1. **Student safety and security**

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<th>Policy Version Details</th>
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**Statutory and regulatory compliance**

- Standards for RTOs
  - Clause 8.5
  - Clause 8.6

**Related Policies**

- Learner Support and Welfare Services
- Student Code of Conduct
- IETS Code of practice
- Student Orientation
- Student Handbook
- Staff Induction
- Welfare of Younger Learners
- Occupational Health and Safety

**Related Documents**

- Agreement for Security Services

**IETS**

IETS will proactively take steps to ensure the safety and security of its learners. These steps include the provision to learners of detailed advice about safety precautions and the implementation of a security plan for learners.

**Procedures**

**Advice to learners**

Learners will be provided with information at orientation in the student handbook about safety and security.

Safety information in the student handbook will be provided as follows:

**Personal safety**

- Take the time to consider where you might be at risk and what steps you can take to make it safe
- Consider pre-booking a taxi for the time you intend going home
- Walk purposefully and appear confident
- Whenever possible, travel with a friend, or as part of a group
- Program the emergency number 000 into your mobile phone
- Tell people where you are going and what time you will return
- Avoid carrying non-essential items such as your passport and too much money
• Carry your wallet only in a place where it is not in clear view and not vulnerable
• Always keep your briefcase or bag in view and close to your body
• Stay in well-lit areas as much as possible
• Report any incidents to police or IETS staff

Home security
• Your house number should be clearly visible from the street in case of an emergency
• Keep your front door locked if you are at the back of the house
• Do not leave messages on the front door, it is an indication that you are not at home
• Avoid having parcels left at your front door
• If you need to have something delivered while you are out, ask your neighbours to take delivery for you
• Keep cash and valuables out of sight

Safety whilst driving and parking
• Make sure you have enough fuel to reach your destination
• Do not respond to aggressive behaviour
• Avoid eye contact with people in other vehicles
• Drive with your car doors locked and windows closed at all times
• Keep valuables out of view
• Park in well lit areas
• Try to use car parks which have attendants

Safety on public transport
• Use a timetable to plan your travel and avoid unnecessary delays
• Choose well lit, busy areas rather than quiet spots
• Travel close to the guard or driver
• Where possible, exit public transport into well lit, busy areas
• When boarding a bus, don’t open your purse or wallet – have your money or your metcard/myki already in your hand
• Be aware of who is around, including who gets off with you
• In a train, try to make sure that you in a carriage with a number of other people
• Consider carrying a personal alarm

Safety in Taxis
• Make a booking by telephone for a taxi in preference to hailing one on the street. Taxi companies keep records of all bookings made
• Tell the driver the route you wish to take to your destination. Speak up if the driver takes a different route to the one you have specified
• Take note of the taxi number and fleet number. This will help in identifying the taxi if required
• If you don’t want your home address known, stop a few houses away from your destination

Safety on the street
• Stay alert, as awareness is your bet defence
• Cross the street if you feel unsafe
- Be confident and aware of your surroundings
- Keep to well-lit major roads and paths at night, do not take short cuts through parks
- If approached by a stranger, keep a safe distance
- If approached for money, advise you have no cash, avoid eye contact, and move toward other people
- If you are being followed, change direction and seek a safe place
- Keep personal items such as wallets or bags close to your body or out of sight

**Safety at IETS**

- Get to know the layout of the campus, including safe paths and exits
- Contact a staff member immediately if you observe anything suspicious in or around the campus
- Do not leave valuables such as wallets or mobile phones unattended
- Avoid isolated areas and move around the campus with other people where possible
- Avoid leaving the campus alone