

Department	Vocational Education & Training	
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Author	RTO Manager	
Approved	CEO	
Authorised	CEO	
Distribution	Internal	Staff Students
	External	Prospective Students

1.0 Policy Purpose

1.1 This Policy and Procedure establishes the mandatory arrangements that St Peter Institute must apply when classes, assessments, workshops or supervised student activities are conducted after 5:30pm and finish at 9:30pm.

1.2 The primary purpose of this document is to protect the safety, security and wellbeing of students, trainers, assessors and staff during evening delivery and during the period in which students and staff arrive at, move within and depart from the campus or approved training site.

1.3 The policy supports the Institute to meet its obligations as a Registered Training Organisation and CRICOS registered provider by ensuring that evening delivery is planned, risk assessed, supervised, supported by appropriate student wellbeing arrangements and subject to incident reporting and continuous improvement.

2.0 Definitions

Term	Meaning for this policy
After-hours class	A class, assessment, workshop, supervised study session, practical session, student support activity or other Institute activity that is conducted after 5:30pm.
Evening delivery	Approved face-to-face delivery that continues after 5:30pm and is scheduled to finish no later than 9:30pm.
Close-down period	The period after the scheduled finish time during which students depart, the trainer completes class administration, the room or training area is checked, equipment is secured and responsibility for the premises is closed or handed over.
Evening Duty Officer	The Institute staff member, approved delegate or approved responsible person allocated to monitor and support evening delivery, respond to incidents, maintain escalation contact and verify close-down arrangements.
Critical incident	An incident or threat of an incident that may significantly affect a student's or staff member's physical or psychological safety or a student's ability to undertake or complete training. Examples include serious injury, medical emergency, violence, assault, missing student concerns, fire, evacuation, severe aggression, death, serious threat, sexual assault, domestic or family violence disclosure, or police or ambulance attendance.
Isolated work	Work where assistance from another person may not be immediately available because of time, location, restricted access, staffing level or the nature of the situation. A trainer may be isolated even within a city building if no other responsible person is readily available.
Minimum safety controls	The mandatory controls set out in this document that must be confirmed before and during evening delivery. These include staffing, access control, emergency arrangements, student communication, first aid, security, incident reporting and close-down arrangements.
Reasonable support	Support that is appropriate, proportionate and available within the Institute's role as an education provider, including referral to emergency, health, wellbeing, student support, counselling, security, police or community services where appropriate.

3.0 Policy Application

3.1 This Policy and Procedure applies to all training locations, campus areas, hired rooms, third-party facilities and simulated or practical training environments used by the Institute for any activity that continues after 5:30pm.

3.2 This document applies to all students, trainers, assessors, student support staff, administration staff, contractors, building security personnel and approved visitors who are involved in or affected by evening delivery.

3.3 The procedure applies from the time the campus or training area is prepared for an evening class until all students and staff have left the Institute-controlled area or the after-hours responsibility has been formally handed over to building management, security or another approved responsible person.

3.4 This document does not replace the Institute emergency management, critical incident, work health and safety, student support, complaints and appeals, child safety or privacy procedures. Those procedures continue to apply and must be read together with this document.

4.0 Policy Principles

- 4.1 The Institute will not conduct a class after 5:30pm unless the class has been approved for evening delivery and the minimum safety controls in this Policy and Procedure have been confirmed.
- 4.2 Evening classes must be scheduled to finish no later than 9:30pm. Any extension beyond 9:30pm may occur only where required to manage an emergency, complete a safe evacuation, respond to a student welfare issue or comply with directions from emergency services, building management or security personnel.
- 4.3 The Institute manages evening classes so students and trainers are not placed in unsafe isolated work, one-to-one, access, departure, security, fatigue, harassment, violence, medical, emergency or welfare situations.
- 4.4 Trainers, assessors and staff have authority to pause, relocate, suspend or cancel an evening class if they believe there is a risk to safety that cannot be adequately controlled at the time.
- 4.5 Students attending evening classes must be given clear information about personal safety, emergency contacts, incident reporting, support services, campus entry and exit arrangements and expected departure after class.
- 4.6 The Institute will record, review and act on hazards, near misses, incidents, critical incidents, complaints and feedback arising from evening delivery as part of its self-assurance and continuous improvement arrangements.

5.0 Governance and Accountability

- 5.1 The Institute remains responsible for the safety and support arrangements for evening delivery whether classes are conducted at an Institute campus, a hired facility, a third-party site or another approved training location.
- 5.2 The CEO, or their delegate, is accountable for ensuring that adequate resources, delegations and governance arrangements are in place for the implementation of this Policy and Procedure.
- 5.3 The RTO Manager is responsible for approving evening delivery at the operational level, confirming that the minimum safety controls are in place and ensuring that any non-compliance is corrected before delivery proceeds.
- 5.4 The RTO Manager is responsible for monitoring that records are maintained, regulatory obligations are considered, incidents are reviewed and corrective actions are recorded through the QMS.
- 5.5 The trainer or assessor is responsible for managing the class safely, conducting the required student briefing, recording attendance, reporting hazards or incidents and escalating welfare or security concerns immediately.
- 5.6 Students are responsible for following reasonable safety instructions, remaining in approved areas, reporting hazards or concerns, treating others respectfully and leaving the campus promptly after the class has ended.

Role	Minimum responsibility for evening delivery
CEO / Principal Executive Officer	Approves the policy; ensures resources and governance; receives escalation of serious incidents, unresolved risks and significant non-compliance.
RTO Manager	Confirms regulatory alignment; reviews critical incident and safety records; monitors corrective actions; includes evening delivery in internal audit and self-assurance activity. Approves evening delivery; confirms staffing, security, room suitability and after-hours arrangements; appoints the Evening Duty Officer; ensures daily safety checks are completed.
Course Coordinator	Plans the timetable; confirms class lists, trainer allocation, student communication and course-specific risk controls; ensures practical delivery is suitable for evening scheduling.
Evening Duty Officer	Maintains after-hours oversight; remains contactable; supports trainers and students; manages escalation; confirms end-of-class close-down; records issues in the Evening Class Log.
Trainer / Assessor	Delivers the class safely; marks attendance; briefs students; manages breaks; monitors student behaviour and welfare; stops unsafe activity; reports hazards, incidents and near misses.
Student Support Officer	Ensures students have current support information; assists with student welfare concerns; follows up after incidents or referrals; supports students affected by safety issues.

Security or building management	Provides building-specific access, alarm, evacuation, patrol, lock-up or emergency assistance where agreed with the Institute and documented in the after-hours arrangements.
Students	Follow safety directions; use approved entry and exit points; report concerns; do not admit unauthorised persons; do not remain on site after class unless authorised for a safety or welfare reason.

6.0 Approval and Risk Controls

6.1 Evening delivery must be approved before the class is advertised, published in a timetable or confirmed to students. Approval may be granted only where the Institute can demonstrate that the class can be delivered safely and that suitable support, access, emergency and close-down arrangements are in place.

6.2 Approval must consider the location, building access, student cohort, class size, trainer allocation, security arrangements, first aid arrangements, expected departure routes, public transport availability, weather or known local risks and any course-specific hazards.

6.3 Standing approval may be granted for a repeated evening timetable only where the risk profile remains unchanged and daily safety checks are completed before each session. A new approval is required when there is a change in campus, room, trainer arrangement, course type, class size, practical activity, building access or security arrangement.

6.4 An evening class may proceed when the operational conditions in Table 2 have been confirmed. Where any condition is not met, the class must be delayed, relocated, moved to an approved alternative mode where suitable, or cancelled.

Condition	Mandatory requirement	Approval
Approval	The class has been approved for evening delivery by the CEO or approved delegate before the timetable is issued to students.	CEO
Risk assessment	An after-hours risk assessment has been completed for the campus area, class type, student cohort, trainer arrangements and any practical or simulated activity.	CEO RTO Manager
Staffing	A trainer or assessor is allocated to the class and one is assigned the role of student safety officer for the evening delivery period and close-down period.	CEO RTO Manager
No unsafe isolation	A trainer must not be left in an unsafe isolated work situation. A second responsible person, security arrangement, check-in process or other approved control must be in place.	CEO RTO Manager
Access control	Approved entry and exit points are identified, non-used areas are restricted and students are instructed not to admit unauthorised persons.	CEO RTO Manager
Emergency response	Emergency exits, evacuation information, first aid equipment, contact numbers and communication devices are available and known to the trainer and Evening Duty Officer.	CEO RTO Manager
Student safety information	Students have received after-hours safety information, including how to seek help, report an incident and leave the campus safely after 9:30pm.	CEO RTO Manager
Room and facilities	Classrooms, corridors, toilets, stairs, lifts, lighting, ventilation and amenities required for the class have been checked and are suitable for evening use.	CEO RTO Manager
Practical delivery controls	Where the class involves practical training, tools, equipment, chemicals, manual handling or simulated work, the activity has been separately assessed for evening suitability.	CEO RTO Manager
Close-down	A close-down process is in place to confirm that students have left approved training areas, equipment is secured, hazards are reported and the trainer is not left unsupported.	CEO RTO Manager

7.0 Staffing and Supervision Requirements

7.1 Nominated after-hours responsibility: Each evening class must have a nominated trainer or assessor and a nominated Evening Duty Officer. An Evening Duty Officer may support more than one class only where a risk assessment confirms that the arrangement is safe and manageable.

7.2 Security, facilities and emergency contacts: Where building security, concierge services or facilities management form part of the after-hours safety arrangements, the arrangement must be documented. The trainer must know how to contact the Evening Duty Officer, security, facilities support and emergency services during class and at close-down.

7.3 Supervision of students after class: Students must not remain unsupervised in classrooms, common areas, workshops, computer labs, kitchens, corridors, toilets or other campus areas after the evening class has ended. Where a student cannot safely leave, the matter must be treated as a welfare concern and escalated to the Evening Duty Officer.

7.4 One-to-one interactions after hours: A trainer must not meet privately with a student after class in an isolated area. Any after-hours one-to-one discussion must occur in an open or visible setting, with another staff member or responsible person available, or be deferred to ordinary operating hours unless there is an urgent welfare or safety reason.

7.5 Access control and unauthorised persons: After 5:30pm, students, staff and approved visitors must use designated after-hours entry and exit points. Unused areas must be locked, access controlled or clearly identified as unavailable. Students must not admit visitors or unknown persons, and any unauthorised entry, suspicious behaviour, tailgating, threat or disturbance must be reported immediately.

7.6 Safe facilities and approved areas only: Evening classes must be conducted only in areas approved as suitable for after-hours use. Suitability includes safe lighting, access, toilets, emergency exits, evacuation signage, ventilation, heating or cooling, safe flooring, clear walkways, adequate furniture and access to first aid equipment. Hazards must be controlled immediately where possible, and unsafe areas must not be used.

7.7 First aid, communication and emergency response: A first aid kit and a working method of communication must be available during every evening class. In a life-threatening emergency, serious injury, fire, assault, serious threat, medical emergency or immediate danger, staff and students must call 000 without waiting for internal approval. Emergency directions from the Institute, emergency services, building management or security personnel must be followed.

7.8 Student personal safety and safe departure: Students must receive clear after-hours safety information before or at the start of evening delivery, including finish times, approved exits, emergency contacts, reporting pathways and available support. Students are expected to leave promptly using approved exits. Where a student feels unsafe, unwell, distressed, threatened or unable to travel home safely, the trainer must escalate the matter to the Evening Duty Officer and must not direct the student to leave without reasonable assessment of immediate safety risk.

7.9 Trainer safety, fatigue and unsafe behaviour: Evening trainer rosters must be planned to reduce fatigue and avoid unreasonable total working hours. A trainer who is fatigued, unwell or otherwise unable to deliver safely must notify the RTO Manager or Evening Duty Officer as soon as practicable. Staff must not place themselves at unnecessary risk when responding to violence, aggression, harassment, threats or other unsafe behaviour, and must seek assistance or contact police where required.

7.10 Higher-risk cohorts and higher-risk activities: Students undertaking practical or simulated workplace activities must be specifically assessed before evening delivery is approved. For these students, welfare, travel, emergency contact and supervision arrangements must be suitable. For practical activities, risks relating to lighting, supervision, fatigue, equipment, PPE, chemicals, manual handling, plant, storage and close-down must be controlled, and high-risk activities must not proceed unless approved and assessed as safe.

8.0 Critical incident response

8.1 A critical incident arising during or connected with evening delivery must be managed under the Institute's Critical Incident Policy and Procedure. This After-Hours Classes Safety Policy provides the immediate operational controls but does not replace the critical incident process.

8.2 The RTO Manager must ensure that the incident, immediate response, persons involved, emergency services contacted, support offered, remedial action and follow-up actions are recorded. For overseas students, critical incident records must be retained in accordance with CRICOS and the Institute records requirements.

8.3 Where the incident may affect multiple students, staff, media interest, regulator notification, campus operations, building access or the wellbeing of any student, the CEO and RTO Manager must be notified as soon as practicable.

8.4 Escalation: Table 3 sets the minimum escalation requirements for evening delivery. Staff must use judgement and escalate more quickly where the risk is serious, uncertain or increasing.

Event or concern	Immediate action	Internal escalation	Record required
Life-threatening emergency, serious injury, fire, assault or immediate danger	Call 000 immediately and follow emergency service instructions.	Notify Evening Duty Officer, RTO Manager and building security as soon as safe.	Emergency record, incident report, critical incident record where applicable.
Medical issue that is not immediately life-threatening	Provide first aid within competence, obtain medical advice if required and do not leave the person unsupported.	Notify Evening Duty Officer and Student Support where student follow-up is required.	First aid record and Evening Class Log entry.
Student feels unsafe, distressed or unable to travel home safely	Move to a safe and non-isolated area, listen, assess immediate risk and contact the Evening Duty Officer.	Notify Student Support by next business day or immediately where risk is serious.	Evening Class Log entry and student support referral.
Aggressive, threatening or harassing behaviour	Move affected persons to safety and seek security or police assistance where required.	Notify Evening Duty Officer and RTO Manager for serious matters. Call 000 for emergencies.	Incident report, conduct record, complaint or critical incident record as applicable.
Unauthorised person or suspicious behaviour	Do not admit the person, move students away if required and contact security or police depending on risk.	Notify Evening Duty Officer and RTO Manager.	Security report and Evening Class Log entry.
Missing student or unexplained absence with welfare concern	Attempt reasonable contact and assess information known to staff.	Notify Evening Duty Officer and RTO Manager; contact police or emergency contacts where welfare risk is genuine or serious.	Student welfare record and critical incident record if required.
Hazard affecting room, exit, lift, toilet, lighting or equipment	Control the hazard where safe or stop use of the affected area.	Notify Evening Duty Officer and RTO Manager before continuing delivery.	Hazard report and corrective action record.
Trainer fatigue, illness or unsafe staffing	Pause delivery if required and contact the Evening Duty Officer.	Notify RTO Manager for relief, cancellation or rescheduling decision.	Evening Class Log entry and staff safety record where required.

9.0 Communication, Induction and Training

9.1 The Institute must communicate this Policy and Procedure to all staff who timetable, approve, deliver, support or manage evening classes. Staff must know where the current controlled version is located.

9.2 Trainers and assessors allocated to evening delivery must receive induction or refresher information covering after-hours access, emergency response, student welfare escalation, incident reporting, close-down, fatigue, isolated work, practical activity controls and response to threatening or aggressive behaviour.

9.3 Students attending evening classes must receive practical safety information during orientation or before the commencement of evening delivery. The information must be provided in plain English and may be supported by signage, student handbooks, the learning management system, email, class briefing and student support communications.

9.4 Where a student cohort has identified language, age, disability, cultural, welfare or safety needs, the Institute must adapt the communication method so that the information is reasonably accessible and understood.