

# AC WELLBEING AND SAFETY FRAMEWORK

## EXECUTIVE SUMMARY

Alphacrucis College (AC) promotes [Wellbeing and Safety](#) and fosters a safe environment on campus and online for staff, Higher Degree Research (HDR) candidates, students, volunteers, and visitors. This encompasses all campuses, learning centres, Higher Education Third Party Arrangements (HETPAs) and global online. The [Higher Education Third Party Arrangement Selection and Approval Policy](#) notes that the Memorandum of Understanding (MOU) between AC and the potential HETP includes: “responsibilities for student welfare and wellbeing including health, counselling, specialised international student support as required under the ESOS Act, disability support, careers support and other support services to students.”

The [Academic Board Terms of Reference Policy](#) states that one of the functions of Academic Board is to “oversee the academic proficiency, safety and wellbeing, and spiritual formation of the student body.” Similarly, in the [Executive Committee Terms of Reference Policy](#), one of the primary responsibilities of Executive Committee is to “promote the wellbeing and safety of AC staff and students.” The Workplace Health and Safety Committee oversees wellbeing and safety at AC and reports to [Executive Committee](#). As outlined in the Human Resources Officer Job Description the Human Resources Officer organises employee welfare services such as health and wellbeing programs, working with children checks, first aid and fire warden training, and social activities.

AC uses the definitions provided in the [TEQSA Guidance Note on Wellbeing and Safety](#):

The terms ‘wellbeing’ and ‘safety’ are used in their ordinary meanings, broadly encompassing ‘overall wellness’ and ‘freedom from harm’ respectively. The Standards implicitly recognise that many factors may affect wellbeing (e.g. social, financial, health, cultural, educational, etc.), many of which may not be under the control of the provider. The Standards also implicitly acknowledge that ‘safety’ is regulated in more detail through other frameworks, such as workplace-safety legislation, and do not seek to duplicate those mechanisms.

The AC Wellbeing and Safety Framework (right) demonstrates how AC endeavours to maintain the health, wellbeing and safety of our staff, researchers, students, contractors, and visitors. It also supports legal compliance and develops our safety culture and performance.

The following policies, procedures and plans regarding the promotion of a safe environment and compliance with related legislation constitute the AC Wellbeing and Safety Framework.

## AC Wellbeing and Safety Framework



## HEALTHY BODIES

### FIRST AID POLICY

As noted in the [First Aid Policy](#), AC is committed to providing first aid support, training, facilities and supplies to ensure care is available on AC campuses in emergencies. The Workplace Health and Safety Committee assesses the level of risk with regards to the first aid equipment required at the workplace in accordance with the relevant government legislation. Persons in charge of field trips or professional experience placements are responsible for:

- conducting a risk assessment to ensure appropriate first aid equipment is provided;
- determining the need for and level of training for first aid personnel;
- ensuring the [First Aid Incident Report Form](#) is completed if required.

All campuses and HETPs are required to have staff who are trained in first aid.

## HEALTHY SPACES

### DELIVERY SITE CLASSIFICATION, SELECTION AND APPROVAL POLICY

The [Delivery Site Classification, Selection and Approval Policy](#) ensures that all AC campuses, learning centres and other delivery sites have:

- appropriate, safe, well-maintained and secure facilities;
- on-site or online chapel services;
- on-site campus orientation at the beginning of each semester, in addition to the online induction provided to all students;
- access to advanced personal and administrative support;
- access to counselling and welfare services, as well as a referral service.

The HETPA MOU notes that the HETP must provide appropriate facilities for the delivery of the approved courses. The quality of the delivery site is monitored by annual site visits.

### STAFF MANAGEMENT POLICY

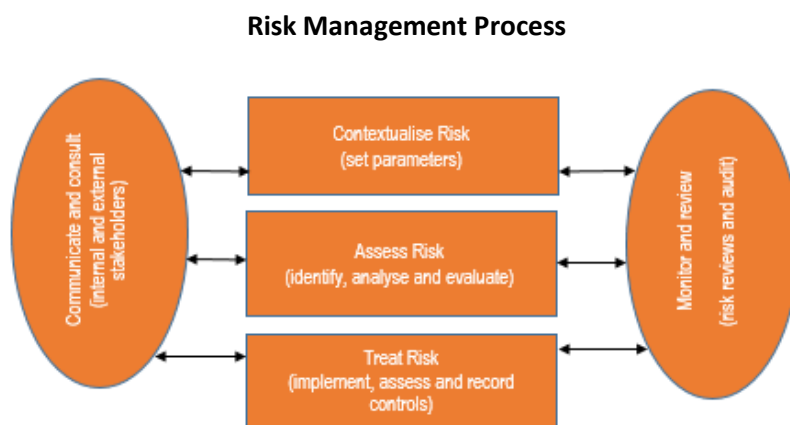
The [Staff Management Policy](#) notes that all new staff must complete the AC Work Health and Safety induction, as part of the [Staff Induction](#). This is to:

- clarify the staff member's role, responsibilities and legal requirements;
- ensure that the staff member is familiar with where to find relevant AC policies and procedures and other important information;
- ensure that the staff member receives a copy of any government legislation relevant to the employee's job.

It also notes that staff requesting home working arrangements must ensure that their home office environment meets appropriate Workplace Health and Safety ergonomic standards by the completion of the WHS – Working from Home Checklist Form available from the staff intranet.

### RISK MANAGEMENT POLICY

AC's [Risk Management Policy](#) provides a systematic approach to managing the uncertainty relating to potential risk, rather than responding to injury, incident or damage. AC manages these risks through the risk management process (right) and understand that while not all risks can be completely removed, these can be managed and mitigated or reduced to an acceptable level.



The Risk Management Plan is reviewed annually by Finance and Audit Committee, and Academic Risk and Moderation Committee, and reported to Council.

All staff must always take reasonable care of College property, report all incidents, complaints, losses and near misses involving College property, and incidents involving visitors and students including, but not limited to, injuries or potential hazards. The AC person or committee responsible for managing each risk will provide an annual update to the appropriate Committee of Council on the mitigation strategies and control effectiveness.

### WORKPLACE HEALTH AND SAFETY POLICY

The [Workplace Health and Safety Policy](#) notes that AC is responsible for:

- providing safe buildings, plant and systems of work;
- ensuring compliance with legislative requirements and standards, including the Work Health and Safety Act 2011;

- ensuring compliance with the AC Workplace Health and Safety Framework;
- providing staff, contractors, volunteers and students with information, instruction, training and supervision for their safety, in accordance with the AC Workplace Health and Safety Framework.

The College ensures that the emergency response procedures are documented for each campus and relevant training undertaken. The [Hazard Report Form](#) and [Incident Report Form](#) must be completed when relevant.

- Staff, researchers, students, volunteers and site visitors are responsible for reporting all work place injuries and illnesses to their direct supervisor or contact person within 48 hours.
- According to the Delegation Schedule, Workplace Health and Safety procedures are implemented by the Workplace Health and Safety Committee which is a subcommittee of [Executive Committee](#).

### **CRITICAL INCIDENT MANAGEMENT POLICY**

The [Critical Incident Management Policy](#) ensures risk assessments have been undertaken with respect to the likelihood and impact of potential adverse events on AC operations. In accordance with the ESOS Act and National Code 2018, AC has an obligation to document critical incidents in respect to international students.

## **EMERGENCIES AND REPORTING**

[Emergencies and Reporting](#) provides information which is readily accessible. Accidents, incidents, and hazards can be reported via the Staff Intranet. Reporting Guidelines and Support Services information is provided to all students during orientation. It includes the emergency procedures related to each of AC's onshore campuses.

## **HEALTHY COMMUNITIES**

AC is committed to ensuring a healthy and safe community environment, including campuses, facilities, venues for fieldwork and Work Integrated Learning (WIL). The [Student Support Centre](#) can assist with:

- security and safety concerns;
- health services information;
- counselling and pastoral services available;
- legal services information;
- reporting harassment, bullying or misconduct;
- reporting hazards and critical incidents;
- sexual assault or sexual harassment;
- wellbeing and safety policies and procedures.

Students can contact the Student Services Team through: [studentsupport@ac.edu.au](mailto:studentsupport@ac.edu.au) or via phone 1300 228 355.

### **ELECTRONIC PUBLISHING AND RESOURCE USE POLICY**

The [Electronic Publishing and Resource Use Policy](#) aims to ensure the safe and acceptable use of AC ICT resources with respect to: provision of resources; access to resources; responsible, ethical, equitable and legal use of resources; security and privacy; compliance, breaches and responsibilities. Users are responsible for using resources in accordance with the law and with AC policy. The requirements are also referred to in the Online New Student Induction:

- [AC Study Skills: Referencing and Plagiarism](#)
- [AC Plagiarism Quiz](#)

### **ACCESSIBILITY AND DISABILITY POLICY**

As noted in the [Accessibility and Disability Policy](#), candidates/students can complete the [AC Disability Support Registration Form](#) to request adjustments to assessments and learning to accommodate the disability.

Candidates/students with a temporary injury, such as a broken limb, may also be eligible for assistance. The Disability Support Office within the [Student Support Team](#) can be contacted through: [dso@ac.edu.au](mailto:dso@ac.edu.au) or via phone 1300 228 355.

## **HARASSMENT, BULLYING, UNLAWFUL DISCRIMINATION AND SEXUAL MISCONDUCT POLICY**

The [Harassment, Bullying, and Unlawful Discrimination Policy](#) aims to provide protection against discrimination; harassment (including sexual harassment) and bullying; vilification and victimisation; sexual misconduct (including sexual assault/violence and sexual exploitation); other wrongful, unlawful or inappropriate conduct at AC. The College adheres to the following:

- [Age Discrimination Act 2004](#);
- [Campus Sexual Violence Elimination Act 2016](#);
- [Crimes Act 1900 \(NSW\)](#) ;
- [Disability Discrimination Act 1992](#);
- [Fair Work Act 2009](#);
- [Racial Discrimination Act 1975](#);
- [Safety, Rehabilitation and Compensation Act 1998](#);
- [Sex Discrimination Act 1984](#);
- [Title IX of the Education Amendments Act 1972](#);
- [Violence Against Women Act \(VAWA\) 1994](#).

## **SEXUAL ASSAULT AND SEXUAL HARASSMENT PREVENTION AND RESPONSE**

AC has implemented sector-wide good practices to ensure rigorous processes for Sexual Assault and Sexual Harassment (SASH) prevention and response. All staff receive training in matters related to SASH, particularly first responder training across all campuses. All Professional Development session recordings can be found in the [Faculty Handbook](#).

The [Respect.Now.Always](#) page outlines for students the reporting procedures and support options available. All matters are treated confidentially by AC staff.

## **CHILD AND YOUNG PERSON PROTECTION POLICY**

AC's [Child and Young Person Protection Policy](#) outlines guidelines which aim to protect children and young people from harm. AC is the national training college for [Australian Christian Churches](#) which is committed to the highest standard of protection and safety for children or young people who attend a program, service or facility run by departments and ministries with the movement. The [Safer Churches Strategy](#) is outworked through national, state, and local levels.

New employees must review all relevant policies, including policies related to wellbeing and safety.

Any AC representative who is working directly with children must undergo a [Working with Children Check](#) if they are involved in any child-related work, including but not limited to: care for, teaching, providing services to, or conducting research involving children or young people. AC also offers [Professional Development](#) to school teachers and other professionals which covers wellbeing and safety topics.

## **WORK INTEGRATED LEARNING AND FIELDWORK POLICY**

AC hosts both English and Korean [Field Study](#) trips annually to Israel, Greece/Turkey and other locations which provide students with a unique learning experience outside of the usual physical or virtual class. Students can complete the field studies for credit towards their course or they can audit the subject to engage with other students without the assessment component.

As outlined in the [Work Integrated Learning and Fieldwork Policy](#), when engaged in fieldwork or WIL activities off campus, candidates/students are strongly encouraged to ensure that the appropriate insurance arrangements are in place. To make a claim under AC's Public Liability or Professional Indemnity insurance, the candidate/student is advised to contact AC administration ([accounts@ac.edu.au](mailto:accounts@ac.edu.au)) as soon as practicable after the event to which the claim relates.

## **JOB SITE**

AC recognises that an important aspect of ongoing wellbeing and health is ensuring appropriate employment. The AC Moodle site and website lists [job opportunities](#) being advertised. The Student Support Team also provides advice to students regarding career and enrolment choices.

## **STAFF CONDITIONS OF EMPLOYMENT**

The [Staff Conditions of Employment](#) provides information and entitlements for permanent employees of the College, as described in The Fair Work Act 2009.

## COMMUNITY ENGAGEMENT AWARD

As noted in the [Community Engagement Award Policy](#), AC values and promotes community engagement and social responsibility by honouring and rewarding staff, HDR candidates and students who make a significant contribution to their local communities or the broader society. The annual [Community Engagement Award](#) is presented at the graduation ceremony.

## HEALTHY MINDS

AC encourages mental wellbeing by providing scaffolding for dealing with personal challenges, developing a healthy study-life or work-life balance, accessing mental health support services, and building an inclusive campus community. The college promotes awareness and understanding of mental health issues in the work, research and study environment, so that people feel supported.

## COUNSELLING

The [Student Support Team](#) provides access to a trained pastor or counsellor on campus or online. Students requiring professional services are provided with a range of external wellbeing and mental health services. AC Sydney campus runs a counselling centre operated by the faculty of Social Science featuring counselling students on placement. Social science lecturer, [Dr Katherine Hurrell](#), also provides wellbeing sessions for leaders and professional supervision. In addition, AC campuses run Christian mindfulness sessions for students during the stress of final weeks of semester. Further details regarding wellbeing and health can be found on [Moodle](#). State Directors at each campus also ensure that wellbeing, counselling and other care services are provided on campus.

## RESEARCH ETHICS POLICY

The [Research Ethics Policy](#) notes that that: “human research is justified by its potential benefits to knowledge and understanding, to improved social welfare and individual wellbeing, and by its alignment to the [Code of Conduct Policy](#)”.

## EDUCATION

As part of some of its courses, AC offers the following subjects or units specifically related to wellbeing and safety, with audit options available:

### VET Level

- [BSBCMN411A Monitor a Safe Workplace](#)
- [CUAPPR505 Details for Establishing and Maintaining Safe Creative practice](#)
- [CHCCCS003 Increase the Safety of Individuals at Risk of Suicide](#)

### Higher Education Level

- [EDU235 Wellbeing and Engagement](#)
- [EDU225 Childhood and Adolescent Development](#)
- [EDU341 Differentiated Curriculum and Learning Management](#)
- [EDU101 Foundations in Christian Learning and Teaching](#)
- [EDU511 Personal Development, Health and Physical Education](#)
- [EDU223 Inclusive Education](#)
- [EDU345 Equity, Diversity and Differentiation](#)
- [EDU523 Inclusive Education](#)
- [EXP211 Professional Experience 1](#)
- [EXP212 Professional Experience 2](#)
- [MIN101 Introduction to Pastoral Ministry](#)
- [MIN401 Foundations of Pastoral Ministry](#)
- [THE320 Theology and Psychology](#)

## AC RESEARCH

As part of [AC Research](#), one of the [AC Research Foci](#) is: “Biblical and theological foundations of human wellbeing and flourishing.” The following examples demonstrate AC’s commitment to wellbeing and safety within the community:

- The [2017 Australian Christian Higher Education Association \(ACHEA\) Conference](#) was hosted by AC Sydney campus. One of the papers was: Bickerton, Grant and Miner, Maureen, “The Inter-relationship between Spiritual Resources and Well-being at Work.”
- [Dr David Hastie](#): Hastie, D. & Greenwood, K. (eds) (2018). *Thriving in Community. A Christian Schools Australia Curriculum Guide in response to Element 6 of the National Safe Schools Framework*. Canberra, ACT: Christian Schools Australia.
- [Rev Prof Philip Hughes](#): Hughes, PJ, Kaldor, P., Black, A. (2010). *Spirit Matters: How Making Sense of Life Affects Wellbeing*. Mosaic Press: Melbourne.
- [Rev Assoc Prof Matthew Anstey](#): *Flourishing in Faith: Theology encountering Positive Psychology* (Wipf and Stock 2017), including a chapter entitled ‘The Creation of Wellbeing and the Wellbeing of Creation’.
- Anstey, M. P. (2017). ‘And God Saw it was Good’: The Creation of Wellbeing and the Wellbeing of Creation. In G. Ambler, M. Anstey, M. White, T. McCall, *Flourishing in Faith: Theology encountering Positive Psychology*, (pp. 55-64). Eugene, Oregon: Cascade Books.
- Dr Jacqueline Service: “Divine Self-Enrichment and Human Well-Being: A Systematic Theological Inquiry, with Special Reference to Development and Humanitarian Aid”.
- [Ingrid Ryan](#): David Armstrong, Shane Clifton, Ingrid Ryan (2019). Learning to Dream: an urban Pentecostal embraces his Aboriginal Spirituality. *Australasian Pentecostal Studies*, 20 (2019) 18-34.
- [Dr Stephen Fyson](#): Fyson, S. (2018). Wellbeing: Technique or soul-searching? *The Christian Teachers Journal*, 26 (3), 16-19.

## HEALTHY SPIRITS

AC cares about the health and safety of all staff, researchers, students, and volunteers, and believes that emotional and spiritual health is just as important as physical. AC provides several ways to enhance [Spiritual Formation](#).

### CHRISTIAN WORLDVIEW

For students, Christian Worldview is one of the [AC Graduate Attributes](#) and, as such, is incorporated into course of study design and development. Regular opportunities for Christian worship and fellowship are provided at each campus and online.

### CODE OF CONDUCT POLICY

For staff, HDR candidates, students, contractors and volunteers, AC’s [Code of Conduct Policy](#) defines expectations, and Christ-centredness is one of AC’s four core values. AC is a ministry of Australian Christian Churches (ACC) and aligns to the [ACC Beliefs](#). AC promotes a healthy community through a focus on [Spiritual Formation](#) through weekly chapel services across all campuses.

To detail classroom behaviour, every subject outline on Moodle also includes: [Class Expectations example](#)

The [Code of Conduct Policy](#) outlines the expected behaviour and this is also covered in the following information:

- [AC Higher Education Academic Handbook](#)
- Student Induction:
  - [Using Moodle](#)
  - [Administration Matters](#)
  - [Plagiarism Quiz](#)
  - [Library Information and Resources](#)
  - [Study Skills](#)
  - [Course Textbooks](#)
- [AC HDR Candidates Handbook](#)
- [HDR Candidate Induction](#)
- AC Staff Induction Checklist

Failure to abide by the AC Code of Conduct by a staff member, HDR candidate, student, contractor, or volunteer, shall become grounds for appropriate and measured sanctions and/or disciplinary action up to and including dismissal (for staff or contractors) or discontinuation from a course (for HDR candidates or students). The severity of disciplinary

action should be consistent with the severity of any breach of the Code of Conduct Policy, and staff or students can access relevant grievance procedures.

### **PASTORAL SUPPORT**

AC's ordained pastors and chaplains on staff offer a safe place and listening ear, fostering personal and spiritual life. Such support can be accessed via the On-Request support services. There are many reasons candidates/students might come to see a pastor or chaplain, such as:

- pastoral and spiritual care, encouragement and practical assistance;
- support in times of grief or personal crisis;
- opportunities to network with the local community;
- suggested resources to help build personal faith.

### **CHAPLAINCY AUSTRALIA**

[Chaplaincy Australia](#) is the Australian Christian Church's network of chaplains delivering support and care across every aspect of Australian society. Chaplaincy Australia's head office is located within the AC Sydney campus and can be contacted regarding chaplaincy support services.

### **CONCLUSION**

Wellbeing and Safety have been a major focus of AC since 2017. Possible hotspots and responses have been continually addressed and improvements implemented after wide consultation across the College and HETPAs. This update was tabled to the Workplace Health and Safety Committee and Executive Committee. AC is confident that policies, procedures and plans in place will assist in achieving the goal of a safe and healthy environment for all those in the AC community.