

# Student Safety and Security Policy

## Purpose

The purpose of this policy is to ensure the safety and security of RGIT students.

## Scope

This policy applies to all students, domestic and international, who have accepted a place at RGIT, and students currently enrolled at the Institute.

## Responsibility

The Operations Manager is responsible for the implementation of this policy and to ensure that staff and students are aware of its application and procedures.

## Policy

- 1.1 All classes will be timetabled to finish between 8.00 am and 10 pm (7 days a week).
- 1.2 No classes will be timetabled for more than 8hrs per day, including breaks.
- 1.3 Where exceptions to 1.1 and 1.2 above are considered, it will be done so in the light of student welfare and personal issues.
- 1.4 All students will be provided with support service and welfare information at orientation, in handbooks and through notices supplied by student support staff and other staff.
- 1.5 RGIT will employ full-time student counsellors available to students to discuss issues that may be adversely impacting on their studies.
- 1.6 All staff, including academic, marketing and administrative staff, are expected to exercise a pastoral concern for students and to assist them as best they can and as appropriate to the staff member's position.
- 1.7 RGIT has a Student Complaints and Appeals Procedure, so that students are able to discuss issues with support staff and to appeal decisions with which they are dissatisfied.
- 1.8 RGIT has a critical incident policy and procedure which includes emergency evacuation procedures.
- 1.9 For those courses that pose physical risks, such as practical hospitality classes, students are required to wear the appropriate uniforms and protective clothing stipulated for the course. Students who are not wearing appropriate protective clothing will not be permitted to participate in the class. Students are made aware of the need to abide by this requirement prior to course commencement.

## Revision History

Revision	Date	Description of modifications
1	May 2010	Original
2	December 2010	Annual Review
3	December 2011	Annual Review
3.1	May 2012	Domain change
4	December 2012	Overall editing and update
5	July 2013	Minor editing
5.1	June 2013	Minor editing