Campus Safety Policy

1. Purpose

The purpose of this policy is to ensure a safe, respectful, and supportive environment for all members of the Institution's community. By outlining expectations regarding safety, behaviour, and the use of campus facilities, this policy aims to foster a positive, inclusive and safe environment.

2. Scope

This policy applies to all staff students, contractors and volunteers. It covers all academic, administrative, and financial activities, with the exception of academic misconduct which is dealt with in accordance with the Academic Integrity Policy.

3. Definitions

See *Glossary of Terms.*

4. Policy statements

4.1 The Institution aims to ensure the safety and wellbeing of all students, staff, and visitors. It provides a secure and supportive environment conducive to academic and personal growth.

4.2 All members of the campus community are expected to be respectful and responsible. This includes adhering to all the Institution's policies and procedures.

4.3 Any form of harassment, discrimination, bullying, or violence is strictly prohibited on campus. The Institution does not tolerate unacceptable behaviour and individuals who breach this policy are dealt with in accordance with the General Misconduct Policy (students) or the Employee Handbook (staff). This may include immediate removal from campus or being reported to NSW Police. All serious incidents are managed in accordance with the Critical Incident Policy.

4.4 Students and staff who have concerns for their safety and security on campus are offered support. Information on how to access the available support is widely shared and the effectiveness of support is regularly reviewed.

4.5 Managers on Duty and campus security personnel are present to ensure the safety and security of the Institution's community. They are available to respond to emergencies, provide assistance, and enforce policies and procedures.

4.6 Campus buildings and facilities are accessible to all authorised individuals. Access to certain areas may require special permission. The Institution reserves the right to restrict or remove access to ensure the safety and security of its community.

4.7 The Institution's spaces and facilities are available for use by students and staff, and the wider community subject to specific terms and conditions. Reservations must be made in advance, and events should align with the Institution's values and mission. Unauthorised events or misuse of spaces are subject to disciplinary action.

4.8 The Institution supports the use of sustainable transport options such as public transportation, cycling, and carpooling. Shuttle services are available to and from key locations at certain times of the day within the study period.

4.9 The use of alcohol is strictly regulated. Alcohol may only be consumed at approved events and locations.

4.10 Parking on campus is regulated to ensure safety and accessibility. All vehicles must be registered with the Institution and parking permits must be displayed at all times. Designated parking areas are provided for students, staff, and visitors. Unauthorised parking in restricted or reserved areas may result in fines, clamping or towing.

4.11 The possession, use, or distribution of illegal drugs is prohibited and will result in disciplinary action, including potential expulsion from the campus or, for students, their enrolment being cancelled.

4.12 Smoking and vaping are prohibited in all campus buildings and within a specified distance from building entrances. Designated smoking areas are provided. The Institution promotes a smoke-free environment to safeguard the health of its community members.

4.13 The possession of weapons on campus is strictly forbidden. This includes firearms, knives, explosives, and any other items classified as weapons.

Individuals in breach of this will be reported to NSW Police.

4.14 Visiting speakers are welcome to share their knowledge and perspectives. All speaking events must be approved by the Institution. The content of the presentations must align with the Institution's principles of academic freedom, respect for diverse viewpoints and must be lawful.

4.15 The Institution supports the right to peaceful assembly and expression. Demonstrations must be registered and approved by the Institution. They should be conducted in a manner that does not disrupt academic activities or endanger the safety of participants and the campus community.

4.16 Sleeping in buildings or public areas on campus is not permitted, with the exception of students who reside in student accommodation. Designated rest areas are available for short breaks. Students experiencing housing issues are encouraged to seek assistance from the Student Success Centre.

4.17 Companion animals are not allowed on campus, except for specially trained service animals assisting individuals with disabilities. All service animals must be registered with the Student Success Centre and the Operations team.

4.18 The Institution works closely with NSW Police to maintain a safe campus environment. Police assistance is available for any incidents requiring law enforcement intervention. The Institution encourages the community to report any suspicious activities or safety concerns.

5. Roles and responsibilities

5.1 The Chief Operations Officer (COO) is responsible for implementing this policy and all campus operations to ensure a safe and secure environment for all members of the Institution's community. This includes ensuring up-to-date information about personal security and emergency contact numbers are published on the Institution's website, and that emergency procedures and evacuation plans are prominently displayed, and emergency evacuation drills are held regularly.

5.2 The Executive Management Group (EMG) oversees the implementation of the policy and monitors reports of unsafe practices or incidents on campus. The EMG also closely monitors critical incidents.

5.3 The Associate Vice President (Campus and Operations) is responsible for ensuring that the orientation program for students includes familiarisation with how to report an emergency and how to respond to an emergency situation. They also provide all new students with general information on safety and awareness relevant to study and living on campus.

6. Related documents

Accommodation Rules

Critical Incident Policy

Critical Incident Management Procedures

Employee Handbook

General Misconduct Policy

General Misconduct Procedures

Protection of Freedom of Speech and Academic Freedom Policy

Risk Management Policy

Student Code of Conduct

Approved by the Board of Directors on 18 March 2025