WHITEHOUSE INSTITUTE OF DESIGN, AUSTRALIA EST. 1988

POLICY

Policy Name	RISK MANAGEMENT POLICY
Policy Number	**G013_PO (Governance)**
Purpose	The policy provides a framework and organisational processes for designing, implementing, monitoring, reviewing and continually improving risk management at the Whitehouse Institute of Design, Australia, (Whitehouse). The Board of Governors and senior management expect staff and students to clearly understand their responsibilities, rights and obligations with respect to risk management where identified and apply the prevention, control and / or mitigation strategies detailed in the procedure.
Scope	This policy applies to all employees and students across all campuses at Whitehouse. The policy also applies when staff organise and students undertake approved off-campus activities as a part of their course of study, for example: • Fieldtrips / Excursions • Open House • Whitehouse Farm Stays • Work Integrated Learning (WIL) arrangements such as: - Internships or Work Placements - Fieldwork - Workplace projects. Staff organising and students engaging in off-campus activities listed above as a part of their enrolled course work are indemnified by the Whitehouse Institute of Design, Australia.
Policy Statement	Objectives • to ensure the safety and wellbeing of students and staff while undertaking off-campus activities as a formal part of their coursework. • to confirm and communicate Whitehouse's commitment to risk management to assist in achieving its strategic and operational goals and objectives • to formalise and communicate a consistent approach to managing risk for all activities and establish a reporting and action protocol • to safeguard Whitehouse's assets including people, property and information and • to ensure that all significant risks to Whitehouse assets are identified, assessed and where necessary treated appropriately and reported in a timely manner.
Relevant Legislation	• ASQA Regulatory Risk Framework • Higher Education Standards Framework (Threshold Standards) 2021 • TEQSA Risk Assessment Framework • TEQSA Guidance Note – Work Integrated Learning • 2016 Higher Education Support Act (2003) • National Vocational Education and Training Regulator Act 2011

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	• Education Services for Overseas Students Act 2000 (ESOS) • Commonwealth Register of International Courses for Overseas Students (CRICOS) • Fair Work Ombudsman
Key Related Documents	• Risk Management Procedure • Whitehouse Risk Management Register • Risk Management Matrix (Appendix to this Policy) • Fieldtrips - Risk Management Plan - Form • Parent excursion consent - Form (where applicable) • Student Handbook • Staff Handbook • Incident reporting - Form
Definitions	Risk The likelihood and consequences of unexpected events on the business' objectives. This includes the management of commercial risks; and potential or identified risks to staff and student health and safety in the learning and teaching environment while on campus Off-campus activities, including students on Fieldtrips, at Whitehouse "Farm Stay"; industry visits or excursions as a part of their course pf study. It may also include students undertaking Work Integrated Learning (WIL) arrangements outside of their education provider such as internships, work placements or fieldwork.
Responsible Officer	Executive Director Executive Management Committee
Approval Authority/ Authorities	Board of Governors
Date Approved	20/12/2023
Date of Commencement	21/12/2023
Date for Review	21/12/2026
Documents superseded by this Procedure	017 – Governance: Risk Management Policy and Procedure, December 2012 006.001 Risk Management Policy 19/09/2012
Amendment History	12/2023 • Checked links and updated key related documents sections. 08/2020 • Expanded the scope statement to highlight risk assessment and management processes related to staff and students undertaking off-campus activities such as Fieldtrips;

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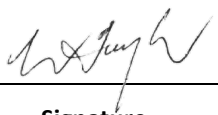
	Excursions and Whitehouse Farm Stays; Internships as a part of their course of study. • Prepared a form with instructions for staff use • Updated the definitions section • Updated the *Relevant Legislation* and *Key Related Documents* sections • Checked and updated broken URL links. 05/2018 Re-branding – Header & Footer only 12/2016 Policy and Procedures separated. Updated formatting and minor amendments. Removal of reference to Quality Assurance Framework. Updated Hyperlinks 01/2013 Significant adjustments and inclusions to policy wording-material changes 09/2012 Approved minor changes and new format Prior Approval 21 November 2007

Signed and dated for Whitehouse Institute Pty Ltd			
		Les Taylor	20/12/2023
	Signature	**Name**	**Date**

INFORMATION FOR PUBLISHING ON POLICY REGISTER	
Category	Governance
Stakeholders	Board of Governors Academic Board Executive Management Academic Staff Administration Staff Applicants to HE Programs Students

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