



## General Welfare and Safety Policy

Document Classification: Policy  
Published Date: 6 May 2022

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### 1. Scope

This policy covers all staff and visitors to the College, and applies to the care of all students. The intention of this policy is simply to reference all College practices and procedures regarding wellbeing and safety.

### 2. Rationale

Oxley is a Christian College that operates under the regulatory authorities of the Commonwealth and State Governments. Under the grace and providence of God, we are committed to a safe and supportive learning environment in which everyone can expect their wellbeing to be supported and respected. We also recognise the need for clear, transparent and explicit programs and policies to ensure student's spiritual, physical, social and emotional development.

### 3. Resources

Oxley Christian College will commit personnel, time and finances commensurate to the priority it places on wellbeing and OH&S, in order to comply with all relevant legislation.

### 4. Management

The College will commit to the priorities that:

- Ensure child safe practices.
- Emergency procedures are documented, readily available and practiced.
- An effective OH&S program is maintained to ensure workplace risks are identified and addressed. Management will be responsive to all identified issues of health and safety.
- All registration, licensing and certification requirements are complied with, and relevant documentation held.
- Property and facilities maintenance, cleaning, inspections and repairs are undertaken in a timely manner.

- All tasks requiring qualified employees, contractors and supervisors will be assigned accordingly. Staff training and adequate information will be provided to personnel in order that duties may be undertaken in a safe and orderly manner.
- Visitors to the College will be properly briefed on safety and supervised accordingly.
- All accidents, incidents and near misses will be appropriately investigated and reported to the College Council and as required, to WorkSafe. Measures will be undertaken to prevent reoccurrence.
- An external Employee Assistance Program (EAP) is provided.

## 5. **Employees**

Employees are responsible for:

- Carrying out their duties in ways that do not adversely affect their own welfare, health and safety, or that of others.
- Cooperation with the health and safety priorities and directives of management.
- Undertaking training required by College management.
- Reporting all matters affecting student and staff safety at the College or at its external events.
- Correct use of all machinery, devices, PPE, and ICT as provided by the College.
- Interfering with anything provided for health and safety reasons.
- Undertaking those tasks for which they have authorisation and training, and for which safety arrangements are in place.
- Compliance with emergency management procedures and statutory notices.
- Compliance with child safe policies, guidelines and practices.

## 6. **Duty of care**

The College acknowledges a duty of care to staff and students, encompassing:

- taking reasonable measures to protect people from reasonably foreseeable risks of injury
- taking reasonable care that anyone on the premises will not be injured or damaged because of the state of the premises, including things done or omitted to be done to the premises
- taking reasonable precautions to prevent the abuse of a child while under the care, supervision or authority of the organisation
- acknowledging that different and sometimes greater wellbeing and safety measures may need to be taken for students with diverse cultural backgrounds, disabilities, or age-related vulnerabilities to discharge this duty of care.

## 7. **Student wellbeing**

Students develop best in nurturing and safe environments where teaching and learning occurs in a context of overall student welfare. Schools need to hold and exercise a pastoral care for students. To achieve these goals, the College aims to create a caring culture and nurturing environment.

A wellbeing approach is, therefore, incorporated into the College curriculum and its delivery. It incorporates effective discipline, as well as health and social skills programs. A wellbeing approach stresses the value of collaborative early intervention when problems are identified. It recognises and celebrates each person's God given uniqueness. It acknowledges the role that a school plays as a resource to link families with community support services. It works together with families to ensure that all students enjoy success and recognition, make a

useful contribution to the life of the College, and derive enjoyment from class work and the cocurricular program.

**8. Specified duties**

The following College roles are specified as contributing to the general welfare and safety of the College community:

- OH&S Managers
- Child Safety Officers
- ICT Services Manager
- First Aid Coordinator
- Chaplain
- Psychologist
- Emergency Incident Manager and team
- Emergency procedures wardens
- Head of Senior Students
- College Registrar