
DOCUMENT REFERENCE:	PPP149
RESPONSIBLE MANAGER:	Manager - Student Engagement & Support
CATEGORY:	Academic & Student Information
APPROVED DATE:	17/06/2026
DATE OF NEXT REVIEW:	June 2027
RELATED DOCUMENTS:	Legislation: Worker Screening Act 2020 The Disability Standards for Education 2005 Equal Opportunity Act 2010 (Vic) Child Wellbeing and Safety Act 2005 Child Safe Standards 2022 Disability Discrimination Act 1992 (Cwth) Occupational Safety and Health Act 2004 Occupational Safety and Health Regulations 2017 Gender Impact Assessment, Gender Equality Act 2020 (Vic) Date completed: 07/08/2023
	Documents: PPP012 Child Safety & Wellbeing Guidelines PPP013 Inclusion & Diversity Policy PPP036 Child Safety & Wellbeing Policy PPP046 Information Privacy Policy PPP047 Privacy Statement PPP052 Duty of Care of Students PPP063 Smokefree Workplace guidelines PPP116 Use of ICT Facilities and Services Guideline PPP138 Preventing & Managing Academic Cheating PPP140 Academic Grievance Guideline PPP141 Complaints Resolution & Appeals Procedure PPP144 Student Mobile Phone Guideline PPP145 Social Media Guideline PPP163 Complaints & Appeals Policy Reasonable Adjustment FAQs PPP284 Reportable Conduct Scheme Guidelines PPP127 Practical Placement Guidelines
	Forms: TL115 Student Code of Conduct Declaration TL116 Student Behavioural Incident Form TL117 Student Behaviour Plan VETDSS TL117a Behaviour Plan Class Evaluation VETDSS

1. Purpose

South West TAFE (SWTAFE or the 'Organisation') is committed to providing a safe, supportive and engaging learning environment for all students. This Code outlines the standards of behaviour expected of students at SWTAFE and how behaviour concerns are managed.

It supports:

- a safe, respectful and inclusive learning environment
- fair and consistent decision-making
- compliance with the Standards for RTOs 2025, Child Safe Standards and relevant legislation

This Code forms part of the information provided to support informed decision-making before and during enrolment.

While this document explains students' obligations, the *PPP052 Duty of Care of Students Guidelines* explains the Organisation's commitment to the safety and wellbeing of students.

2. Scope

This Code applies to all students:

- on campus or workplace based delivery
- online or virtual environments
- during placements, excursions or community events
- in any activity connected to SWTAFE

PPP149b must be read alongside this Code and provides additional guidance for:

- students under 18 years
- Senior Secondary Program and school-based students (VPC, VETDSS, VET VM SBATS)
- vulnerable persons

3. How this Code is Used

This Code is:

- provided at enrolment and orientation
- reinforced by staff during engagement with students and training delivery
- used by staff to guide consistent decision-making in relation to student behaviour
- applied alongside support, complaints and misconduct procedures
- reviewed using feedback and incident data to improve student outcomes

4. What You Can Expect from SWTAFE

4.1 SWTAFE will:

- provide a safe, inclusive and supportive environment
- actively protect students from harm
- treat you with respect, fairness and dignity
- ensure decisions are consistent, transparent and evidence-based
- provide access to support services and reasonable adjustments
- ensure you are properly informed and treated fairly throughout your training
- provide access to complaints and appeals processes without disadvantage or reprisal

4.2 Child Safety Commitment

SWTAFE is committed to actively protecting children and vulnerable persons from harm.

- Child safety is everyone's responsibility
- concerns can be reported at any time
- all reports are taken seriously and acted on

Students interacting with children and vulnerable persons must act in ways that protect the children/young people's safety and wellbeing.

4.3 Cultural Safety

SWTAFE is committed to a culturally safe environment for Aboriginal and Torres Strait Islander students. We respect cultural identity, support self-determination, and ensure students feel safe, valued and able to participate fully in their learning.

5. Student Rights

You have the right to:

- feel safe and be treated with respect
- learn in an environment free from bullying, harassment and discrimination
- be heard and have concerns taken seriously
- understand decisions that affect you
- respond to any concerns raised about your behaviour
- access support services and reasonable adjustments
- bring a support person to meetings (including a parent/guardian if under 18)
- access complaints and appeals processes without disadvantage or reprisal

If a you feel unsafe or worried about someone else:

- Tell a teacher, staff member or Child Safety Contact Officer
- Use the complaints process (PPP163 / PPP141)
- In an emergency call 000
- You can bring a parent, guardian or support person when you make a report or meet with SWTAFE to discuss your concerns

6. Student Responsibilities

You are expected to:

- act respectfully toward others including virtual, online and in face-to-face environments
- follow reasonable and lawful instructions from staff
- follow instructions related to safety and supervision
- use mobile phones and technology only as permitted
- engage appropriately with peers, including younger students or vulnerable persons
- participate in training and complete work honestly and on time
- treat SWTAFE facilities and resources with care
- contribute to a safe and inclusive environment
- follow safety requirements
- provide accurate information and update changes when required
- seek support early if you are experiencing difficulty
- carry and produce identification (preferably SWTAFE Student card) when requested/required
- maintain a reasonable standard of dress for reasons of safety, hygiene and health.

7. Support and Adjustments

SWTAFE provides support services to help you succeed, including:

- learning support
- wellbeing support
- reasonable adjustments for disability, impairment, access and equity situations or additional needs

Where support requirements are identified, SWTAFE will:

- respond in a timely manner
- consider individual needs and circumstances
- take proactive steps to support participation and prevent escalation

SWTAFE will provide reasonable adjustments where required to support access and participation (refer PPP013 Inclusion & Diversity Policy and [Reasonable Adjustment Information](#))

8. Unacceptable Behaviour

Unacceptable behaviour is behaviour or conduct that is socially unacceptable and/or creates a risk to safety, wellbeing or learning.

This includes, but is not limited to behaviour that:

- harms, threatens or intimidates others
- involves bullying, harassment or discrimination
- creates safety risks or fails to follow safety instructions
- disrupts learning
- involves academic misconduct (e.g. cheating or plagiarism)
- damages property or misuses resources
- involves illegal activity

This applies to behaviour or conduct on campus, online or in any SWTAFE related activity include placement.

9. Managing Behaviour

SWTAFE prioritises early support:

1. Early Support

- reminders of expectations
- discussion and guidance

2. Targeted Support

- support strategies and interventions
- involvement of support services

3. Formal Management

- behaviour support plans
- increased monitoring

4. Escalation

- formal misconduct actions where risk or non-compliance continues

All decisions are:

- based on facts and/or evidence
- proportionate and consistent
- responsive to safety, impact and student needs

Students who either fail to meet the expected standards of behaviour or engage in any of the unacceptable behaviours listed above will be considered to have breached this Code of Conduct, which may result in the commencement of the Student Misconduct Response Procedure.

10. Student Misconduct and Outcomes

Formal misconduct action is considered where the behaviour:

- is ongoing.
- presents unacceptable risk to safety or wellbeing to themselves and/or others, and/or
- significantly impacts learning or others

SWTAFE ensures procedural fairness:

- you will be informed of concerns
- given an opportunity to respond
- decisions will be made impartially
- outcomes will be evidence and/or facts based and documented

Outcomes may include:

- guidance or warnings
- behaviour agreements
- removal from class
- suspension
- cancellation of enrolment
- exclusion (requires CEO approval)

11. Serious Misconduct

Where behaviour presents immediate or serious risk:

- action may be taken to ensure safety
- parents/guardians may be informed (if appropriate)
- external agencies may be involved

Concerns involving:

- abuse, neglect, or harmful sexual behaviour
- reportable conduct

will be managed in line with legal and mandatory reporting requirements.

Authority for Actions:

- Teacher: removal from class (up to remainder of session)
- HOD, TEM or Department Manager: suspension up to 5 days
- Executive: cancellation of enrolment

- CEO: permanent exclusion

12. Appeals and Complaints

You have the right to raise concerns, make complaints and appeal decisions. (See PPP141 & PPP140 for details)

Processes are:

- accessible and clearly communicated
- fair and transparent
- free of charge (by SWTAFE)
- managed in a timely manner
- subject to independent review where required
- Under 18 students must involve a parent/guardian
- You may continue to be suspended from SWTAFE pending the nature of and outcome of an appeal.

Complaints and appeals are managed in accordance with SWTAFE policies and guidelines and are used to improve services.

13. Privacy and Information Sharing

SWTAFE collects and uses student information to:

- deliver training and support
- manage safety and behaviour
- meet legal obligations

Information will:

- be stored securely
- only be shared where authorised or required by law
- used to protect health, safety or wellbeing
- managed in accordance with relevant privacy legislation

14. Communication and Engagement

Students are encouraged to provide feedback, which is used to improve services and student experience.

You should:

- share relevant information that supports safe participation
- communicate concerns early

SWTAFE will:

- communicate clearly and respectfully
- involve parents/guardians where appropriate
- balance safety, wellbeing and privacy

This document:

- is provided at enrolment and orientation
- is publicly available
- is available in accessible formats on request

15. Reporting and Continuous Improvement

SWTAFE will:

- record incidents, decisions and actions taken
- monitor patterns, trends and emerging risks
- analyse complaints, appeals and behaviour data
- use this information to drive continuous improvement of student safety and experience
- demonstrate how improvements are implemented in practice

SWTAFE regularly reviews the effectiveness of its behaviour and support systems using data, feedback and outcomes to ensure they achieve intended results. Outcomes of reviews are documented and used to improve practice.

16. Record Keeping

- All breaches of the SWTAFE Student Code of Conduct must be noted on the student file and dated by the attending staff member
- For any breaches resulting in a suspension period of greater than one day the relevant staff member must complete a TL116 Student Behavioural Incident Form and the student provided with a TL115 Student Code of Conduct Declaration
- Record in student communication log (where appropriate)
- Data on complaints, investigations or incidents relating to Child Safety is collected in a centralised Register maintained by the Audit, Risk and Compliance Office. The Register's contents are managed in-line with legislative and privacy requirements. Actions taken to investigate and resolve the issue are recorded. Any reporting to third parties will only use de-identified data.
- Trends and patterns in behaviour data are reviewed to identify risks and inform improvements to student safety, support services and learning environments. Where data indicates systemic issues and causes items will be added to the Continuous Improvement Register for further action.

17. Key Terms and Definitions

Breach	Failure to follow this Code of Conduct.
Bullying	Repeated behaviour that is unreasonable and creates a risk to a person's health or safety.
Discrimination	Treating someone unfairly because of a personal characteristic protected by law
Racism	Behaviour or actions that treat someone unfairly because of their race or cultural background
Harassment	Behaviour that offends, humiliates or intimidates another person
Sexual Harassment	Unwelcome behaviour of a sexual nature that makes a person feel offended, humiliated or intimidated.
Safety	Following practices that protect physical and psychological health and safety.
Harmful behaviour	Harmful behaviour: behaviour that causes or risks physical or emotional harm.

Protected Attributes	Personal characteristics protected by law, such as age, disability, race, gender, religion or sexual orientation.
Reasonable instructions	A fair and lawful direction
Respect	Acting in a way that considers the rights, feelings and safety of others
Staff	Any employee or authorised representative of SWTAFE
Vulnerable Person	A person who may be unable to protect themselves due to age, disability, illness or other circumstances
Court Orders	Legal orders made by a court that must be complied with.
Child Safe Standards (Vic)	Legislation to protect children and young people from harm and abuse. (Under 18 years)

18. Diversity, Equity & Inclusion

SWTAFE is committed to making diversity, equity and inclusion part of everything we do, including in the implementation of this policy/procedure/guideline. This document was the subject of a comprehensive access and equity assessment (also known as a Gender Impact Assessment), as per the requirements of the Gender Equality Act 2020 (Vic). For more information, please visit the 'Our Values' page on our [website](#) [external] or the Diversity, Equity & Inclusion Homepage on ECHO [internal]. [Diversity, Equity & Inclusion \(DEI\)](#)

19. Statement of Commitment to Child Safety

SWTAFE is committed to the protection of all children from all forms of child abuse and demonstrates this commitment through the implementation of a Child Safe Program designed to keep children safe within our organisation. For Child Safe key documents, resources, contact officer details please go to: [Child Safe Commitment](#)