

1. If the person under 18 years does not meet the entry requirements for their preferred program or if there is not a place available in that program, CIT staff will provide advice on alternative options and refer to elsewhere where appropriate.

Attachment 1: Guidelines for Staff on Duty of Care for Students under 18 Years of Age

Situation	Staff Responsibility
Attendance/Lateness	Should be monitored and recorded. Contact the secondary school if the student is concurrently enrolled, or for under 17-year-olds the student and parent/guardian.
Bullying	Requiree

Tw 1.674 0 Td(01 (c)-1.9 (u)2.2 (r Tc 0.001 Tw 0.217 0 Td(isal17)Tjr4 Tw 0.2

Attachment 2: Risk Assessment Matrix

Printed

Attachment 3: Risk Assessment Form

Printed copies of this text are not controlled. Always check the CIT Intranet citeduau.sharepoint.com/sites/intranet to ensure this information is accurate

