

POLICY: Safety of Under-18 Students Policy	
Objective	The aim of this policy is to ensure Sydney Design School provides a safe and supportive environment for students under the age of 18, fostering their wellbeing and protecting them from harm.
Policy Name	Safety of Under-18 Students Policy
Policy No	STU10A
Associated Policies and Procedures	HR12A_Working with Children Check Policy STU03A_Privacy Policy STU04A_SDS_Attendance Policy STU09A_Student Welfare and Support Policy STU11A_Grievance and Complaints Policy Code of Conduct
Associated Documentation	Complaint Form Interview Checklist Investigation Report
Standard	National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025 Part 2, Division 2: 2.3 - 2.4 Part 2, Division 3: 2.5 Part 2, Division 4: 2.6 Part 3, Division 1: 3.1 Part 4, Division 2: 4.3
Authorised by	Nicole Watts
Date and Version	V1 01/07/2025

For the purposes of this policy, “student” refers to a student under the age of 18.

Sydney Design School is committed to the safety and wellbeing of all children and young people in its care. The organisation upholds its duty of care by implementing robust child safety policies, procedures and practices, ensuring compliance with relevant legislation and promoting a culture of safety and respect.

Sydney Design School has zero tolerance of child abuse and harm. Any allegations and safety concerns are treated very seriously and consistently, upholding legal and moral obligations to contact authorities when concerned about a child's safety and wellbeing.

Enrolment Applications

Applicants under the age of 18 are required to provide contact details including name, mobile number, and email address for a parent/guardian

upon application and their parent/guardian must sign the application form to indicate their permission for their child to apply.

Applicants under the age of 18 at time of application who wish to study a timetabled course must first attend an interview accompanied by a parent or guardian. This interview will cover topics including:

- If the student is not finishing high school, information around this decision.
- If the student is not completing HSC or equivalent, they must provide school reports from the previous two years.
- Explanation and expectations of participating in an adult learning environment such as self-motivation, responsibility, and assessment-based learning.
- Any health and learning conditions.
- VET Student Loans (VSL) and the Parental Consent Form

If the student is not finishing high school, their application will progress to a panel review. The panel will consist of the General Manager, Education Manager, and staff who conducted the interview. The panel will review the school reports noting attendance, behaviour, and academic achievement as well as the student's conduct and responses during their interview. The panel will decide whether the student is to be offered a place in their chosen course and intake. Should the student not be successful in being offered a place, they will be advised of the reasons why and how their application may be successful in the future should they wish to reapply.

Communication and Monitoring

All email communication with a student under the age of 18 will include a parent or school representative. Communication can also be made directly between Sydney Design School and a parent/guardian. Communication can be made directly between Sydney Design School and a school representative where the student's parent/guardian has given written permission. Once the student turns 18, no communication will be made with a parent/guardian/school representative without the student's written consent in accordance with the Privacy Policy.

Any meetings on campus with a student under the age of 18 will include at least two members of staff.

Students under the age of 18 on an Ezidebit instalment plan will have their parent/guardian's contact details set up in their Ezidebit profile.

Students under the age of 18 in a timetabled course will be closely monitored through weekly Student Support meetings held by Sydney Design School staff to review elements such as attendance, assessment submissions, and class participation.

Educators are advised of any students under the age of 18 in their class via a note on their class roll.

Staff Conduct

All employees and volunteers must hold and supply a valid and cleared

Working with Children Check to be verified by Sydney Design School for their duration of activity with Sydney Design School.

All employees and volunteers must abide by the Sydney Design School Code of Conduct.

Attendance

Sydney Design School has further responsibility to ensure that students under the age of 18 attend their scheduled classes. Students who wish to arrive late or leave early must have a parent/guardian provide written permission by email to registrar@sydneydesignschool.com.au. Should a student wish to leave campus early, they must speak to staff at reception who will contact their parent/guardian, or school in the case of an eVET student whose guardian cannot be reached. Should a student not have arrived on campus by morning break and no Leave Form or advice otherwise has been received regarding their absence, their parent/guardian will be contacted.

When a student submits a Leave Form, the email response from Sydney Design School staff will be sent also to their parent/guardian, ensuring they are aware of the student's absence.

School students in eVET programs have their attendance sent to their school representative weekly.

Concerns and Complaints

All Sydney Design School personnel are required to report to the General Manager, who will then report to police, if they know or reasonably believe a sexual offence has been committed by an adult against a child under the age of 16. All Sydney Design School personnel are required to report to the General Manager, who will then report to the Child Protection Helpline (NSW), if they have a reasonable suspicion that a minor has been, or is being, abused or neglected by a member of their family or any other individual.

Should a student have any concerns or complaints regarding their experience at Sydney Design School, or regarding the experience of another student, they should complete the Complaint Form located on the Student Hub on the eCampus.

Any reportable allegations are reported to the NSW Office of the Children's Guardian within 3 business days of becoming aware of the reportable allegation. An investigation of the allegation is to follow with detailed information provided to the government authority about the allegation and action taken. When the investigation is complete, findings and any disciplinary action or reasons as to why no action was taken are provided to the government authority.