

WELLBEING AND SAFETY POLICY

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Related Documents	UBSS Student Code of Conduct GCA Critical Incident Policy GCA Group of Companies Work, Health and Safety (WHS) Policy GCA Sexual Misconduct Prevention and Response policy UBSS Equity and Diversity Policy UBSS Expulsion Policy GCA Student Welfare Policy ¹
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Authorised by	UBSS Academic Senate
Approved by	UBSS Academic Senate, September 2018
Version	V6
Responsible Officer	Executive Dean
References and Legislation	TEQSA guide note on wellbeing and safety HESF 2021 (HES Framework) – specifically 2.3.1, 2.3.2, 2.3.3, 2.3.4, 2.3.5, 6.2.1e, 6.1.4 and 7.2.1 AHRC Change the Course Report Universities Australia 10 Point Action Plan

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¹ See appendix A for a list of policies referred to in the creation of this document.

1 Purpose

1.1 Context

This policy outlines the principles (and procedures) around wellbeing and safety at UBSS and is consistent with the current practices evidenced at UBSS and published on the UBSS Website.

2 Scope

2.1 Rationale

International and local students need to feel safe in their place of study and confident that their welfare is being taken into consideration at all times – this includes physical and emotional safety. The policy applies to all staff members, students, visitors, volunteers and contractors.

2.2 Legislative Context

- The Higher Education Support Act (HESA) 2021
- The Education Services for Overseas Students Regulations 2001
- The National Code of Practice for Providers of Education and Training to Overseas Students 2018
- The Educational Services for Overseas Students Act (ESOS) 2000
- Work Health and Safety Act 2011 (NSW)
- Work Health and Safety Regulation 2017 (NSW)

3 Definitions

Item	Definition
Wellbeing	A state or condition wherein a person realises his/her potential, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to his/her community.
Safety	A condition of being protected from or unlikely to cause danger, risk or injury (physical and/or emotional)
Duty Officer/Manager	Person working at UBSS assisting staff and students acts as a caretaker of the premises.
Code of Conduct	An agreement on rules of behaviour for the members of that group/organisation.

4 Policy Statement

UBSS is committed to –

- Providing its people with a welcoming, safe and healthy working and learning environment;
- Continuously improving its health, safety and wellbeing performance;
- Supporting and promoting wellbeing;
- Continually consulting with staff and students on matters of safety and wellbeing;
- Regularly reporting on WHS;
- Identifying and managing WHS risk and student welfare; and
- Allocating appropriate resources to ensure wellbeing and safety.

5 Mechanisms in place to ensure wellbeing and safety at UBSS

UBSS currently has in place considerable resource to secure the wellbeing and safety of students and staff on a daily, ongoing basis including –

- A full time Learning Support Coordinator
- Full time Student Services Staff
- Informed Program Directors
- An International Student Agent Network
- Orientation Briefings
- Ongoing student feedback
- Ongoing staff feedback
- A contained Campus
- CCTV (24/7) and surveillance by Senior Staff (ongoing)
- A swipe card (ID) security system
- Maximum viewpoints – significant glass throughout campus
- No extra curricula social events
- An active WHS Committee
- A team of Concierges
- Early intervention around non-academic misconduct
- Efficient management of Critical Incidents
- A culturally diverse and aware environment
- Risk identification and mitigation in place
- WHS and Wellbeing is a high priority issue with Governing Body
- A clearly articulated code of conduct

6 Roles and Responsibilities

All staff and students are responsible for each other's safety and wellbeing, including their own. The Executive Dean is responsible for the overall WHS and wellbeing of the staff and student community.

7 Document Change Control

Version	Change Description	Date	Author
v1	New Policy – articulating the March 2018 publication ‘Wellbeing and Safety Management at UBSS (March, 2018)	15.09.2018	Professor Greg Whateley
V2	Refreshed and new review date	August 2019	Professor Ian Bofinger
V3	Updated legislation and references to Executive Dean removed, new review date	March 2021	Anurag Kanwar
V4	Refresh, references to Dean removed. Appendix A added	August 2022	Anurag Kanwar
V5	Position names and Branding update	December 2023	Nupur Chanda
V6	<ul style="list-style-type: none"> • Student Welfare policy removed from related documents section • GCA Sexual Misconduct Prevention and Response policy – updated in the related documents section • Concierge changed to Duty Officer/Manager in Section 3 (definitions) • References to Dean replaced with Executive Dean. 	March 2024	Assoc. Prof. Jotsana Roopram

Appendix A

The following policies were consulted in the creation of this document.

Institution	Name of Policy	Link	TEQSA Registration Status
Moore College	Student Wellbeing policy and procedure	https://moore.edu.au/documents/2021/09/student-wellbeing-procedure.pdf/ https://moore.edu.au/documents/2021/09/student-wellbeing-policy.pdf/	Registered 7 years no conditions, Self Accrediting status
Excelsior College	Work Health and Safety procedure	https://excelsia.edu.au/wp-content/uploads/work-health-safety-risk-management-policy-procedure.pdf	Registered 7 years no conditions, partial self accrediting status
Sydney University	Work Health and Safety policy	https://www.sydney.edu.au/policies/showdoc.aspx?recnum=PD-OC2011/231&RendNum=0	Self accrediting status