

Policy documents – monthly updates – published December 2023 to February 2024

Purpose

The Department for Education's [operational policy framework](#) establishes that all operational policy documents are reviewed at least once every 3 years.

This document lists all policy documents that were updated in the last 3 months and briefly describes what's changed.

Some policy documents aren't currently published on our public website. You can request a copy of an internal policy document from the [policy library](#) or by emailing education.policy@sa.gov.au.



Government
of South Australia

Department for Education

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Policy updates – February 2024

Admission procedure

[Admission procedure \(PDF 297KB\)](#) (staff login required)

Audience: This procedure applies to all department staff when processing applications for admission into a government school or preschool.

Status: Minor edit

Summary of changes: Updated hyperlinks.

Camps and excursions procedure

[Camps and excursions procedure \(PDF 447KB\)](#)

Audience: The requirements set out in this procedure are mandatory and must be complied with by all department workers for all camps and excursions that occur off-site.

Status: Minor edit

Summary of changes: Updated references to purchase orders in the schools and preschools procurement procedure.

Communications policy

[Communications policy \(PDF 184KB\)](#) (staff login required)

Audience: This policy applies to all employees, volunteers and contractors who are not working in a school, preschool or children's centre.

Status: Minor edit

Summary of changes: Updated hyperlinks.

Digitisation and disposal of source records policy

[Digitisation and disposal of source records policy \(PDF 167KB\)](#)

Audience: This policy applies to all department source records received, created, or maintained by the department related to SA government and departmental activities, that are digitised using compliant practices and captured into the Electronic Document and Records Management System (EDRMS).

Status: Minor edit

Summary of changes: Changes to current RDS and GDS.

Disability Access Provision (DAP) procedure

[Disability Access Provision \(DAP\) procedure \(PDF 369KB\)](#) (staff login required)

Audience: This procedure applies to all school and preschool environments, including those sites managed under the Public, Private Partnership (PPP) Project Agreement.

Status: New policy

Summary of changes: New policy.

Gender diverse and intersex children and young people support procedure

[Gender diverse and intersex children and young people support procedure \(PDF 246KB\)](#)

Audience: This procedure applies to all department staff in schools, preschools and care settings, specifically staff who work directly with children and young people. It also includes family day care educators and respite care program care providers.

Status: Minor edit

Summary of changes: Updated contact email address.

Governance framework

[Governance framework \(PDF 497KB\)](#) (staff login required)

Audience: This framework applies to all department employees in corporate office and education and care sites.

Status: Major edit

Summary of changes: Major update with new references including the Strategy for Public Education in South Australia, First Nations Voice Act 2023 (SA), The South Australian Skills System, Assurance Framework, Measurement Framework, Student Support Services, Skills and Workforce Ministerial Council, and Preschool and school reporting requirements. Updated responsible/sponsor/officer. Updates to sections including the Strategic Management Framework and Aboriginal education governance structures.

Health checks in preschools policy

[Health checks in preschools policy \(PDF 128KB\)](#)

Audience: This policy applies to all department preschool leaders and staff in collaboration with parents and CaFHS staff.

Status: Minor edit

Summary of changes: Updated hyperlinks.

Occasional care program procedure

[Occasional care program procedure \(PDF 242KB\)](#)

Audience: This procedure applies to all department staff involved in delivering administration of the occasional care program.

Status: Minor edit

Summary of changes: Added 'occasional care inclusion funding' section.

Oral eating and drinking procedure

[Oral eating and drinking procedure \(PDF 304KB\)](#)

Audience: This procedure applies to educators, early childhood development specialists, principals, directors and education support staff working in education and care.

Status: Minor edit

Summary of changes: Major edit following Coronial inquest. Updated first aid guidelines for a choking emergency (to reflect those of the Australian Resuscitation Council). Updated to provide advice about the safe storage and consumption of food and drinks on departmental sites.

Performance and development guideline

[Performance and development guideline \(PDF 190KB\)](#) (staff login required)

Audience: All department employees must participate in the performance and development process.

Status: Minor edit

Summary of changes: Updated guideline to align with recently updated PDP template.

School and preschool enrolment policy

[School and preschool enrolment policy \(PDF 292KB\)](#)

Audience: This policy describes the responsibilities of schools, preschools and parents in relation to: non-compulsory preschool; and compulsory education and the enrolment, attendance and participation requirements of children and young people under the Education and Children's Services Act 2019 (SA).

Status: Minor edit

Summary of changes: Updated to reflect new hours of preschool entitlement for Aboriginal children and children in care. Updated hyperlinks.

Smoke-free policy

[Smoke-free policy \(PDF 419KB\)](#) (staff login required)

Audience: The smoke-free policy applies to all persons entering or using department premises or involved in a department activity, including all employees, students, volunteers, visitors and contractors.

Status: Minor edit

Summary of changes: Updated to reflect introduction of the Tobacco and E-Cigarette Products (Smoking Bans) Amendment Regulations 2023 and new signage.

Staff digital device (preschools and schools) policy

[Staff digital device \(preschools and schools\) policy \(PDF 163KB\)](#)

Audience: This policy applies to: principals and preschool directors of government schools and preschools; teachers and educators at government schools and preschools; and all other staff in government schools and preschools whose site leader makes an assessment that they require a digital device for their work.

Status: Minor edit

Summary of changes: Added link to 'preschool frequently asked questions' document.

Supporting gender diverse, intersex and sexually diverse children and young people policy

[Supporting gender diverse, intersex and sexually diverse children and young people policy \(PDF 256KB\)](#)

Audience: This policy applies to all staff working in department preschools, schools, and care settings, and corporate offices. This includes family day care educators and respite care program care providers.

Status: Minor edit

Summary of changes: Updated contact email address.

Transfer and assignment management procedure

[Transfer and assignment management procedure \(PDF 203KB\)](#) (staff login required)

Audience: This procedure applies when: a non executive PS Act employee in the department employed on an ongoing or term basis is engaged on a term or casual basis in another public sector agency (inter-agency transfer); or a non executive PS Act employee in the department employed on an ongoing or term basis is engaged in different duties within the department on a term or casual basis (intra-agency assignment).

Status: Minor edit

Summary of changes: Content reviewed and updated. Department styling and hyperlinks updated.

Policy updates – January 2024

Cyber security incident response procedure

[Cyber security incident response procedure \(PDF 199KB\)](#) (staff login required)

Audience: This procedure applies to all Department for Education staff.

Status: New policy.

Summary of changes: 'Cyber security incident response procedure for schools' name changed and moved to central policy register as it applies to all department staff.

Exemption from school procedure

[Exemption from school procedure \(PDF 243KB\)](#) (staff login required)

Audience: This procedure applies to all departmental employees exercising authority for the exemption of students from attendance in government schools.

Status: Minor edit.

Summary of changes: Updated to reflect the 2023 ministerial instrument of delegation and update of hyperlinks and position titles.

Family day care programming, physical environment and relationships policy

[Family day care programming, physical environment and relationships policy \(PDF 225KB\)](#)

Audience: This policy applies to all department FDC staff, registered FDC educators and approved FDC educator assistants.

Status: Minor edit.

Summary of changes: Removed bullet referring to parents authorising children to leave FDC premises alone from 'Authorisations' sub-heading to align with policy content and as practice does not occur.

Information and records management for corporate office procedure

[Information and records management for corporate office procedure \(PDF 224KB\)](#) (staff login required)

Audience: This procedure applies to all employees and official records of all department schools and preschools. It also applies to all school and preschool volunteers, contractors, consultants and providers of out-sourced services.

Status: Minor edit.

Summary of changes: Changes to current RDS and GDS. Removed references to 'super users' as this category of Objective user no longer exists.

Information and records management for schools and preschools procedure

[Information and records management for schools and preschools procedure \(PDF 187KB\)](#) (staff login required)

Audience: This procedure applies to all employees and official records of all department schools and preschools. It also applies to all school and preschool volunteers, contractors, consultants and providers of out-sourced services.

Status: Minor edit.

Summary of changes: Changes to current RDS and GDS.

Long service leave in-service payment procedure

[Long service leave in-service payment procedure \(PDF 140KB\)](#) (staff login required)

Audience: The procedure applies to all department employees for in-service payment of available long service leave entitlements.

Status: Minor edit.

Summary of changes: Changes to reflect the updates to level 4 delegation providing authority to approval LSL inservice payments

Managing allegations of sexual misconduct in SA education and care settings guideline

[Managing allegations of sexual misconduct in education and care settings guideline \(PDF 946KB\)](#)

Audience: The procedures in this guideline apply to allegations of sexual misconduct made against any adult who has a connection with the site where the allegations affect the suitability of that adult to work or volunteer with children and young people.

Status: Major edit.

Summary of changes: Key updates have been made to this document in 2023 to reflect changes in legislation and policy, new court processes, relevant publications, and to update wording to align with contemporary standards.

Managing protections for teachers, staff and students procedure

[Managing protections for teachers, staff and students procedure \(PDF 262KB\)](#) (staff login required)

Audience: This procedure describes protections under the Education and Children's Services Act 2019 for

department staff and children and young people attending government education and care sites or prescribed departmental premises.

Status: Minor edit.

Summary of changes: Updated contact details, clarified advice about reporting breaches of barring conditions and directions away.

Preschool provision in rural communities policy

[Preschool provision in rural communities policy \(PDF 63KB\)](#)

Audience: This policy applies to staff in government preschools.

Status: Temporarily suppressed.

Summary of changes: - Due to interim arrangements in place for the resourcing of small country preschools in 2024 and 2025, this policy has been temporarily suppressed and will be reviewed in 2025.

Recruitment and selection of teaching staff in preschools policy

[Recruitment and selection of teaching staff in preschools policy \(PDF 159KB\)](#)

Audience: The policy applies to all teachers employed under the Education and Children's Services Act 2019 in standalone and children's centres.

Status: Minor edit.

Summary of changes: Updated position titles, business unit titles and language for currency.

Recruitment and selection of teaching staff in preschools procedure

[Recruitment and selection of teaching staff in preschools procedure \(PDF 619KB\)](#)

Audience: The procedure applies to the appointment of teachers including the classifications of Substantive Key Teacher, Advanced Skills Teacher AST-2 and Advanced Skills Teacher AST-2 Fall-back in the preschool sector.

Status: Minor edit.

Summary of changes: Updated position titles, business unit titles and language for currency.

Recruitment and selection of teaching staff in schools policy

[Recruitment and selection of teaching staff in schools policy \(PDF 197KB\)](#)

Audience: This policy covers all schools and all teachers appointed to schools in our public education system. Teachers include those staff with the classifications of Special Senior, Senior, Substantive Key Teacher, Advanced Skills Teacher (AST-2), Highly Accomplished teacher (HAT) and Lead Teacher (LT).

Status: Minor edit.

Summary of changes: Updated position titles, business unit titles and language for currency.

Recruitment and selection of teaching staff in schools procedure

[Recruitment and selection of teaching staff in schools procedure \(PDF 304KB\)](#)

Audience: Applies to the appointment of teachers in the school sector.

Status: Minor edit.

Summary of changes: Updated position titles, business unit titles and language for currency.

Risk management policy

[Risk management policy \(PDF 169KB\)](#) (staff login required)

Audience: This policy applies to all employees including contractors, business partners and volunteers working for the department or any affiliated entity, program or initiative.

Status: Minor edit.

Summary of changes: Updated hyperlinks.

Suspension, exclusion and expulsion of students procedure

[Suspension exclusion and expulsion of students procedure \(PDF 1.4MB\)](#)

Audience: This procedure is mandatory for all South Australian public schools.

Status: Major edit.

Summary of changes: Major review and edit to improve clarity and guidance for principals, strengthen consistency of good practice, improve accessibility of information and maintain students' connectedness to school.

Policy updates – December 2023

Adult education enrolment policy

[Adult education enrolment policy \(PDF 189KB\)](#)

Audience: This policy applies to: all department staff in schools that offer secondary education, corporate office staff exercising roles or responsibilities for the purposes of this policy, and any adult student intending to study in government schools that offer secondary education.

Status: Minor edit.

Summary of changes: Removed Hamilton Secondary College as an adult learning environment.

Family day care health and safety policy

[Family day care health and safety policy \(PDF 295KB\)](#)

Audience: This policy applies to all department FDC staff, registered FDC educators and approved FDC educator assistants.

Status: Minor edit.

Summary of changes: Provided further clarity for educators about taking children on an excursion or transporting them home or to another education and care service.

Managing risk in procurement procedure

[Managing risk in procurement procedure \(PDF 168 KB\)](#) (staff login required)

Audience: The procedure applies to all corporate employees, education offices and public authorities operating within the department's procurement framework.

Status: Minor edit.

Summary of changes: Updated contact details.

Mandatory notification procedure

[Mandatory notification procedure \(PDF 204KB\)](#)

Audience: This procedure applies to any staff or volunteers who work for or with the Department for Education.

Status: Minor edit.

Summary of changes: Updated advice regarding general disposal schedule of the mandatory notification record.

Overseas travel policy

[Overseas travel policy \(PDF 191KB\)](#) (staff login required)

Audience: The policy applies to all department employees, school governing councils and school councils, preschool management committees and ministerial committees travelling overseas for business development and marketing, conduct of official business, professional development and training and student excursions.

Status: Minor edit.

Summary of changes: Updated hyperlinks, position titles and contact details.

Registration of interest process (enrolment) procedure

[Registration of interest \(enrolment\) procedure \(PDF 294KB\)](#) (staff login required)

Audience: This procedure applies to government preschool and school staff.

Status: Minor edit.

Summary of changes: Minor update to reference to registration of interest forms.

Transfer procedure

[Transfer procedure \(PDF 318KB\)](#) (staff login required)

Audience: This procedure applies to all staff in the department when transferring students into and between government schools or preschools.

Status: Minor edit.

Summary of changes: Hyperlink to interstate student transfer data note updated. Update and inclusion of definitions and update to business units responsible for sections in the procedure.

Volunteer procedure for schools, preschools and care settings

[Volunteer procedure for schools, preschools and care settings \(PDF 276KB\)](#) (staff login required)

Audience: The procedure applies to all volunteers (including people who volunteer online, for example e-mentors) working in department education and early childhood services, including but not limited to schools, preschools, children's centres, out of school hours (OSHC) care facilities and vacation care.

Status: Minor edit.

Summary of changes: Updated the links to the EDSAS factsheets relating to record keeping for volunteers.

Contact

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