



## Care of students under 18 years old policy and procedure

### Purpose

SELC is committed to the safety and welfare of students under 18 years of age, as per **Standard 5**, of the ESOS Act 2000. The following policy and procedure has been put in place, to ensure that all SELC staff and related parties, work in the student's best interests.

### Enrolment

All third parties working with SELC to enroll students under 18 years, must adhere to Commonwealth and State legislation and other regulatory requirements relating to the welfare and protection of children.

For the purpose of safety and student support, SELC will only enroll students (that are under 18 years) into daytime classes only.

### Transport

Students under 18 years are offered safe transportation from the airport, to their parent or guardian in Australia. SELC has an agreement with *Towncars*, to ensure the safe transportation of students under 18 years old.

### Guardians of students under 18 years

Students under 18 are still considered minors in Australia and have restrictions on their movements and lifestyle whilst living in homestay. These limits are set down by the Immigration Department and are conditional to the student's visa being granted. SELC and related third parties, have an obligation to ensure each student is aware of the limits placed on them and that they do not have the freedom of students who are over 18. See the Guardian/Homestay document for more information.

### Child Protection

All teachers and staff at SELC, that are in contact with students under 18 years, are required to hold a full and current Working with Children Check. It is a condition of their employment, and a copy will be held in each staff member's employee file. Guardians/Homestay for students under 18 years, are also required to have a full and current Working with Children Check.

### Mandatory Reporting

As adults, we have a responsibility to report concerns regarding children's welfare to the appropriate authorities. Teachers and staff at SELC are offered professional development, in mandatory reporting and legislation relating to the care of minors.

### **Supervision of students**

SELC staff are active supervisors of students enrolled in our courses, as their welfare is of a high priority. Students that are under 18 years, will be assigned a contact for ongoing support. This contact will be Jackie Nelson (who is also the Accommodation Manager).

### **Supervision of visitors:**

Each reception desk at SELC, will hold a visitor log book, so that any non-employee or non-student of SELC must register before entering the campus. Visitors shall be supervised by a member of staff at all times.

### **Excursions**

Excursions at SELC are organised with safety as a high priority, and a risk assessment will be conducted before booking outings. Students participating in excursions will sign a form agreeing to the outing and any costs incurred. SELC will seek permission from parents or legal guardians, for any student under 18 years old, wanting to attend an excursion.

### **Bullying and Cyberbullying:**

Bullying can be defined as any behavior used to intimidate or harass another person. Bullying is the repeated verbal, physical and/or social behavior, that causes physical and/or psychological harm. Bullying can happen in person or online. Online bullying is called cyberbullying.

Bullying of any kind, will not be tolerated by any students attending SELC. Students that feel they are being bullied, should contact their teacher or support worker immediately.

### **Complaints and Grievances**

Students that would like to make a complaint or discuss a grievance, can do so following the *Student Grievance and Resolution Policy*. All complaints will be treated seriously and confidentially.

### **Welfare Counselling and Health Management**

Students under 18 years can be vulnerable to welfare issues and should be supported with regular discussions about their life in Australia. Opportunities will be made for all students, particularly younger students, to speak with a SELC counsellor about both academic and social issues. SELC has qualified First Aid officers on each shift, that can be accessed if students are feeling unwell or are injured. SELC staff will liaise with parents and guardians of students under 18 years, to update them on the student's academic progress and welfare.

### **Teaching students under 18 years**

Teachers and trainers at SELC, will have students under 18 years clearly identified to them. Teachers and trainers will adjust their teaching content, to accommodate a minor in their class. Teachers and trainers will liaise with SELC welfare staff, to support the younger students in their care.