# Cairnmillar
## INSTITUTE

Treatment | Education | Research

# SSP010 Learning Environment and Student Wellbeing Policy

| Policy Name | Learning Environment and Student Wellbeing Policy |
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| Policy number | SSP010 |
| Date approved | 7 June 2023 |
| Approving body | Academic Board |
| Responsible officer | Chief Executive Officer and Provost |
| Implementation officer | Dean |
| Next review date | 3 – 5 years from approval date |
| Linked policies | TLP004 Academic Integrity and Student Conduct Policy<br>SSP008 Academic Progress and Review Policy<br>SSP012 Diversity, Equity, and Inclusion Policy<br>FSP001 Third-Party Arrangements Policy<br>FSP002 Discrimination Bullying Harassment Policy<br>FSP004 Occupational Health and Safety Policy<br>HRP011 Critical Incident, Accident, and Injury Policy |
| Linked forms and documents | my.CMI Student Support Hub |

# 1. Purpose of this policy

The Cairnmillar Institute (the Institute) aims to provide a supportive learning environment and an optimal education for emerging professionals.

The purpose of this policy is to outline the Institute's educational and support services to assist students with the transition into and throughout their enrolment, as well as services to help students overcome difficulties and barriers associated with coming to and staying in their chosen course.

# 2. Scope

The policy applies to students of the Institute, irrespective of their mode of participation.

# 3. Policy

## 3.1 The Institute will uphold its core values and commitment to providing students with an engaging and safe learning environment that fosters wellbeing by:

3.1.1. Developing and maintaining an active student orientation program to help students adjust and adapt to studying at the Institute.

3.1.2. Annually reviewing and updating orientation activities and resources to maintain relevancy and improve quality.

3.1.3. Ensuring support is available to students and that they are made aware of avenues and contacts for the support they have access to.

3.1.4. Reviewing the support services to students to ensure that they reflect the needs of the student cohorts.

3.1.5. Ensuring that facilities, whether physical or virtual, are fit for their educational purpose and accommodate the numbers and educational activities of the students and staff that use them.

3.1.6. Providing secure access to electronic information and communication to students and staff.

3.1.7. Ensuring the learning environment supports academic and social interactions among students outside of formal teaching.

3.1.8. Providing flexibility in student course load where needed

3.1.9. Recognising that personal external circumstances may impact student mental health and providing appropriate support when needed.

3.1.10. Providing appropriate support to students for incidents that occur at a third-party location such as when a student is on placement.

3.1.11. Providing a physically and interpersonally safe environment for students that fosters a sense of belonging.

3.1.12. Promoting mental health through communications with students

3.1.13. Updating and maintaining the Institute mental health and wellbeing strategy annually for ongoing quality and improvement

3.1.14. Conducting effective risk assessments

3.1.15. Having processes to respond to incidents and prevent further occurrences

3.1.16. Having relevant and up-to-date policies that include, but not limited to:

    a) Occupational Health and Safety Policy (FSP004),

    b) Discrimination Bullying Harassment Policy (FSP002), and

    c) Critical Incident, Accident, and Injury Policy (HRP011)

# 4. Responsibilities

## 4.1. Staff will:

4.1.1. Comply with this policy and its procedures

4.1.2. Maintain a safe and open learning environment in the classroom (both physical and online)

4.1.3. Develop a culture that welcomes diversity and supports the active pursuit of free intellectual inquiry and freedom of expression.

4.1.4. Respond appropriately if a student's behavior is causing discomfort or distress to other students.

4.1.5. Ensure timely and informative feedback on assessment tasks is provided to students

4.1.6. Inform students of educational support available to them and of special consideration should circumstances arise

## 4.2. Students will:

4.2.1. Will familiarise themselves with this policy and the protections it provides them.

4.2.2. Adhere to relevant ethical guidelines and codes of conduct for their future professions.

4.2.3. Always show professionalism in their interactions with staff, clients, placement stakeholders and other students

4.2.4. Show respect for the faculty environment (both physical and online).

4.2.5. Contribute to a professional and welcoming environment which acknowledges and supports a diversity of opinions, backgrounds, and experiences.

# 5. Resources and References

Legislative and compliance framework relevant to the development of this policy:

- [TEQSA Guidance Note: Wellbeing and Safety](#)
- [University Student Wellbeing Framework](#)

***End***