IET Education Group Pty Ltd T/A Immaculate Education and Training

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Respect, Inclusion and Safety: Student Policy

Student Policy

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Version	4.0
Approved by	Chief Executive Officer
Applies to	All students
Related documents	Internal policies IET-POL-23 Discrimination, Harassment and Bullying, IET-POL-24 Diversity and Inclusion and IET-POL-30 Work Health and Safety and Critical Incident; Student Handbook

1. Purpose

IET is committed to providing a learning environment where everyone is welcome, respected and safe. This policy explains:

- how we value diversity and support inclusion
- what discrimination, harassment, bullying and victimisation are, and why they are not tolerated
- what to do if something happens to you or someone else, and how we will deal with it
- how we keep you safe at the campus, in online classes and on work placement

This policy applies at the Docklands campus, in online classes and on Moodle, on work placement, at IET events, and in any messages or social media connected with IET. It applies to how students treat each other, and to how IET staff, trainers and placement hosts treat you.

2. Everyone Is Welcome

IET values students of every culture, language, age, gender, sexuality, religion, ability and background. A diverse student group makes learning richer for everyone.

We acknowledge Aboriginal and Torres Strait Islander peoples as the Traditional Owners of the lands where we live, learn and work, and we pay our respects to Elders past and present. We welcome and support First Nations students.

To make sure everyone can take part, we will:

- give you clear information about our courses, requirements and support before you enrol
- make reasonable adjustments for disability, health or learning needs
- offer language, literacy, numeracy and digital skills support
- respect cultural and religious needs, for example by working with you on timetabling around important cultural or religious days, where we can
- use respectful, inclusive language and learning materials
- make our campus and online systems as accessible as we can
- listen to your feedback and use it to improve

If something about our facilities, materials or way of teaching makes it harder for you to take part, please tell us.

3. Our Legal Obligations

IET follows the laws that protect people from discrimination, harassment and unsafe conditions, including:

- the Equal Opportunity Act 2010 (Vic)
- the Racial Discrimination Act 1975, the Sex Discrimination Act 1984, the Disability Discrimination Act 1992 and the Age Discrimination Act 2004
- the Australian Human Rights Commission Act 1986
- the Occupational Health and Safety Act 2004 (Vic)

Under these laws, IET has a positive duty to take reasonable steps to prevent discrimination, sexual harassment and victimisation, not just respond when they happen.

4. Discrimination, Harassment, Bullying and Victimisation

There is no place for any of the following at IET, in online classes or on placement.

Discrimination means treating someone unfairly, or putting them at a disadvantage, because of a personal characteristic. Examples include:

- race, colour, nationality or ethnic background
- religious belief
- sex, sex characteristics, gender identity or sexual orientation
- age
- disability or physical features
- pregnancy or breastfeeding
- marital status, or parental or carer responsibilities
- political belief
- association with someone who has any of these characteristics

Harassment means unwelcome behaviour that offends, humiliates or intimidates someone because of a personal characteristic, for example insulting comments, slurs, offensive jokes, or offensive messages, images or posts.

Sexual harassment is any unwelcome sexual advance, request for sexual favours or other unwelcome behaviour of a sexual nature that a reasonable person would expect to offend, humiliate or intimidate. Examples include:

- unwelcome touching
- sexual comments or jokes
- staring or leering
- sending sexual messages or images
- repeated requests for dates

It can happen in person or online, and it only has to happen once.

Bullying is repeated unreasonable behaviour directed at someone that creates a risk to their health and safety, for example:

- yelling, insults or threats
- spreading rumours
- deliberately excluding someone
- constantly criticising someone

Reasonable feedback from a trainer about your work or behaviour is not bullying.

Victimisation means treating someone badly because they made a complaint, supported someone else's complaint, or gave information about a complaint. Victimisation is against the law and will not be tolerated.

Any student found to have discriminated against, harassed, bullied or victimised someone will be dealt with under the Code of Conduct and Academic Integrity: Student Policy. This may lead to a warning, suspension or cancellation of enrolment, and serious matters may be reported to the police.

5. If It Happens to You or Someone Else

If you experience or see discrimination, harassment, bullying or victimisation, please tell us. You can tell:

- your trainer
- the Training Coordinator
- the Administration Officer
- the CEO

You can speak to us in person, by phone (0400 173 510) or by email (info@iet.edu.au), or use the Complaints Form. You can bring a support person to any meeting. If your concern involves the CEO, you can raise it with the Training Coordinator, who will arrange for an independent person to deal with it. If you are on placement, tell your trainer as well as your placement supervisor.

If you are in immediate danger, call 000.

6. How We Will Deal With It

When you tell us about a concern, we will:

- take it seriously and treat it confidentially
- acknowledge your complaint and offer you support within 2 business days
- talk with you about what you want to happen
- take immediate steps to keep you safe if needed, for example separating the people involved, changing a class or moving a placement
- give the person the complaint is about the chance to respond, usually within 5 business days
- investigate fairly, using someone who is not involved in the matter
- aim to reach a decision within 20 business days, and keep you informed if it will take longer
- tell you the outcome in writing within 2 business days of the decision, as far as privacy allows
- check in with you within 4 weeks to make sure the behaviour has stopped
- protect you from being treated badly because you spoke up

Some concerns can be sorted out informally, for example through a conversation or mediation, if you want that and it is safe to do so. You do not have to try an informal approach first.

If you are not happy with the outcome, you can ask for an independent review or appeal the decision under the Complaints and Appeals: Student Policy.

7. Outside Help and Support

You can contact these organisations at any time, whether or not you have made a complaint to IET:

- Victorian Equal Opportunity and Human Rights Commission: 1300 292 153, humanrights.vic.gov.au
- Australian Human Rights Commission: 1300 369 711, humanrights.gov.au
- 1800RESPECT (sexual, domestic and family violence support): 1800 737 732
- Lifeline (24-hour crisis support): 13 11 14
- Beyond Blue: 1300 22 4636
- Police (non-emergency): 131 444
- Emergency: 000

8. Staying Safe at IET

IET is responsible for providing a safe place to learn, and you are responsible for following safety rules and looking out for others.

At the campus and in class:

- follow all safety instructions from your trainer
- use personal protective equipment (PPE) such as gloves, aprons, masks and eye protection when asked
- know where the exits, assembly area and first aid kit are. These are shown at orientation
- keep walkways clear and report spills or hazards straight away
- the campus is smoke-free, vape-free, alcohol-free and drug-free

In the simulation laboratory:

- wear closed-toe shoes
- only use equipment such as the hoist, beds and mobility aids after your trainer has shown you how, and only when a trainer is present
- follow safe manual handling techniques and never lift beyond what you have been trained to do
- follow infection control practices, including hand hygiene and the correct use of PPE
- report damaged or faulty equipment immediately and do not use it

During practical security training:

- defensive techniques are practised under close supervision, at controlled speed and on mats
- warm up before physical activities
- tell your trainer if you are injured, unwell or not comfortable taking part, and you may step out of an activity at any time
- training props must only be used as directed by your trainer

During first aid training:

- manikins and training equipment are cleaned between students
- tell your trainer if you have a condition that makes kneeling or floor-based CPR difficult, so we can discuss adjustments

9. Staying Safe on Placement

Your placement host must provide a safe workplace, an induction, supervision and suitable tasks. On placement:

- complete the host’s induction and follow its safety policies
- only do tasks you have been trained for, and never give medication
- use PPE as required by the host
- tell your supervisor and your trainer if you feel unsafe, unsupported or are asked to do something you have not been trained for

If you are not safe, or you are being treated badly, we will act quickly. This can include moving you to another host.

10. Your Wellbeing and Mental Health

Feeling safe includes feeling emotionally and mentally safe. If you are feeling stressed, anxious or overwhelmed, or something has upset you, please talk to the Training Coordinator or the CEO. We can offer a confidential conversation, practical help and referral to support services. See the Student Support, LLND and Reasonable Adjustment: Student Policy.

11. Incidents, Injuries and Emergencies

If you are injured, become unwell, or are involved in an incident or near miss:

- at the campus: tell a staff member immediately. First aid will be given and the incident will be recorded
- on placement: tell your supervisor immediately and make sure the host records it, then contact IET within 24 hours. You will also need to complete IET's Incident Report Form within 3 business days

In an emergency, call 000 and then tell a staff member. In an evacuation, follow staff instructions and the building's emergency procedures, and go to the assembly area.

If a serious or critical incident affects you, IET will support you and offer referral to counselling and other services. We will also review what happened to prevent it happening again.

12. Your Privacy

Complaints, incidents and any personal information you give us are kept confidential and shared only with people who need to know to deal with the matter or keep people safe, unless the law requires otherwise.

13. Contact

Training Coordinator, Administration Officer or CEO: 0400 173 510, info@iet.edu.au, or in person at Suite 1312A/401 Docklands Drive, Docklands VIC 3008.

This document is reviewed at least annually, and earlier where there is a change to legislation, the Standards, a training package, IET's scope of registration or IET's operations, or where a review, complaint, audit or validation outcome identifies the need for change. Changes are recorded in the Continuous Improvement Register.