



Policy and Procedures –
Safety and Security

APPROVED

THE INSTITUTE OF INTERNATIONAL STUDIES



1. Overview

The Institute of International Studies (“TIIS”) is committed to establishing and maintaining a safe and secure educational and work environment where students and staff members engage in educational and work processes in a safe, secure, and productive environment. TIIS aims to provide and promote an inclusive and safe culture with appropriate security arrangements in place at all its locations.

2. Measures to Enhance Safety and Security

The following table indicates the types of safety and security arrangements and information provision that are in place to foster for all stakeholders a safe and secure learning and work environment:

Safety and/or Security Issues	Impacts	Safety and/or Security Measures	Documentation	Responsibility
Inclusive and Safe Culture	All stakeholders	Information on compliance with relevant Commonwealth, State and Territory laws, and compliance with regulatory requirements and statutory obligations	<i>Student Handbook</i> <i>Staff Handbook</i>	Chief Executive Officer (“CEO”)
	Students	Information about discrimination, bullying and harassment, including sexual assault and sexual harassment	<i>Student Orientation</i> <i>Student Code of Conduct</i>	Dean
	Staff	Information about discrimination, bullying and harassment, including sexual assault and sexual harassment	<i>Staff Handbook</i>	CEO
The Right to Lodge a Grievance	Students	Information about ready access to grievance procedures and lodging a grievance without fear of reprisal	<i>Student Orientation</i> <i>Student Handbook</i> <i>Student Grievance Handling</i>	Dean
	Staff	Information about ready access to grievance procedures and making complaints without fear of reprisal	<i>Staff Handbook</i>	CEO

Safety and/or Security Issues	Impacts	Safety and/or Security Measures	Documentation	Responsibility
The Right to a Safe and Secure Environment	Students	Information about responsibility to maintain a safe and secure environment respectful of the needs of others	<i>Student Orientation</i> <i>Student Code of Conduct</i>	Dean
	Staff	Information about responsibility to maintain a safe and secure environment respectful of the needs of others	<i>Staff Handbook</i>	CEO
Code of Conduct	Students	Information about rights and obligations and disciplinary procedures for breaches	<i>Student Orientation</i> <i>Student Code of Conduct</i> <i>Student Handbook</i>	Dean
	Staff	Information about rights and obligations and disciplinary procedures for breaches	<i>Staff Handbook</i>	CEO
Evacuation and Emergency Procedures	Students	Information on adherence to safety procedures (emergencies and evacuations) and safe locations	<i>Student Orientation</i> <i>Student Handbook</i> <i>Campus Signage</i> <i>Evacuation Drills</i>	Dean/Registrar
	Staff	Information on adherence to safety procedures (emergencies and evacuations) and safe locations	<i>Staff Handbook</i> <i>Campus Signage</i> <i>Evacuation Drills</i>	CEO/Registrar

Safety and/or Security Issues	Impacts	Safety and/or Security Measures	Documentation	Responsibility
Workplace Health and Safety (WHS) Procedures	Students	Information on WHS procedures and mechanisms	<i>Student Orientation</i> <i>Student Handbook</i>	Dean
	Staff	Information on WHS procedures and WHS compliance	<i>Staff Handbook</i>	CEO
Theft Prevention	Students	Information on protecting personal property	<i>Student Orientation</i> <i>Student Handbook</i>	Dean/Student Support Officer
	Staff	Information on protecting personal property, security procedures (keys and duplicates); lockable cabinets; locking office doors when vacant	<i>Staff Handbook</i>	CEO
Campus Security	Students	Information on campus security, building management security and hours of access (including Learning Centre) Advice on how to limit personal risk. Engaging security personnel as appropriate	<i>Student Orientation</i> <i>Student Handbook</i> <i>Campus Signage</i>	Dean/Registrar/Student Support Officer
	Staff	Information on campus security and building management security	<i>Staff Handbook</i>	CEO
Security of Personal Information	Students	Information about privacy and personal information	<i>Student Orientation</i> <i>Privacy and Personal Information</i>	Dean
	Staff	Information about privacy and personal information	<i>Staff Handbook</i>	CEO

3. Version History

Version	Approved by	Approval Date	Details
1.0	Executive Management Committee	13 April 2016	
1.1	Executive Management Committee	7 July 2020	Minor changes
1.2	Executive Management Committee	14 October 2020	Minor changes

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