

Student Safety and Security Measures Policy and Procedure

Policy

Prahran Community Learning Centre Inc. (PCLC) places high priority on its student's safety and security in order that they achieve better education experiences while studying at PCLC. PCLC's aim is to provide an environment which ensures that student's safety and security is not comprised in any way when classes are held at its premises.

Purpose

To affirm the commitment of PCLC to provide and maintain, as far as reasonably practicable, an environment that is without risk to health, safety and security of PCLC students. In addition, to describe the critical features of PCLC approach to health and safety management and the responsibilities assigned to staff to provide a safe and secure environment.

Scope

This policy and procedure applies to all students prior to and after enrolment at PCLC.

Frequency

This policy and procedure is carried out on an ongoing basis.

Responsibility

The Principal Executive Officer or Nominee is responsible for the implementation of this policy and the development of appropriate programs for the continuous improvement of health and safety procedures.

Resource

Student induction will include the appropriate safety and security information.

General overview of student safety issues

- PCLC does not offer training after 1800 hours, or on weekends or with facilities that are located in industrial areas or remote from built up areas or further than 500 metres from regular scheduled public transport.
- The scheduled class times at all PCLC are generally between the hours of 9.00am to 5.00 pm (*refer to class PCLC timetables*).
- PCLC is located close to tram, bus stops and a railway station. These areas are considered as low risk and therefore safe for public access.
- All facilities are compact and have very close street access providing a controlled environment.
- However, there may be unforeseen circumstances where students remain at PCLC outside the usual hours of attendance and PCLC will strive to meet its duty of care obligations to ensure the safety of students leaving PCLC premises.
- Although PCLC is well located and easily accessible by public transport, students are advised to take practical steps to ensure their own safety at all times.

Personal safety on public transport

The following information, *amongst others*, is provided to students as pre-enrolment information and at induction.

- Don't stand alone while waiting for bus or train, especially at night. Stand with other people.
- Arrange for others to meet you at your home station if you are returning late and have a long way to walk home.

- If you are travelling by train at night, do not sit in an empty carriage. Try to sit near groups of people in a well-lit area.
- Check the time of the last train, bus or tram home to avoid being stranded at night.
- At the railway station, stand back from the edge of the platform. Avoid sitting near the exit door of the train as an attacker may be able to grab your property and run before you can react.
- When disembarking from public transport, walk with other commuters.
- If you are catching a bus, check the timetable before so that you are not waiting at the bus stop for long periods. Select a well-lit bus stop at night and make sure that you can see the area around you.
- If you are travelling by taxi, remember the driver's identification number displayed on the dashboard. There should also be a photo of the driver, if it is not there don't get in.

Looking after your belongings

- When travelling on public transport, keep your bags close to you and don't carry large amounts of cash with you, especially at night.
- Do not leave your belongings unattended at any time.
- Make a list of your possessions (*including make, model and serial number*) for reference and ideally keep photographic records of valuables.
- If you have a bicycle, always lock it up with a good quality D-lock by its frame and wheel to a fixed object. PCLC has bicycle rails near the entrance of the building.
- Try not to use a computer case when carrying a laptop or Ipad; carry it in a less obvious bag. Back up your work and keep from your laptop.
- Avoid displaying expensive items such as mp3 players and mobile phones, especially at night.

Other considerations

- Avoid confrontation – it is better and safer to walk away if you are being provoked.
- Have your keys ready well before you reach the door of your car or house.
- Carry your bag close to you with the clasp facing inwards or strap over your shoulder.
- At night, walk in pairs in well-lit areas and on busier streets, not dark alleyways and side streets.
- If you feel you are being followed, cross the street, and if you are still worried, move as quickly as possible to a public area (*such as a restaurant*) and then telephone for help.
- Be aware of others around you at an ATM and try not to use them at night or in poorly lit areas. When you use an ATM, leave as soon as you have your money.