

## **Health and Safety Policy**

Wilderness Arts College

Wilderness Arts College is committed to providing a healthy and safe learning environment for all students, staff, families, and visitors. We follow all legal obligations under the Occupational Health and Safety Act 2004 (VIC) and the Department of Education's Health, Safety, and Wellbeing Framework.

### Responsibilities

- The school leadership ensures that health and safety systems are in place and regularly reviewed.
- Staff are trained in first aid, emergency procedures, and risk management.
- Students are encouraged to behave safely, report hazards, and look after one another.

### Key Safety Areas

- First Aid: Qualified staff available and accessible first aid kits on site
- Emergency Management: Fire drills, evacuation plans, and lockdown procedures regularly practised
- Environment: Clean and hazard-free learning spaces; safe access to outdoor areas
- Mental Health: Access to wellbeing support and respectful behaviour promoted

### Reporting Hazards or Incidents

All safety incidents, near misses, or hazards must be reported to school staff immediately so that appropriate action can be taken.

For any health and safety concerns, please contact:  
Christopher James – Principal | 0414 306 772

### 3. Formatting Preference

Would you like:

- Each policy displayed on the page as a written section?
- Or a list of downloadable documents instead (e.g., “Click to download our Enrolment Policy”)?

- A list of downloadable documents instead

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### 4. Legal or Regulatory Notes (Optional)

Do any of your policies need to mention alignment with government regulations or external bodies (e.g., Child Safe Standards, Department of Education guidelines)?

If yes, please include the relevant statements, acknowledgements, or links.

We are aligned with the Department of Education Child Safe Guidelines and are thankful to the support from from funding bodies who support the growth and development of the school.

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### 5. Anything Else?

Would you like to add any of the following:

- A brief note about how often policies are reviewed/updated?
- Contact information for questions about school policies?
- An invitation to request printed copies or translated versions?

Our school policies are reviewed and updated on a yearly basis to ensure they remain relevant, effective, and aligned with our values and responsibilities. If you have any questions about our school policies, or if you wish to raise a grievance, make a complaint, or appeal a decision or action made by a staff member, please contact Christopher James on 0414 306 772. Printed copies of all policies are available upon request, and we are happy to provide translated versions in any language to support clear and inclusive communication for all families.