

Emergency contacts

Students must have access to a reliable contact person, known and authorised by the principal or responsible EVET manager during a placement.

- The contact person must be someone the student trusts who is willing and will be immediately available to support the student, particularly in emergencies, including arranging removing the student from risk of harm where host workplace responsibilities to the student have been overlooked or ignored.
- During normal business hours, if a student faces an emergency in the workplace, they must contact their nominated contact from the school or EVET provider (who will immediately notify the school). Where relevant, students must also contact their parent or carer.
- Outside normal business hours, the contacts for students in Years 11 and 12 must be their parent or carer, or another responsible and reliable adult who is trusted by the student and authorised by the principal or nominee or responsible EVET manager or nominee, and who understands the concept and context of workplace learning. The contact person must not be the host employer or any of their employees.

The contact person:

- Must undertake to inform the school of any out of hours emergency as soon as possible after it happens.
- The contact person is not required to investigate or resolve any issues but simply to remove the student from risk or harm. The school, or where relevant the EVET provider in consultation with the school, will deal with the incident.
- Where a student in Year 9 or Year 10 wishes to undertake a placement outside normal business hours, contact arrangements must be negotiated with the principal by the parent or carer and the student.
- Prior to the placement, the school or EVET provider will provide the student with a Safety and Emergency Procedures Student Contact Card. Students will be supervised in filling in the contact details, and in supplying their Medicare number (for use in case medical attention is required during the placement).
- Teachers who volunteer to be the emergency contact person out of business hours are in the same position with respect to personal liability as they are during school teaching hours.
- The legal principle of vicarious liability means that the department and EVET providers are liable for any actions or omissions of teachers, including if teachers are found to have been negligent.
- Teachers will not be personally liable for any compensation claims arising from any accident or claim relating to accidents in the host workplace out of normal business hours unless the teacher is guilty of serious and wilful misconduct that leads to the student's injury.