

Goulburn Ovens Institute of TAFE Procedure no. PRSS-151 Refer Policy no. POSS-02 Duty of Care Policy	Title: Duty of Care of Minors Procedure Executive approved: 23/11/2009 Reviewed: 29/10/2013, 20/08/2014 Executive approved: 2/12/2014 Innovation, Learning and Quality Committee approved: 14/02/2017 Reviewed: 23/05/2017, 30/05/2017 <i>Responsible Officer: Manager Student Services</i> <i>Authorising Officer: Group Manager Education Support</i> Review: Annual (14th February 2018)
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Duty of Care of Minors Procedure

1. PURPOSE

To provide guidance to staff and students on the Duty of Care arrangements provided by GOTAFE for students who are minors.

2. SCOPE

This procedure is for the information and direction of all GOTAFE staff in the care and monitoring of all students who are minors.

3. DEFINITIONS

Minor	Persons aged less than 18 years of age.
Duty of care	A duty imposed by law to take care to minimise the risk of harm to another.
Reasonable care	A reasonable standard of care is determined by the practicalities of the situation, the need to meet the duty of care to all other persons who might be involved, the need to obey the law in all other respects and to observe the current community values about what is acceptable practice (rather than personal values).
Independent Minor	Students under 18 years of age living independently away from home
Off Campus Activities	Refers to any activity that takes place in a location other than the campus where the student is enrolled.
Parent	A person with the legal position of mother or father
Apprentice	Refers to a person who has entered into a formal training contract with an employer.
Guardian	Refers to a person who is entrusted by law with the care of a minor.
Duty of Care	To take all reasonable care to avoid acts or omissions, which a person can reasonably foresee would be likely to injure or harm another person
Failure to disclose offence	Which requires adults to report to police a reasonable belief that a sexual offence has been committed against a child;
Failure to protect offence	Which applies to people within organisations who knew of the risk of child abuse and had the authority to reduce or remove the risk, but failed to do so
Grooming offence	Which targets communication with a child or their parents with the intent of committing child abuse
Belief on Reasonable Grounds	Forming a belief is a thinking process where a person is more inclined to accept rather than reject that there is significant harm for the child or young person.
Child Safe Officers	Manager Student Welfare Unit, Team-Leader Student Welfare Unit, HR Business Partners
Sexual Offence	Under the Crimes Act 1958 (Vic) (s 327), anyone aged 18 years or over must make a report to the Police if they form a reasonable belief that a sexual offence has been committed against a child under the age of 16 years, by a person aged 18 years or over.

4. CHILD SAFE STANDARDS

The introduction of Child Safe Standards is part of the Victorian Government's response to the recommendations from the recent Betrayal of Trust Report. GOTAFE is committed to supporting increased responses to child and young person abuse in the community and will use the Child Safe Standards to promote and embed a culture of protecting children across the organisation.

All children and young people have the right to feel safe and be safe regardless of gender, sexual identity, race, national origin, religious beliefs or other affiliations, age, family structure, disability, or sexual orientation. We are committed to promoting the cultural safety and identity of Aboriginal Children and children from, Culturally and/or Linguistically Diverse backgrounds, as well as the safety of Children with a Disability.

Victorian government set into law failure to report suspected or disclosed child abuse is a criminal offence along with failure to protect children. People in authority can face penalties including 5 years imprisonment for failing to protect a child.

This procedure is intended to provide clear guidelines, principles and processes for staff, students, contractors and volunteers within all GOTAFE domains where adults 18 years and over interact with children and young people 17 years of age and below.

4.1 The definition of Child Abuse constitutes any act committed against a child or young person involving:

- Physical violence
- Sexual offences
- Serious emotional or psychological abuse
- Serious neglect

4.2 Reporting actual abuse, alleged abuse or reasonable suspicion of abuse is the responsibility of every adult 18 years of age. In cases where there is a belief on reasonable grounds that sexual abuse towards a child 15 years and under has occurred. It is embedded into law that a failure to disclose and failure to protect may result in imprisonment sentences.

4.3 GOTAFE will take all allegations of abuse against a child or young person seriously and will report all allegations to the appropriate authorities for further investigation. This procedure extends to and includes responsibilities for the welfare of children outside of normal program contact hours such as camps, excursions, after-hours activities or structured workplace learning/ work placements.

The safety and wellbeing of children and young people is a priority for GOTAFE across all programs and services and in all domains, including on-line activities and events where GOTAFE is the sole provider or in partnership with other organisations.

4.4 To create and maintain a child safe organisation, GOTAFE commits to maintain and improve on each of the standards:

- Standard 1: Strategies to embed an organisational culture of child safety, including through effective leadership arrangement.
- Standard 2: A child safe policy or statement of commitment to child safety.
- Standard 3: A code of conduct that establishes clear expectations for appropriate behaviour with children.
- Standard 4: Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel.
- Standard 5: Processes for responding to and reporting suspected child abuse.
- Standard 6: Strategies to identify and reduce or remove risks of child abuse.
- Standard 7: Strategies to promote the participation and empowerment of children.

These standards are the guiding principles with respect to child and young person safety in the delivery and development of all activities, events and interactions by the organisation.

4.5 Responding to an emergency

If a child has just been abused, or is at immediate risk of harm you must take reasonable steps to protect them. These include:

- separating the alleged victim and others involved, ensuring both parties are supervised by a staff member
- arranging and providing urgent medical assistance where necessary by:
 - administering first aid assistance
 - **Calling 000** for an ambulance and following any instructions from emergency service officers/paramedics.
 - **Calling 000** for urgent police assistance if the person who is alleged to have engaged in the abuse poses an immediate risk to the health and safety of any person (you should also identify a contact person at the school for future liaison with police)
 - Take reasonable steps to preserve the environment, the clothing, other items, and potential witnesses until the police or other relevant authorities arrive on the premises.

4.6 Reporting to

As soon as immediate health and safety concerns are addressed you must report all incidents, suspicions and disclosures of child abuse as soon as possible. Failure to report physical and child sexual abuse may amount to a criminal offence.

If the source of suspected abuse comes from within GOTAFE (this includes any forms of suspected child abuse involving a staff member, contractor or volunteer or other students) you must:

- contact Victoria Police (via your local police station)

ALSO report internally to:

- Child Safety Officer (all instances) who will assist you with reporting your information to the appropriate authorities.

If the source of suspected abuse comes from within the family or community you must:

- report to DHHS Child Protection if a child is considered to be:
 - in need of protection due to child abuse
 - at risk of being harmed (or has been harmed), and the harm has had, or is likely to have, a serious impact on the child's safety, stability or development.
 - ALSO report suspected sexual abuse (including grooming) to Victoria Police

You should consider reporting to Child FIRST if you have other reasonable concerns for the wellbeing of a child, such as concerns due to conflict within a family, parenting difficulties, isolation of a family or a lack of apparent support (Please discuss with Child Safety Officer).

You must contact a Child Safety Officer for future liaison with Victoria Police and/or DHHS Child Protection and seek advice about contacting parents/carers.

Reasonable Grounds

There may be reasonable grounds for forming a belief if:

- a child or young person states that they have been physically or sexually abused
- a child (often talking about themselves) states that they know someone who has been physically or sexually abused
- someone who knows the child states that there has been abuse
- there are physical or behavioural indicators of physical or sexual abuse

Important Points

- A professional does not have to prove that abuse has taken place—they only need to have reasonable grounds for their belief

- Permission is not needed from parents to make a notification nor do they need to be informed that a notification is being made
- If a professional makes a notification in good faith they cannot be held legally liable regardless of the outcome of the notification
- Notification shall not be held to constitute a breach of professional etiquette or ethics
- The name of the notifier is not disclosed unless the notifier gives written permission

5. PROCEDURE

GOTAFE recognises that staff have a duty of care to all of its students. For students under the age of 18 years there is greater duty of care required. GOTAFE needs to be aware of the possible need for more supervision and greater responsibility in reporting to parents, guardians, employers, schools and government agencies. The following arrangements and guidance are for the care and monitoring of students who are minors.

5.1 Independent minors

If a GOTAFE staff member becomes aware that a minor student is no longer living at home and their parents have no input into their decisions, the staff member should inform students that they can apply to Centrelink for independent status. The student should inform their Course Coordinator if that application is successful. If the student needs support during this process they need to be referred to the Student Services Section.

5.2 Supervision

Teachers are responsible for the supervision of students during class times. Permission will be sought from parents/guardians each semester acknowledging that during designated break times they are aware that the students under 18 years of age will not be supervised.

5.3 Off Campus

Students are permitted to leave the campus grounds during allocated break times, ONLY with prior consent/permission form (under development) from Parent or Guardian allowing their child to do so.

5.4 Reasonable Care

What constitutes reasonable care will vary according to the circumstances. The duty owed to students under 18 years of age is not a duty to ensure that no harm will ever occur, but rather a duty to take reasonable care to avoid harm being suffered.

A person suffering harm will be entitled to damages (compensation) if he or she can establish that a member of staff from an external provider or from the Institute was negligent – that is, failed to take reasonable care – and the negligence was the cause of the person's harm.

Nature of the program being delivered by the external provider increased care is required in relation to activities with an inherently high level of risk of injury.

5.4.1 Excursions

Student excursions aim to enrich the learning experience of our students and provide a contextualised teaching and learning environment to achieve outcomes.

An excursion is defined as a learning activity which is conducted away from GOTAFE's normal teaching locations, outside of scheduled class time, and requiring levels of supervision.

5.4.2 Staff responsibilities

Teaching staff conducting excursions have a 'duty of care' to all students. While undertaking official excursions teachers and students are protected by the indemnity provisions of GOTAFE as if they were undertaking regular on campus activities.

Supervising teachers must anticipate the possibility of 'foreseeable risks' and the consequences this can have to the student, the teacher or teachers involved and the Institute.

Prior to attending excursions or camps students will:

Be required to complete an Excursion Agreement Form as well as Excursion Emergency

Medical Information Form (yet to be developed) which is to be signed by parents/guardians where appropriate

Receive documentation outlining the activity, including but not limited to:

- Date of activity
- Location of activity
- How this activity relates to Learning Outcomes within the curriculum being delivered
- Transport arrangements to and from the activity
- Departure and return times
- Departure and return locations
- Staff who will be attending/supervising
- For camps, a statement confirming that an emergency management plan has been prepared specifically for this activity, with emergency contact details listed also.

And will receive appropriate training which is required to enable the student to operate safely and effectively in the particular activity (for further information refer to Procedure no. E15-P35: Excursions and External Activities Procedure)

Action specific to all minor age students is:

- Prior consent of parent or guardian will be required for all excursions and vocational placement away from the TAFE campus. If this consent is not given, minor students will not be able to attend an excursion.
- There is a separate indemnity form for Under 18's - External Activity Form - Indemnity Under 18 (FSA-60)
- There are specific requirements to be met for TEC students – these relate to meeting the parental schools guidelines. (Proc E15-P35 para 4.3).

5.4.3 Bullying

GOTAFE takes these matters very seriously. GOTAFE recognises the right of individuals to be free from harassment while engaging in activities undertaken as part of their enrolment as a Student with GOTAFE. Students are to be aware that criminal penalties exist for certain types of behaviour. Please refer to the GOTAFE Behavioural Procedure for further guidance on matters pertaining to the above.

Students are to report any incidents of harassment, bullying or discrimination to their Teacher or a Contact Officer. All matters in relation to the handling and investigation of such conduct, is to be referred to the GOTAFE Behavioural Procedure, and managed in accordance with that Procedure.

In general under 18's are likely to be less mature and less able to deal with bullying. GOTAFE staff should be alerted to signs of bullying and assist students to take appropriate action – discuss with the student if they are being bullied and if they want to take action to stop the bullying. Students can be referred to Student Services Counselling and/or to the procedure for reporting a grievance (Complaints and Appeals from Students and Clients Procedure PRQM-170)

5.5 Absence from class

If a minor is enrolled in a VCAL course, then their absence must be monitored and reported to:

- their guardian /parents within that working day of the absence
- If the student is a VET in Schools student, then their absence will be reported to the secondary school they attend. The school is then responsible for informing the guardian/parent.
- If the student is a Job Services Australia or Centrelink student then the absence will be reported to the relevant body (AND/OR PARENTS)
- If the student is undertaking an apprenticeship, their absences will be reported to their employer.

5.5.1 Illness/Injury - Students unable to attend class

All students should contact their Teacher or Course Coordinator directly if they are going to be absent from a class due to illness or injury. Contact details will be given to students at student induction.

5.5.2 Students who become ill/get injured whilst at GOTAFE

If a student, under the age of 18, becomes ill or is injured whilst on the GOTAFE campus, or off- Campus during a scheduled/approved break then GOTAFE must contact parents/employer/school/contact person provided by student on enrolment form as soon as possible after the event occurs.

If a student under 18 years of age is unwell/injured and does not require medical attention other than that of a First Aider, but does need to go home, GOTAFE will endeavour to

contact parents/guardians to make arrangements for the student to be transported home safely (refer CS15-P80 First Aid Procedures, CS15-P80 Incident Reporting and Investigation Procedure)

5.5.3 Extended absence from class due to illness or holidays

Any extended absences must be discussed with the student's Teacher or Course Coordinator to ensure that the student will not fall behind in their studies. Once the absence has been verified with a parent/guardian, then the student will not be required to report the absence again until the agreed date of return.

5.6 Results and certificates

All students' results, regardless of the age of the student, are sent directly to the student. Students must advise GOTAFE of any changes to their address or contact details. Changes can be made at any Administration Centre by completing a change of personal details form.

5.7 Classroom problems

- 5.7.1 If a student feels uncomfortable or has concerns in class, they should discuss their feelings or problems with their Teacher or Course Coordinator.
- 5.7.2 If the situation does not improve, then a student can complete a Client Feedback form. Client Feedback forms are available at the Administration areas on each campus and also on-line at <http://www.gotafe.vic.edu.au/documents.cfm> (under Forms – Quality (FQA-05)). These forms are confidential and will be dealt with by the appropriate Commercial Manager or other person nominated by GOTAFE.
- 5.7.3 If students feel unable to undertake this process on their own they can contact the Student Services Section for support and guidance.
- 5.7.4 Further information about student grievance procedures can be found in the Complaints and Appeals from Students and Clients Procedure PRQM-170 (see GOTAFE Documents: Procedure – Education).

5.8 Personal issues

- 5.8.1 If students are experiencing personal difficulties they can contact the GOTAFE Student Services team for support. There are relevant signs on each Campus and the Student Handbook also includes information about Student Services. However teaching staff should also make sure that minors are regularly reminded of this service. Every new GOTAFE class should be addressed by a member of the Student Services Team – this is a responsibility of the Course Coordinators/Team Leaders to ensure this occurs.
- 5.8.2 Student Services are on each campus, staffed by fully qualified personnel. Services include career counselling service, counselling service, disability liaison service, student support program.
- 5.8.3 Students who are VETis are funded for welfare supports within their parent school, whilst acknowledging that the ultimate responsibility for Duty of Care for school students is that of the School Principal, GOTAFE will at times act and instruct its staff to act, in such a way as to ensure the safety of school students whilst they are within the influence of the Institute as a consequence of this arrangement.

5.9 Withdrawing from study

- 5.9.1 Students should discuss their decision to withdraw from a course with their Course Coordinator. To withdraw from their course of study the Student will need to complete a Withdrawal Form. This form is available at the Administration Centre on their campus or on-line at <http://www.gotafe.vic.edu.au/documents.cfm>. (See Forms-Student Administration: FSA-80)
- 5.9.2 Prior to the completion of a withdrawal form minor age students, should be encouraged by staff to discuss their particular situation with the Student Retention Officer, located on each Campus in the Student Services area
- 5.9.3 Parents/ Guardian/employers/Job Services/Centrelink/International Services Program will continue to be notified of a student's absence until an official withdrawal form has been completed.

5.10 Student conduct

All students at GOTAFE are subject to the Institute's Student Conduct Policy and Student Conduct Procedure (refer to Student Conduct Policy E6 and Student Conduct Procedure E6-P27). Students will be made aware of these documents and the importance of these documents to their study, at Student Induction.

5.11 Mandatory Reporting

5.11.1 GOTAFE staff registered as a teacher under the Education, Training and Reform Act 2006, or teachers granted permission to teach under that Act, are required to adhere to the mandatory reporting legislation (S182 of the Children, Youth and Families Act 2005). (refer to Duty of care Policy POSA-02).

NOTE: Children, Youth and Families Act 2005 (Vic) s 3(1): **'child' means a person who is under the age of 17 years**

5.11.2 GOTAFE Trainers/Staff who are employed under the PACCT Agreement, have a Duty of Care to students under the age of 18 - staff who believe, on reasonable grounds, that a young person is at risk of maltreatment/have been maltreated, and are in need of protection should report their concerns to DHS Child Protection or Victoria Police (in an Emergency on 000).

If GOTAFE staff suspect maltreatment of their students, this should initially be discussed with the Course Coordinator/Team Leader. For all staff, if you suspect a child is at risk of maltreatment, you can call the authority to discuss your concerns and they will decide whether an investigation is required. (Hume Region contact: 1800 650 227).

The following website provides reporting guidance:

http://www.dhs.vic.gov.au/_data/assets/pdf_file/0003/582591/flowchart-mandatory-reporting-27-5-10.pdf

5.12 Medication

GOTAFE First aiders or disability liaison officers will only distribute medication to students under 18 years of age if requested by parent/guardian. All medication to be distributed must be:

- accompanied by written advice providing directions for appropriate storage and administration
- in the original bottle or container clearly labelled with the name of the student, dosage and time to be administered
- within its expiry date
- stored according to the product instructions, particularly in relation to temperature

Parents/guardians are encouraged to consider whether they can administer medication outside the Institute day, ie before and after classes

5.13 Disclosure

Privacy laws give students, under the age of 18, the right to consent to disclosure without parental consent. Information will not be released without prior consent from the student except in extraordinary circumstances.

Where a student has an Intellectual Disability and is unable to judge the consequences of disclosure the guardian or parental consent will be obtained prior to information release. (refer to Student Information Release Procedure: E7-P28)

5.14 Staff having Sexual Relationship with Students (including Sexting)

Under no circumstances are sexual relationships or inappropriate communication such as sexting, permitted by any GOTAFE staff member with student of minor status and are grounds for dismissal.

Any sexual relationship will be reported to the appropriate authorities for further investigation and possible criminal proceedings.

5.15 Interviewing of Students by Police

Students are not to be interviewed by police on GOTAFE Campus unless accompanied by parent/guardian/employer/International Student Programs representative.

Police are not to be given information about students – a written request must be received from Victoria Police as per Student Information Release Procedure E7-P28.

5. DOCUMENTATION

- Children, Youth and Families Act 2005
- Education and Training Reform Act 2006
- [Duty of Care Policy \[POSS-02\]](#)
- [Complaints and Appeals from Students and Clients procedure \[PRQM-170\]](#)
- [Excursions and external activities procedure \[E15-P35\]](#)
- [Practical placement procedure \[E14-P34\]](#)
- [Student code of conduct procedure \[E6-P27\]](#)
- [Occupational Health and Safety Policy \[CS15\]](#)
- [First Aid Procedure \[CS15-P80\]](#)
- [Incident Reporting and Investigation Procedure \[CS15-P75\]](#)
- [Student Information Release Procedure \[E7-P28\]](#)
- Staff Conduct Guide
- Letter to Parent/Guardian and Parent/Guardian/Responsible Adult Consent Form (attached)

Insert date

Important information concerning students under 18 years of age

Dear **Parent/Guardian name**,

We would like to welcome **Student name** as a student at GOTAFE into the **Course name**.

Our records indicate that **Student name** is under 18 years of age and as his/her parent/guardian/responsible adult we take this opportunity to provide you with further information about being a student at GOTAFE.

GOTAFE is committed to the safety and wellbeing, participation and empowerment of all children and young people. We have a zero tolerance for child abuse and will take active measures to protect children and young people from all forms of abuse.

Abuse includes:

- sexual or grooming offences
- physical violence
- serious emotional or psychological harm
- serious neglect.

It is the responsibility of every adult who is 18 years and over to protect children and young people from all forms of abuse. As you will appreciate, the learning and social environment at GOTAFE is very different from secondary education, where adults, children and young people are on campus and in classes together. This age diversity is positive and works well in closing the generational gap in sharing each generation's experiences.

You and **Student name** may find it useful to consider the issues and differences outlined below. If you are worried about abuse, for you or someone you know, there are people you can talk to. At GOTAFE you can speak to the Student Welfare Unit, Counsellor, Teacher course Co-ordinator or call the police SOKIT unit, DHHS Child protection/Child First.

Child Safe Standards

As part of this commitment, every Victorian TAFE is implementing a range of recommendations from the Betrayal of Trust report. There are 7 standards which TAFE's are required to meet. One of these standards relates to informing the GOTAFE community, parents and students about their rights and responsibilities.

INSERT STUDENT NAME you have the right to be safe and free from abuse, in all aspects of life including when you are at GOTAFE in all domains including online and approved out of hours activity i.e. camps or excursions. While you are engaging in education and training with GOTAFE staff member or adult aged student (18 years and over), volunteer, contractor or visitor must not:

- ignore or disregard any report of, or disclosure of abuse by yourself relating to you or someone you know.
- develop any 'special' relationships with you that could be seen as favouritism (for example, the offering of gifts or special treatment)
- exhibit or initiate behaviours with you that may be construed as unnecessarily physical contact (for example inappropriate sitting on laps)
- put you at risk of abuse (for example, by locking doors)
- engage in open discussion of a mature or adult nature in the presence of you (for example, personal, social activities)
- use inappropriate language in the presence of you
- express personal views on cultures, race or sexuality in the presence of you
- discriminate against you, including gender, race, culture, vulnerability, sexuality, ethnicity or disability

- have contact with you or your family outside GOTAFE without appropriate authority (for example, unauthorised after hours tutoring, private training, other lessons or sport coaching) Accidental contact, such as seeing people in the street, is appropriate. This clause is not intended to prevent contact at community events or through community organisations nor is it intended to inhibit established existing healthy contact.
- have any online contact with you (including by social media, email, instant messaging etc) or your family (unless its official GOTAFE business i.e. by providing families information relating to academic progress, behaviour concern or should fall ill etc)
- exchange personal contact details with you such as phone numbers, social networking sites or personal email addresses
- photograph or video you without the consent of your parent or guardian.
- work with you whilst under the influence of alcohol or illegal drugs
- consume alcohol or drugs on campus or approved events in the presence of you.

If anyone exhibits any of the above behaviours, requests or actions and they don't feel right; let your teacher, student welfare or parents or guardian know for appropriate follow up.

1. GOTAFE Environment

GOTAFE is a vocationally orientated learning environment. It prepares students for employment in their career of choice and must out of necessity provide a mature age learning environment to responsibly prepare students for the workforce. At the same time students range in age from mid-teens to retirees and so for some students, the training experience provides a transition from a school environment to an adult employment-focussed environment. GOTAFE must therefore operate as an adult environment and so all students are expected to act in a mature manner.

2. Induction, Attendance and Absences

Students will receive a course induction at which a program outline and timetable outlining their scheduled classes/activities will be issued. We strongly advise that you discuss the timetable with [Student name](#) to ensure such things as transport to and from GOTAFE and activities between classes instructions are constructively utilised.

Attendance is recorded in every class. If [Student name](#) is absent from an entire scheduled on campus class you will be notified that same day if you have not informed the teacher of the absence. If you change your address and/or telephone contact details please ensure that you contact GOTAFE on 1300 GOTAFE (1300 468 233) to update this information.

If [Student name](#) is undertaking an apprenticeship you will not be notified of their absence, however we will inform their employer of the absence.

3. Classroom Environment

GOTAFE is a learning environment with a focus on developing skills to the standard required in the workplace, so this means that:

- Students are responsible for their learning and are expected to manage their workload, seeking assistance from teachers when needed.
- Students aged under 18 years of age may be in classes with adult students (those aged 18 years and over).
- Students aged under 18 years of age may be required to work on projects with adult students and this may involve working and communicating with such students outside of normal class or study hours.
- Learning activities at GOTAFE are not limited to lessons in a classroom environment and may include:
 - Lectures
 - Tutorials
 - Flexible delivery
 - Online learning
 - Group work

- Assessments
 - Workshops
 - Seminars
 - Research
 - Project work
 - Work experience/industry placement/field work/on the job training.
- Students aged under 18 years of age share facilities such as library, canteen, and computer labs with adult students.
 - Some courses are delivered across more than one campus or involve a workplace. In such instances, parents/guardians are responsible for their child's travel arrangements to and from GOTAFE and between campuses.
 - GOTAFE courses are scheduled differently from secondary education classes, so there may be lengthy breaks between classes, days when no classes are scheduled and varying class times. GOTAFE students are expected to manage their unscheduled time for themselves in a way that optimises their learning experience.

4. Supervision

GOTAFE recognises that it has a duty of care to all of its students but has an extra duty of care to students who are under the age of 18 years. Students under the age of 18 years will be required to remain on the campus at break times. If you allow your child to leave the campus grounds during break times you must fill in the attached consent form and return it with their enrolment form. If a student leaves the campus grounds without prior consent from you, disciplinary action may follow where you will be notified.

5. Excursions

The parent/guardian/responsible adult will be provided with information on excursions prior to the event and written consent to participate in the excursion will be sought for students less than 18 years of age. If consent is not given, your child will not be able to attend the excursion and GOTAFE will not provide any alternative supervised activity.

Students may be required to make their own way to excursions; in these situations you will be responsible for organising transport to and from excursions for your child.

6. Health and Safety

GOTAFE strives to provide an environment that supports the health and wellbeing of all our students by:

- Following the relevant OHS policy, guidelines and practices;
- Providing First Aid assistance to students;
- Providing assistance, and if necessary, arrange for qualified medical personnel in case of an emergency;
- Promoting a friendly and inclusive environment where bullying and any form of harassment is not accepted. Any student experiencing bullying or harassment of any kind should inform a GOTAFE staff member immediately.
- Ensuring all relevant staff will have a Working With Children Check subject to the Working with Children (Criminal Record Checking) Act 2004;
- Implementing the Emergency Response plan in case of an emergency; and
- Ensuring you will be contacted if your child is seriously injured.

If you would like to discuss any concerns regarding the health care for your child, please contact [Staff name](#) on [Staff phone number](#).

7. General

GOTAFE staff, students and parents/guardians of students under the age of 18 years are expected to:

- Be aware of relevant policies, procedures and instructions;
- Comply with these policies, procedures and instructions;

- Take reasonable care of themselves and others; and
- Read and take note of the Student code of conduct resolution procedure which is available at <http://www.gotafe.vic.edu.au/documents.cfm>.

8. Parental Consent

As part of the GOTAFE commitment to providing a safe and responsible environment, you are asked to sign and return the attached consent form, confirming that you have read and understood the information contained in this letter, that the information provided is correct, and that you consent to your child being a student at GOTAFE.

If you have any questions or concerns regarding this letter or the below Parent/Guardian/Responsible Adult Consent Form, please do not hesitate to contact [Staff member name on Staff member phone number/email](#).

Yours sincerely

Staff name
 Position held
 GOTAFE

Parent/Guardian/Responsible Adult Consent Form

I (Full name of parent)

Of (address)

Postcode _____

I have read and understand the information contained in this letter and discussed its contents with my child.

I give permission for (Full name of child/student under 18 years of age)

to leave campus grounds during authorised allocated breaks as set out by Course Coordinator.

(Signature)

Date ____ / ____ / ____