Policy Rationale
The intention is this policy is to ensure that the College always has at least two members of staff on duty when programs are in operation involving clients from the general community.

Policy Aims
Ensure that should something un-toward occur, there are two staff members on duty to care for each other and the external clients under-taking programs.

Procedure - Programs
- The Manager is responsible for the issuing of the Policy is implemented and adhered to, and in the absence of the manager, the manager’s delegate will have to organise and oversee compliance with this policy.
- Where possible programs are to be organised so that there are two or more programs operational at the same time – this is particularly important for night-time and week-end programming.
- Monday, Tuesday and Wednesday are the preferred days for night-time programs and every effort should be made to ensure these nights are targeted for night-time operations by CCAE and external clients.
- Night-time programs generally commence operations at 6pm and end at 9pm. No program is to continue beyond 10pm.
- If it is impossible to operate two or more programs on the same night, the manager is to ensure that a staff member is available to stay back with the other trainer until the completion of the training program that evening.
- The staff member that is requested to stay back may be entitled to TOIL and/or overtime and should ensure that this is approved by the manager.
- Should a staff member not be able to take up the night duty arrangement, the Manager and/or Acting-Manager will have to perform this role.

Procedure – Night Duty
- Staff should park cars in the well lit rear compound at the College.
- Students are recommended to park their cars out the front of the College in Hare Street which is well lit with street lighting and Campaspe security lighting.
- Staff will ensure that 10 minutes after night-time classes commence that external access doors are locked.
- Students will be provided with the College’s mobile phone number in case they arrive late to the College and require access.
- The most senior trainer’s will have the College mobile phone should someone be absent 10 minutes after class start time.
- It is recommended, at the end of night-time classes that students exit the front doors of the College in pairs or small groups for general safety and convenience.
- At the end of the training, both staff are to again do a physical check, ensure all lights, photocopier, computers are off.
- Upon exit, staff are to set the alarm and ensure it is engaged [continuous beeping] prior to departure.
- The two staff members are to exit to the staff car park together for general safety and convenience.

Evaluation
This policy will be reviewed bi-annually.