

Candidate and Student Wellbeing Policy

Policy number	P30	Version	3
Approved by Board on	1 February 2024	Scheduled review date	February 2029

1. Purpose

This policy is to ensure the National Institute of Organisation Dynamics (NIODA) provides timely and accurate advice on access to candidate and student support services and to promote and foster a safe learning environment.

2. Scope

The policy is a candidate and student policy relevant to candidate/student life cycles as experienced both live interactive online and onsite modes of education.

3. Policy Statement

It is a critical function of NIODA to foster an environment of wellbeing and safety for all candidates and students. Without an environment of wellbeing and safety, a candidate/student's educational performance is likely to be negatively affected, harm may come to candidates/students, and NIODA's reputation may be diminished, along with the risk of exposure to legal action. Ensuring such an environment requires active attention to all preventative, response and review processes and spans all aspects of the candidate/student experience at NIODA. These processes include:

- conducting effective risk assessments and implementing preventative controls for the risks identified
- providing advice about actions to take, staff to contact and support services that are accessible if candidate/students' personal circumstances are having an adverse effect on their education, including:
 - evidence-based prevention and response education programs are conducted regarding both sexual misconduct and online safety for students, candidates, staff, boards and committees
 - providing support for affected candidates/students where needed
 - having systems and processes to respond to incidents and prevent recurrences.

This policy draws together the policy and procedural sets at NIODA that address the creation and maintenance of an environment of wellbeing and safety.

4. Definitions

The terms 'wellbeing' and 'safety' are used in their ordinary meanings, broadly encompassing 'overall wellness' and 'freedom from harm' respectively (TEQSA Guidance Note: Wellbeing and Safety, Version 1.2, 8 January 2018).

5. Policy and Procedural sets

The policy and procedural set identified in the following together ensure: identification and treatment of risks to wellbeing and safety; provide for the conduct of evidence-based sexual misconduct prevention and response education programs; provide support for any affected candidate/students; and provide systems and processes to respond to incidents and prevent recurrences.

5.1 Conducting effective risk assessments and implementing preventative controls for the risks identified:

- Risk identification is a standing item at every NIODA Board of Governance, Academic Board of Governance, Leadership Team meetings, Master's Course Committee, PhD Course Committee, and Human Research Ethics Committee meetings. Risks and their treatment are collated and reported quarterly to the Finance and Risk Management Committee. Detailed risks, mitigations and outcomes are discussed at these meetings. Academic risks are reported by the Dean quarterly to the Academic Board of Governance.
- Finance and Risk Management Policy
- Legislative Compliance Policy
- Business Continuity Policy

5.2 Provision of advice about actions to take, staff to contact and support services that are accessible (whether directly or through another party) in the case of candidates/students experiencing instances of compromised safety and wellbeing at NIODA and where candidate/students' personal circumstances are having an adverse effect on their education.

Avenues and contacts for support for candidate/students if needed are documented in the following:

- Candidate and Student Resources Information
- Candidate and Student Support Policy
- Candidate and Student Support - Staff Policy
- Sexual Misconduct Policy
- Bullying Policy
- Access and Equity Policy

6. Availability of information

The Student and Candidate Resources Information documents NIODA's responsibilities in providing easily accessible information to candidates/students.

7. Grievances

Grievances relating to candidate and student wellbeing should be taken up as per the NIODA Grievance Policy. The Grievance Policy is published on the NIODA website www.nioda.org.au/policies.

8. Responsibilities

It is the responsibility of the CEO to ensure that all policies and procedures relating to candidate/student well-being and safety are up to date and publicly available.

9. Related Documents

Candidate and Student Resources Information

Candidate and Student Support Policy

Candidate and Student Support - Staff Policy

Sexual Misconduct Policy

Bullying Policy

Access and Equity Policy

Grievance Policy

TEQSA Guidance Note: Wellbeing and Safety, Version 1.2, 8 January 2018

<https://www.teqsa.gov.au/latest-news/publications/guidance-note-wellbeing-and-safety>