



Younger Students Policy & Procedures

Scope & Purpose

This policy and procedure applies to all Russo Business School courses, all domestic students under the age of 18 years and all employees involved with the management of Younger Students.

International applicants must be 18 years of age by the time they commence their course with Russo Business School.

Domestic applicants would normally need to be 17 years of age to commence a course with Russo Business School, however applications outside of this would be considered by the Executive Dean on a case-by-case basis.

POLICY OBJECTIVES

Russo Business School is committed to providing a harmonious and supportive environment for all students. Russo Business School aims to provide support to enhance students' experience during their studies and assist students to achieve success.

Russo Business School recognises that students who are under the age of 18 have unique needs. RBS has developed a procedure for supporting and monitoring Younger Students and Protocols for Activities with Younger Students.

Definitions and Abbreviations

Admission requirements are the requirements that an applicant must satisfy in order to be eligible for selection. Admission requirements comprise general entry requirements, including English language proficiency and course entry requirements.

Blue Card – is Queensland's Working with Children Check.

Course is an appropriate suite and sequence of subjects that meets the requirements and specifications of the relevant level of the *Australian Qualifications Framework AQF 2nd ed, 2013* and which leads to the conferral of an award. For example, a Diploma of Business.

Domestic Student is an Australian Citizen, Australian permanent resident or a New Zealand citizen.

International student means a person (whether within or outside Australia) who holds a student visa, but does not include students of a kind prescribed in the regulations

Younger Student –an Australian under the age of 18.

Procedure

1. Prior to enrolling an applicant under the age of 18, the Executive Dean, Russo Business School (or their nominee) will undertake a risk assessment to determine the profile of the applicant and whether acceptance into a Russo Business School course is in the student's best interest and can be managed appropriately by Russo Business School. Russo Business School may choose to not make an offer to a student based on this assessment. Domestic Students must be at least 17 years of age upon commencement at Russo Business School.
2. Upon the younger student's enrolment into a Russo Business School course, the Executive Dean Russo Business School (or the nominated designated officer) will implement systematic arrangements to assess and monitor the student's welfare and wellbeing and provide regular counselling and/or assistance throughout the student's enrolment. All notes of meetings are to be documented and saved in accordance with internal processes. RBS staff who have ongoing and individual contact with Younger Students will be encouraged to apply for a Blue Card.
3. All documentation is to be signed by a parent or guardian of the Younger Student.
4. Staff must ensure where possible, that younger students are counselled in a location with other staff and if a situation is deemed to be 'at risk', must have another staff member or the student's preferred representative present.
5. Should a student report concerning behaviour which has occurred at Russo Business School or elsewhere, Russo Business School the report will be investigated and managed in accordance with relevant policies and procedures.

Protocols for Activities with Younger Students

The protocols set out below complement the Student Code of Conduct Policy and provide further guidance to Russo Business School members on how to behave when they are engaged in activities related to younger students.

In circumstances where Russo Business School activities with students are conducted at another organisation's site, or on behalf of another organisation, the codes and policies of that organisation may also apply while those activities are being conducted. The application of the other organisation's codes and policies will operate in conjunction with Russo Business Schools Student Code of Conduct Policy and this Policy.

Protocol	Examples
Conduct interactions in the presence of other adults	<ul style="list-style-type: none">• To help a student feel safe, avoid being alone with Younger Students. Ensure that another adult is present, or close by <u>and</u> able to observe interactions when providing one-on-one services to Younger Students.
	<ul style="list-style-type: none">• Wherever possible, conduct interactions in professional spaces and not in a home environment.
	Do not transport unaccompanied Younger Students unless parental consent is provided.
	Do not initiate, encourage or accommodate unnecessary physical contact.
	Deal sensitively with inappropriate physical contact and report it to a supervisor.
	Ensure that any physical contact with a younger student is appropriate <u>and</u> can be explained in terms of the appropriate activity and needs Younger Students

Avoid unnecessary physical contact	<ul style="list-style-type: none"> Only make contact in an official capacity and as part of duties.
Behave professionally at all times	<ul style="list-style-type: none"> Avoid discussing personal details.
	<ul style="list-style-type: none"> Be a positive role model
	<ul style="list-style-type: none"> Do not show favouritism and treat all students and vulnerable adults equitably and respectfully.
	<ul style="list-style-type: none"> Any steps taken to manage disruptive or unsafe behaviour should not be humiliating or isolating.
	<ul style="list-style-type: none"> While in hearing range of Younger Students, avoid conversations with other adults on adult or personal subject matter (e.g. relationships, lifestyle, and alcohol consumption).
	Ensure that photographing, audio recording or filming via any medium is authorised in writing by the parent or guardian (see the Procedures for guidance in relation to arrangements) and/or younger student and is used solely for the purposes for which they have been authorised.
	Ensure that there is no identifying personal information in photographs or film footage of Younger students, e.g. name tags; and avoid images of students in minimal clothing, e.g. swimwear.
	Take steps to encourage the responsible use of personal equipment e.g. mobile devices should not be used to photograph, record or film.
Use technology appropriately	Do not “friend” or “connect” via social media unless for purposes related to the work and with the consent of the parent or guardian.
	Be aware of issues associated with online safety. A useful resource for this is the website of the Australian Government Office of the Children’s e-Safety Commissioner.
Listen and act	If a student raises a concern, ask open questions, listen patiently, be compassionate and reassure them; and then take appropriate action to address the concern.
	If a child reports concerning behaviour which has occurred at Russo Business School or elsewhere, take action to report the behaviour in accordance with this Policy.
Seek parental consent and assent from the child or vulnerable adult, where appropriate	Seek consent from a parent or guardian of a student where prudent to do so.
	Where appropriate, seek written assent from the student to participate in an activity e.g. a research study.
Planning of spaces	Select venues and spaces for activities and events which facilitate the personal safety and access of students.
	Ensure that principles of personal safety are a requirement in design briefs for new and refurbished spaces (e.g. visibility into rooms accessed by students).
Planning an activity	Engage in risk planning and management.

COMPLAINTS AND APPEALS

If a student is not satisfied with a decision related to this policy and procedure, they may seek an appeal as outlined in the Student Complaints and Appeals Policy and Procedure.

Related legislation and standards to be read in conjunction with

[Blue Card Information](#)

[Homestay for Overseas Students \(under 18\) Policy.](#)

[Commonwealth Register of Institutions and Courses for Overseas Students \(CRICOS\)](#)

[Higher Education Standards Framework \(Threshold Standards\) 2021](#)

[Higher Education Support Act 2003 \(HESA\)](#)

[Privacy Amendment \(Enhancing Privacy Protection\) Act 2012](#)

[Commission for Children and Young People and Child Guardian Regulation 2011](#)

Related documents

Admissions Policy

Health and Wellbeing Policy and Procedure

Student Code of Conduct

Staff Code of Conduct

Student Support Policy and Procedures

Privacy Policy

Delegation

Delegated Authority	Delegation
Governance	
Board of Directors	Refer to the Terms of Reference
Learning and Teaching Committee	Refer to the Terms of Reference
Executives	
Chief Executive Officer	Relevant to Accountability Statement
Executive Dean	Relevant to Accountability Statement
Management	
Dean of Studies	Relevant to Accountability Statement
Academic Support Staff – Adviser/Lecturers	Relevant to Accountability Statement
Operatives	
Student Administration	Relevant to Accountability Statement
Student Services	Relevant to Accountability Statement

Version control

Policy & Procedure Version	Policy & Procedure Sponsor	Approval Authority	Date of Approval	Date for next review
1/2015	Ms Kathleen Newcombe CEO Education Group	Academic Board	1/12/2015	1/12/2016
2/2017	Dr Elizabeth O'Brien Executive Dean, Russo Business School	Academic Board	13/6/2017	13/06/2018

3/2018	Dr Paul Greenfield Executive Dean, Russo Business School	Academic Board	25/06/2018	25/06/2019
4/2020	Ms Kathleen Newcombe CEO (Education Group)	Academic Board Minor Amendment)	3/6/2020	3/6/2021
5/2022	Chief Operating Officer	Board of Directors	14/6/2022	14/6/2025
6/2023	Chief Operating Officer	Board of Directors (removal of clauses relating to u/18 international students)	9/03/2023	9/03/2025