbeing and safety.

## 4. Definitions

The terms 'wellbeing' and 'safety' are used in their ordinary meanings, broadly encompassing 'overall wellness' and 'freedom from harm' respectively (TEQSA Guidance Note: Wellbeing and Safety, Version 1.2, 8 January 2018).

## 5. Policy and Procedural sets

The policy and procedural set identified in the following together ensure identification and treatment of risks to wellbeing and safety, provide for the conduct of evidence-based sexual misconduct prevention and response education programs, provide support for any affected students, and provide systems and processes to respond to incidents and prevent recurrences.

### 5.1 Conducting effective risk assessments and implementing preventative controls for the risks identified:

- Risk identification is a standing item at every NIODA Board of Governance, Academic Board of Governance, Executive Committee, Education Committee, and Human Research Ethics Committee meetings. Risks and their treatment are collated and reported quarterly to the Finance and Risk Management Committee. Detailed risks, mitigations and outcomes are discussed at these meetings. Academic risks are reported quarterly to the Academic Board of Governance.
- Annual reporting on the effectiveness of the risk management system, and the controls in place for major strategic risks.
- Annual Review of Risk Management Plan and quarterly upgrade of Risk Management Register
- Annual Report on Legislative Compliance
- Risk Management Policy
- Risk Management Plan and Risk Register
- Crisis Response Policy

**5.2 Provision of advice about actions to take, staff to contact and support services that are accessible (whether directly or through another party) in the case of students experiencing instances of compromised safety and wellbeing at NIODA and where students' personal circumstances are having an adverse effect on their education.**

Avenues and contacts for support for students if needed are documented in the following:

- Student Resources Information
- Student Support Policy
- Student Support Policy - Staff
- Sexual Misconduct Policy
- SASH Action Plan
- Bullying Policy
- Access and Equity Policy
- Anti-discrimination Policy

**6. Availability of information**

The Information Provisions for Students Policy documents NIODA's responsibilities in providing easily accessible information to students.

**7. Responsibilities**

It is the responsibility of the CEO to ensure that all policies and procedures relating to student well-being and safety are up to date and publicly available.

**8. Related Documents**

TEQSA Guidance Note: Wellbeing and Safety, Version 1.2, 8 January 2018

<https://www.teqsa.gov.au/latest-news/publications/guidance-note-wellbeing-and-safety>