



STUDENT SAFETY AND SECURITY MEASURES

Area	Administration		Classification	Student Support Services	
Creation Date	May 2007	Last Updated	Jun 2011	Co-ordinating Responsibility	CEO/ DOS International Student Liaison Officer Course Managers
Next Review	Dec 2011	Approved by	Janet Lawrence CEO/DOS	Distribution	Policy and Procedure Manual, Website

PURPOSE

ALACC welcomes internationals and local students and endeavors to ensure their safety and security both off and on-campus.

POLICY

Student health, safety and wellbeing are priorities at ALACC for all students. ALACC provides numerous facilities and services to support the safety of all our students.

Step PROCEDURE

1	At the start of each semester, members of the Victoria Police Multicultural Liaison Unit or The local community police are invited to speak to international students on safety.
2	ALACC provides information to international students about safety and security on the ALACC website and in the Student e-Newsletter which is emphasized during orientation.
3	If an emergency does develop, there is a 24-hour emergency number for on-campus matters - (03) 9480-4445, or extension 2 from any internal phone
4	If students encounter a threatening situation off-campus, Victoria Police can be contacted by telephone on 000.
5	ALACC has enhanced college-based student support programs.
6	To equip potential students with realistic information about the cost of living in Australia, safety and security, and visa requirements via the web and student prospectus.
7	For help in non-urgent situations, ALACC has established 24 hour after hours service (0404 000 993) as part of its commitment to providing a safe study environment. Students can call to seek assistance in managing situations where their wellbeing is affected by inappropriate, threatening or concerning behaviors or events.
8	<p>Safety Tips for Students</p> <ul style="list-style-type: none"> Do not 'walk and talk'. Talking on the cell phone distracts you from being aware of your surroundings Do not leave doors or windows in your home unlocked when you leave your residents Do not flash large amount of money when making purchases in public

- Do travel with a group especially at night
- Do call the police if you notice anything suspicious. Many crimes are prevented by phone calls about suspicious activity
- Do report a crime if you are a victim for example, assault, theft, car accident, rape, domestic violence, etc
- Do know your neighbors and look out for each other! Knowing who lives on our floor, can help you determine if someone shouldn't be in a building
- Do protect your property such as lap top, phone, wallet, etc
- Do not leave your items at the back of a chair or under or out of your sight
- Do not leave your items unattended, nor ask strangers to watch your items
- Do not leave expensive items in your car, e.g. phone, GPS, lap tops, etc
- Do not leave your bicycle or car door unlocked when parked

Step PROCEDURE – ALACCs AFTER HOURS CONTACT

We are committed to providing a safe, secure and supportive environment for our students. The ALACC After Hours Contact provides after-hours referral support services including medical, safety, environmental, mental health, accommodation, transport or basic student enquiries.

It is open after hours on weekdays from 5.00pm - 9.00am and 24 hours on weekends. The number is 0404 000 993.

If you require advice or assistance during business hours (9.00am - 5.00pm), please contact an International Student Liaison Officer via email at int.lo@agedcare.net.au or via telephonic call on +61 3 9480 4445