

STAFF TRAINING AND DEVELOPMENT POLICY AND PROCEDURE

Approving authority	Executive Management Team
Purpose	This policy and procedure has been developed to meet the requirements of: <ul style="list-style-type: none"> • ESOS National Code 2018 Standards 5 and 6 • VRQA's Guidelines for the Enrolment of Overseas Students Aged Under 18 • Ministerial Order No. 1359 Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises
Responsible Officer	High School Coordinator
Associated documents	Anti-Bullying and Harassment Policy and Procedure Anti-Discrimination and Harassment Policy and Procedure Child Safety Code of Conduct Policy and Procedure Child Safe Risk Management Policy and Procedure College Communication Policy and Procedure Contractor and Consultants Policy and Procedure Community (including Parents and Guardians) Code of Conduct Policy and Procedure Critical Incident Policy and Procedure Curriculum Framework, Assessment, Mode of Delivery, Reporting and Record-Keeping Policy and Procedure Diversity, Cultural Safety and Equity Policy and Procedure Human Resources Policy and Procedure Information, Communication and Technology (ICT) Acceptable Use Policy and Procedure Mandatory Reporting Policy and Procedure Responding to and reporting allegations of suspected child abuse Policy and Procedure Student Behaviour Management Policy and Procedure (includes Student Code of Conduct) Student Complaints and Appeals Policy and Procedure Student Support and Services Policy and Procedure Younger Students and Homestay Policy and Procedure Records Management Policy and Procedure Emergency Management Plan

1. Rationale

Ozford College (the College) takes its duty of care responsibilities very seriously and therefore needs to ensure that all staff understand their responsibilities in relation to international students, including for ensuring the proposed arrangements for the accommodation, support and welfare of those students under 18 years of age are safe and suitable.

This policy has been developed to meet the requirements of the National Code 2018 Standard 5, where students under the age of 18 are not being cared for in Australia by a parent or suitable nominated relative; the College must ensure the arrangement made to protect the personal safety and social well-being of those students are appropriate. This policy also addresses the Victorian Child Safe Standards and Ministerial Orders 1359.

2. Scope

This policy applies to:

- All staff, contractors, carers and other persons involved in the provision of accommodation and support services to international students.
- Ozford international students who are aged under 18 years where the College has taken on the responsibility under the Migration Regulations for approving the accommodation, support and general welfare arrangements.
- Ozford students that are living in a homestay arrangement and are over the age of 18 years.

3. Policy

- 3.1 Induction, orientation and ongoing training will be provided for all staff to familiarise them with the College's policies and procedures relating to: child and younger students' safety; mandatory reporting; responding to and reporting on allegations of suspected child abuse; CAAW responsibilities; critical incident procedures; and emergency management.
- 3.2 The High School Coordinator together with the Student and Welfare Officer will have the role of arranging induction and ongoing training for all College staff. Training will reflect individual staff needs and compliance requirements such as information on Ozford's child safety practices, school registration and ESOS compliance obligations including:
- policies and procedures for child safety
 - policies and procedures for managing emergency situations and critical incidents
 - policies and procedures for verifying that the student's accommodation is appropriate to the student's age and needs (for staff in student welfare and support roles)
 - the Education Services for Overseas Students Act 2000 (ESOS Act), the National Code and any VRQA Guidelines for the enrolment of overseas students aged under 18 years issued from time to time.

4. Procedure

Induction and Orientation

- 4.1 The High School Coordinator and the Student and Welfare Officer will provide an induction program for commencing staff, comprising:
- A guided tour of the campus including their specific work area, emergency exit and gathering points
 - Guidance on the use of the College facilities including taking and responding to phone messages, internet and printer use;
 - Providing a copy of the Staff Handbook, explaining major items in the Handbook
 - Demonstration of the location of the Ozford College website which has the policies and procedures and the staff will be directed to read and use the policies.
 - Drawing their attention to Ozford's child safety practices (including the code of conduct) and the policies, codes, practices, and procedures in governing, identifying, monitoring, responding to and reporting any child safety related incidents and CCYP reporting obligations including:
 - the Child Safety Code of Conduct Policy and Procedure
 - the Child Safety Policy and Procedure
 - Student Complaints and appeals Policy and Procedure
 - Responding to and reporting allegations of suspected child abuse Policy and Procedure
- 4.2 Staff will fill out and sign an Orientation Checklist at the completion of their induction.

Ongoing training

- 4.3 To ensure staff remain up to date in their knowledge and understanding of the College's and individual responsibilities for the well-being of students, the High School Coordinator will develop and implement a schedule of annual refresher training on:
- individual and collective obligations and responsibilities for managing the risk of child abuse including:
 - the school's strategy and approach to implementation of the child safe standards
 - guidance on responding effectively to issues of child safety and wellbeing and supporting colleagues who disclose harm
 - guidance on how to build culturally safe environments for children and students
 - guidance on their information sharing and recordkeeping obligations
 - child safety and wellbeing risks in the school environment including:
 - guidance on how to identify and mitigate child safety and wellbeing risks in the school environment without compromising a child or student's right to privacy, access to information, social connections and learning opportunities
 - guidance on recognising indicators of child harm including harm caused by other children and students
 - the College's child safety policies, procedures and practices including:
 - Child Safety Policy and Procedures
 - Child Safe Risk Management Policy and Procedures
 - Younger Students and Homestay Policy and Procedures
 - Mandatory Reporting Policy
 - Responding to and reporting allegations of suspected child abuse policy and procedures
 - Student Support and Services Policy and Procedures
 - Human Resources Policy and Procedures
 - The Emergency and critical incident planning and responding
 - the Education Services for Overseas Students Act 2000 (ESOS Act), the National Code and any VRQA Guidelines for the enrolment of overseas students aged under 18 years issued from time to time.

5. FEEDBACK

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