

COLLEGE INFRASTRUCTURE POLICY AND PROCEDURE

Approving authority	Executive Management Team
Purpose	This policy and procedure has been developed to comply with the Minimum standards of registration and ensures that Ozford College has appropriate school infrastructure.
Responsible Officer	Executive Management team
Associated documents	Human Resources Policy College OHS Policy Emergency Management Plan Critical Incident Policy and Procedure First Aid and Medical Condition Policy and Procedure Human Resources Policy and Procedure

1. RATIONALE

To meet the Minimum standards and requirements for school registration, Ozford College (the College) must:

- have buildings, facilities and grounds must meet all legal and health and safety requirements;
- have facilities adequate for delivery of the school's curriculum and co-curricular programs and suit its student cohorts' age and needs;
- have suitable teaching resources and physical facilities for the senior secondary courses;
- have an emergency management plan that is updated as required, reviewed at least annually and immediately after any significant incident (this plan must be site specific and include local threats, hazards and corresponding response procedures); and
- have policies and procedures in place to enable it to comply with pandemic orders made by the Minister for Health under the *Public Health and Wellbeing Act 2008* relating to coronavirus (COVID-19) or any other virus.

2. SCOPE

This policy and procedure applies to all Ozford College staff.

3. POLICY

- 3.1. The College will ensure that buildings, facilities and grounds meet all legal and health and safety requirements.
- 3.2. The College will ensure that it has facilities adequate for delivery of the school's curriculum and co-curricular programs and suit its student cohorts' age and needs
- 3.3. The College will ensure that it has suitable teaching resources and physical facilities for the senior secondary courses
- 3.4. The College will ensure that it has a current emergency management plan that is updated as required, reviewed at least annually and immediately after any significant incident (this plan must be site specific and include local threats, hazards and corresponding response procedures).

- 3.5. The College will ensure that it has appropriate policies and procedures in place to enable it to comply with pandemic orders made by the Minister for Health under the *Public Health and Wellbeing Act 2008* relating to coronavirus (COVID-19) or any other virus.

4. PROCEDURE

Buildings, facilities and grounds

- 4.1. The Executive Management Team (EMT) have responsibility for ensuring that buildings, facilities and grounds must meet all legal and health and safety requirements including:
- permit to operate an education centre on the site
 - building and facility compliance with local planning regulations and with the Building Code of Australia, Class 9b or equivalent
 - an essential safety measures register
 - a maintenance schedule for buildings, facilities and grounds
 - policy and procedures to ensure the school complies with the Occupational Health and Safety Act 2004
 - documentation that reasonable adjustments have been made for students with a disability
- 4.2. The EMT annually will conduct a review as part of strategic planning to confirm that the buildings, facilities and grounds meet all legal and health and safety requirements.

Teaching resources and physical facilities for the senior secondary courses

- 4.3. The Principal and the High School Coordinator have responsibility for ensuring that the College has suitable teaching resources and physical facilities for the senior secondary courses.
- 4.4. The EMT annually will conduct a review as part of strategic planning to confirm that College has suitable teaching resources and physical facilities for the senior secondary courses.
- 4.5. Where there is need for additional resourcing the EMT will:
- Review the teaching resources and physical facilities to ensure that there will be adequate resources available for the proposed education delivery.
 - Review the timetabling of the units of study currently being delivered to ascertain if there is capacity to increase delivery through improved utilisation of the space and/or negotiate with the Ozford Education Group for access to additional space at the Latrobe Street campus.
 - Review the allocation of staff for education delivery to ascertain whether there is capacity to increase delivery through improved utilisation of the staff and/or need to recruit additional staff. The Human Resources Policy and Procedure sets out the recruitment process.
 - Review the allocation of staff for student support to ascertain whether there is capacity to increase delivery through improved utilisation of the staff and/or need to recruit additional staff. The Human Resources Policy and Procedure sets out the recruitment process.
 - Review the proposed student cohort's needs to ensure that the College has resources available to support the students. For example, if the College expands into a new market, the staff are provided with training to meet their needs.

- 4.6. The College will submit to the VRQA for approval, information on any proposed changes at least **30 days prior** to the time at which those changes are proposed to take effect.
- the course duration, including holiday breaks;
 - modes of study, including online, distance or work-based training;
 - number of overseas students enrolled at the provider, within the limit or maximum number approved by the ESOS agency for each location;
 - arrangements with other education providers, including partners, in delivering a course or courses to overseas students; and
 - the campus location
- 4.7. The College will submit to the VRQA an application using the VRQA application form and information or documents the VRQA reasonably requires to assess the application for:
- an additional year level;
 - an additional campus;
 - change the school's type of registration;
 - change the proprietor of the school; and
 - change any other particular of its registration.
- 4.8. In seeking approval of or changes to its CRICOS registration, the College will proactively work with the VRQA (and its contractors) and demonstrate any matters requested, including but not limited to the following:
- the expected duration of the course does not exceed the time required to complete the course on the basis of full-time study.
 - the expected duration of the course includes any holiday periods or any work-based training
 - any work-based training to be undertaken as part of the course is necessary for the student to gain the qualification and there are appropriate arrangements for the supervision and assessment of students.
 - the course is not to be delivered entirely by online or distance learning unless there is an exception to this requirement provided by the VRQA due to pandemic or other requirements.
 - the College and any partner they engage to deliver a course or courses to overseas students has adequate staff and education resources, including facilities, equipment, learning and library resources and premises as are needed to deliver the course to the overseas students enrolled with the College.
 - the maximum number of overseas students proposed by the College for the location reflects the appropriateness of the staff, resources and facilities for the delivery of the course.

Emergency management plan

- 4.9. The Executive Management team will ensure that the College has an emergency management plan addresses emergency and critical incidents which include:
- circumstances that pose a critical risk to the health, safety or wellbeing of one or more students or staff
 - incidents requiring school closure, lockdown, or reduction of number of students or staff attending
 - death or serious injury of a student or staff member at school or at another location authorised by the school, for example, with another provider such as a registered training organisation.

- 4.10. The College will update the emergency management plan annually, immediately after a significant incident and as required throughout the course of the year as activities such as school camps and excursions are approved by the school governing body.

Emergency bushfire management

- 4.11. The College is required to meet the VRQA *Guidelines on Bushfire Preparedness — Registered Schools and School Boarding Premises*. These requirements are in addition to a school's obligations under the minimum standard for the care, safety and welfare of students and the minimum standard relating to buildings, facilities and grounds.
- 4.12. The College is not listed on the DET's Bushfire At-Risk Register.
- 4.13. The College ensures that the Emergency Management plan includes:
- policies and procedures for the planning and approval of off-site activities which consider the risk of bushfire in the activity location
 - closure or relocation plans that consider their location and Bushfire At-Risk Register category (if applicable)
- 4.14. The College is situated in a city building and the building management manage:
- the limited amount of materials that may be easily ignited around the building including debris and rubbish around and under buildings, including gutters and dry grass and vegetation.
 - safe storage of flammable materials
- 4.15. The College is situated in a city building and the building management regularly monitors emergency access to the building including:
- building exits are continuously kept clear of obstructions;
 - assembly points are designated and have appropriate access to emergency equipment; and
 - there is access to facilities and grounds for emergency vehicles.
- 4.16. The Excursion and other activities policy and procedures sets out the processes for assessing bushfire risk as part of planning for offsite activities.

Pandemic orders made by the Minister for Health under the Public Health and Wellbeing Act 2008

- 4.17. The College has the process in place to enable it to comply with pandemic orders made by the Minister for Health under the *Public Health and Wellbeing Act 2008* relating to coronavirus (COVID-19) or any other virus.
- 4.18. The College has a current COVIDSafe Plan that is reviewed as the Minister of Health changes the requirements.
- 4.19. When required, the College complies with mandatory vaccination requirements, including policies and procedures:
- to ensure all education workers are fully vaccinated against coronavirus (COVID-19) or any other virus by the specified date(s) or hold a valid exemption
 - for maintaining records in accordance with the information gathering and record keeping requirements.
- 4.20. When required, the College:
- ensures education workers are fully vaccinated by the dates specified in the Direction or are an exempted person;

- collects, records and holds vaccination information about the education worker; and
 - maintains the currency of records of the vaccination status of education workers.
- 4.21. The definition of 'education worker' used in the pandemic orders is broad and includes:
- any person who is employed to work in a school (including teachers, early childhood educators (if the school conducts an ELC) and educational support staff)
 - a person contracted to work at a school and who will or may be in close proximity to children, students or staff, whether or not engaged by the proprietor of the school including casual relief teachers, Breakfast Club suppliers, IT personnel, National Disability Insurance Scheme (NDIS) providers and auditors (but does not include delivery personnel)
 - staff who attend the College such as allied health professionals or DET/VRQA Authorised Officers
 - staff of any other entity who attends a school
 - volunteers that work in close proximity to children, students or staff (including parent helpers)
 - students on placements at the school.
- 4.22. The College will provide a copy of the COVIDSafe Plan. at review or as requested by the VRQA.
- 4.23. The College will ensure that it complies with all requirements of pandemic orders made by the Minister for Health from time to time. The pandemic orders register is found here: www.health.vic.gov.au/covid-19/pandemic-order-register

5. FEEDBACK

Feedback or comments on this policy and procedure is welcomed by the listed responsible officer.