

St Martin's College



## St Martins College Policies and Procedures *Introduction*

**“The College respects the inherent dignity and worth of every human being and seeks to ensure that, within the scope of its work, human and social liberties are safeguarded.”**

St Martin's College was established in 1992, with one eight-bedroom cottage. Since that time the College has grown substantially and it was considered by the College Board that a Policy and Procedures Manual should be developed, that would cover the range of activities carried out by the College. The Board considered that the manual would systematise and standardise the business and pastoral care aspects of the College, so that staff and students would have a clear understanding of their rights and responsibilities while at the College.

The Board also considered that the manual should reflect the College Mission Statement, shown below:

“The Mission of St Martin's College Inc. is to proclaim the Christian message, faith and values as expressed by the Anglican Church, by an active presence which supports quality education and is a catalyst for advocacy and challenge to all members of the University community at the Charles Sturt University Wagga Wagga Campus.”

St Martins has used a consultative approach in developing policies and procedures in order to cover the broad issues that face the College. It is intended that reviews will be conducted on the same consultative basis to enable a sense of ownership by staff, students and the College Board.

## **Who is the Manual For**

This manual has been developed for the Board, Staff and Students of St Martins College to assist them in their day to day life at the College.

## **Purpose of the Manual**

The Manual is a guidebook for both staff and students concerning attitudes and behaviours within the College. It provides administrative guidelines on management issues and situations, and aims to assist in the application of fair and consistent decisions. It also sets out accountabilities and responsibilities for the management of both staff and students.

This manual is designed to provide standardised management practices while employing sufficient flexibility to suit the diverse needs of the College.

The Board, Staff and Students are encouraged to familiarise themselves with relevant policies and procedures.

## **Other Points of Reference**

This manual should not be read in isolation to other important documents of reference such as employment awards, O H & S guidelines, government statutory requirements and other policies deemed appropriate by the Anglican Church.

## **2006 Revision**

The current manual is a Revision of that approved by the St Martins College Board in 2005. The revision affirms the Principles and Procedures contained in the earlier document but contains some significant changes to make the Manual more useful to the user.

The key changes are:

1. A simplification of language to enable ready access and understanding by the user.
2. A change of format so that the manual consists of *stand-alone* modules. This means that each module can easily be updated as required, new modules can readily be added

to the manual. This format also enables the various modules to be given to those to whom they relate. Hence some modules will only apply to staff, some to students and some to the college community as a whole.

It is expected that two complete copies of the Policies and Procedures Manual will be printed and be available in the college office for borrowing by staff, students and Board members at any time.

Relevant modules will also be printed and copies given to new staff, new students and Board members as required.

### **Policies & Procedures Modules**

1. Occupational Health and Safety
2. Workers Compensation
3. Emergency Procedures
4. First Aid
5. Electrical Equipment
6. Anti-discrimination, Harassment, Bullying & Child Protection
7. Alcohol and Drug Use
8. Security and Personal Safety
9. Hazardous Substances
10. Code of Good Practice for Staff
11. Safe Handling of Food