

## SAFETY & EMERGENCY PROCEDURES – STUDENT CONTACT CARD

### Explanatory Notes

- Schools/TAFE NSW institutes/ private and community (P/C) RTOs **must** provide each student with a *Safety & Emergency Procedures - Student Contact Card* (referred to as *Student Contact Card*) before they start their workplace learning placement.
- The card is to support the student to make **contact in an emergency** with their nominated contact from their school/TAFE/P/C RTO and/or where relevant, with their parent/carer. For example, where the student believes they are at risk during the placement but does not feel confident to bring the matter to the attention of the host employer or supervisor. Being at risk includes safety and welfare issues such as risks related to particular workplace activities, bullying, harassment and child protection concerns.
- The sample *Student Contact Card* is provided as an example of best practice.
- Note that school/TAFE/P/C RTO (and parent/carer) contact details for use by the host employer, including in an emergency, are to be recorded on the **Student Placement Record**. Copies of the completed Student Placement Record must be provided to the host employer and parent/carer as well as to the student.
- If schools/TAFE NSW institutes or P/C RTOs elect not to include the safety advice on the card they provide to students, they **must** ensure this safety advice is emphasised before issuing the locally produced *Student Contact Card* to students. The *Student Contact Card* provided to students must contain all other details on the recommended sample.
- For references regarding emergency contact and/or the *Student Contact Card*, see Workplace Learning Policy 6.4 and Procedures and Standards 1.3.10, 1.4.7 and 1.4.8.