

# Policy documents – monthly updates – published February to April 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](mailto:education.policy@sa.gov.au).



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# Policy updates – April 2024

## Amalgamating, closing, opening and naming preschools and schools policy

[Amalgamating, closing, opening and naming preschools and schools policy \(PDF 199KB\)](#) (staff login required)

**Audience:** This policy applies to all department employees at preschools, schools and corporate office.

**Status:** Minor edit

**Summary of changes:** Updated hyperlinks to the amalgamating, closing, opening and naming preschools and schools procedure and sections of the ECS Act. Updated change of name for PSP, roles and responsibilities and amended definitions.

## Amalgamating, closing, opening and naming preschools and schools procedure

[Amalgamating, closing, opening and naming preschools and schools procedure \(PDF 411KB\)](#) (staff login required)

**Audience:** This policy applies to all department employees at preschools, schools and corporate office.

**Status:** Minor edit

**Summary of changes:** New branding. Change of name for PSP and removal of reference to Office for the Early Years due to organisational realignment. Updated hyperlinks to sections in the document, ROI process (enrolment) procedure, ACON policy, Family Law Act 1975 (Cth), and the Early Years Learning Framework for Australia. Update and inclusion of definitions and update to business units responsible for sections in the procedure.

## Classification and remuneration procedure

[Classification and remuneration procedure \(PDF 232KB\)](#) (staff login required)

**Audience:** This procedure applies to: non-executive employees employed in the department under Part 7 of the Public Sector Act 2009, seconded teachers employed under section 97 of the Education and Children's Services Act 2019, and employees appointed to positions in local education offices under section 121 of the Education and Children's Services Act 2019.

**Status:** Minor edit

**Summary of changes:** Updated with new EA and other updated industrial instrument links.

## Consent to use media and creative work procedure

[Consent to use media and creative work procedure \(PDF 192KB\)](#) (staff login required)

**Audience:** This procedure applies to all department staff, contractors and volunteers, who establish, manage or contribute to media and creative work of students, children and adults that is distributed.

**Status:** Minor edit

**Summary of changes:** Removed bullet restricting schools photographs to once per year. Clarified frequency for consent forms. Updated contact details.

## Country incentive leave procedure

[Country incentive leave procedure \(PDF 164KB\)](#) (staff login required)

**Audience:** This procedure applies to permanent teachers eligible for country incentive leave in accordance with the provisions of clause 4.2 and schedule 2.1 of the enterprise agreement.

**Status:** Minor edit

**Summary of changes:** Updated to provide links to new EA and other industrial instruments.

## Domestic and family violence workplace procedure

[Domestic and family violence workplace procedure \(PDF 178KB\)](#) (staff login required)

**Audience:** The procedure applies to all department employees.

**Status:** Minor edit

**Summary of changes:** Updated to provide resource information on coercive control. Owner of procedure changed to Employee Relations.

## Employee attendance procedure

[Employee attendance procedure \(PDF 176KB\)](#) (staff login required)

**Audience:** This procedure defines the responsibilities of principals, preschool directors and managers at school and corporate sites for verifying attendance and location, either on site or off site of all employees.

**Status:** Minor edit

**Summary of changes:** Updated to provide links to new EA and other industrial instruments.

# Employee complaints procedure

[Employee complaints procedure \(PDF 1.8MB\)](#) (staff login required)

**Audience:** This procedure applies to: employment decisions directly affecting an employee that are not excluded from review by legislation, interpersonal conflict between employees, suspected or alleged conduct of employees that a reasonable person would view as inappropriate or unreasonable, and harassment and discrimination.

**Status:** Minor edit

**Summary of changes:** Updated contact from Employee Relations Unit to Ethical Conduct Unit and added 'appendix 2 - employee complaints form'.

# Employee mental health and wellbeing procedure

[Employee mental health and wellbeing procedure \(PDF 230KB\)](#) (staff login required)

**Audience:** This procedure applies to all department employees across all department locations: schools, preschools, children's centres and offices and to 'workers' as defined under the Work Health and Safety Act 2012.

**Status:** Minor edit

**Summary of changes:** Removed references to 'Managing Emotional Demands program' and SA Mental Health Commission's 'Go-to Guide' as no longer available.

# Engaging and consulting with employees procedure

[Engaging and consulting with employees procedure \(PDF 188KB\)](#) (staff login required)

**Audience:** This procedure applies to all department employees.

**Status:** Minor edit

**Summary of changes:** Updated to provide links to new EA and other industrial instruments.

# Flexible working arrangements procedure

[Flexible working arrangements procedure \(PDF 267KB\)](#) (staff login required)

**Audience:** This procedure applies to non-executive employees.

**Status:** Minor edit

**Summary of changes:** Updated to provide links to new EA and other industrial instruments.

# ICT cyber security standard

[ICT cyber security standard \(PDF 490KB\)](#)

**Audience:** This standard applies to all department sites, staff and students.

**Status:** Minor edit

**Summary of changes:** Added inactive account review for Service Accounts. Removed reference to AppLocker and replaced with Windows Defender Application Control. Added definition regarding separation of privileged and unprivileged accounts.

# Induction and onboarding guideline

[Induction and onboarding guideline \(PDF 201KB\)](#) (staff login required)

**Audience:** This guideline applies to all department employees starting in an ongoing or temporary appointment. It includes employees who are new to the organisation, returning to the department after an extended period of time or moving across department sites, roles and classifications.

**Status:** Minor edit

**Summary of changes:** Updated with new EA and other updated industrial instrument links.

# Medication management procedure

[Medication management procedure \(PDF 267KB\)](#)

**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:** Name of the Women's and Children's Health Network (WCHN) RN Delegation Program updated to Encompass. Information clarity for 'emergency medication management plans' for midazolam administration (as provided by WCHN).



# National Student Wellbeing Program procedure for schools

[National Student Wellbeing Program procedure for schools \(PDF 187KB\)](#)

**Audience:** The procedure applies to schools that provide pastoral care or wellbeing support services funded by the National Student Wellbeing Program. It does not apply to pastoral care or wellbeing support services funded through the use of school cash reserves, school fundraising or fundraising by community partners.

**Status:** Minor edit

**Summary of changes:** Minor changes have occurred in relation to how to implement and manage the new delivery option available to schools whereby they can self-appoint their own student wellbeing support officer rather than using an external service provider.

# Non-education service providers in preschools, schools and educational programs procedure

[Non-education service providers in preschools, schools and educational programs procedure \(PDF 188KB\)](#)

**Audience:** This procedure applies to all staff at department preschools and schools and all children, young people, families and carers who are or may be captured by the: provisions of the Education and Children's Services Act 2019, Disability Discrimination Act 1992, Disability Standards for Education 2005, and 'children and students with disability policy'.

**Status:** Minor edit

**Summary of changes:** Updated to include link to newly developed 'Principles for additional charges for non-education service providers' document and associated context in procedure.

# Operational policy framework

[Operational policy framework \(PDF 203KB\)](#)

**Audience:** This framework applies to all departmental staff.

**Status:** Minor edit

**Summary of changes:** Amended 'creating, updating and deleting operational policies' appendix for clarity, including highlighting expectation to run broader consultation publicly where possible. Child safe environments compliance sub-heading added. Updated email for Aboriginal impact statement declarations. Updated hyperlinks. Replaced references to 'policy information' with 'appendices'.

## Part-time teachers (schooling sector) operational procedure

[Part-time teachers \(schooling sector\) operational procedure \(PDF 281KB\)](#) (staff login required)

**Audience:** This procedure applies to teachers in the schooling sector.

**Status:** Minor edit

**Summary of changes:** Updated language for currency and hyperlinks to current enterprise agreements and awards.

## Probation for officers of the teaching service policy

[Probation for officers of the teaching service policy \(PDF 133KB\)](#)

**Audience:** This policy applies to: all employees starting their first ongoing appointment and term appointments from 1 July 2020 where an employee has not been previously engaged as a teacher with the department.

**Status:** Minor edit

**Summary of changes:** Updated to provide links to new EA and other industrial instruments.

## Registration of interest process (enrolment) procedure

[Registration of interest process \(enrolment\) procedure \(PDF 303KB\)](#) (staff login required)

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

**Status:** Minor edit

**Summary of changes:** Updated to reflect PSP division name change to 'Schools and Preschools'. Removed Office for the Early Years due to organisational realignment. Updated hyperlinks.

## Search and seizure procedure

[Search and seizure procedure \(PDF 201KB\)](#) (staff login required)

**Audience:** This procedure applies to site leaders required to conduct a search and seizure process in schools and preschools.

**Status:** Minor edit

**Summary of changes:** Existing instructions rearranged and rewritten for clarity. Added 'guiding principles' and 'e-cigarettes (vapes)' sections.

## Seconded teachers conditions policy

[Seconded teachers conditions policy \(PDF 193KB\)](#) (staff login required)

**Audience:** This policy applies to all department teacher employees who are seconded to carry out duties under the direction of professional officers engaged in administration or supervision of education.

**Status:** Minor edit

**Summary of changes:** Updated with new EA and other updated industrial instrument links.

## SSO and ECW salary payments over 52 weeks procedure

[SSO and ECW salary payments over 52 weeks procedure \(PDF 191KB\)](#) (staff login required)

**Audience:** This procedure applies to eligible SSOs and ECWs who elect to have their salary paid over 52 weeks of the year.

**Status:** Minor edit

**Summary of changes:** Updated to provide links to new EA and other industrial instruments.

## Union engagement procedure

[Union engagement procedure \(PDF 182KB\)](#) (staff login required)

**Audience:** This procedure applies to all departmental employees who engage with unions.

**Status:** Minor edit

**Summary of changes:** Updated to provide links to new EA and other industrial instruments.

## Volunteer policy

[Volunteer policy \(PDF 196KB\)](#)

**Audience:** This policy applies to volunteers working in the department, including those who volunteer online (for example e-mentors in schools). It also applies to education and early childhood leaders and third-party providers.

**Status:** Minor edit

**Summary of changes:** Updated hyperlinks.

# Volunteer procedure for schools, preschools and care settings

[Volunteer procedure for schools, preschools and care settings \(PDF 280KB\)](#) (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:** Added references to EMS. Updated hyperlinks.

# Policy updates – March 2024

## Admission procedure

[Admission procedure \(PDF 302KB\)](#) (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, business unit names, and definitions to be consistent with enrolment policy. References to GDS 22 replaced with the new RDS-2023-14.

## Attendance policy

[Attendance policy \(PDF 242KB\)](#)

**Audience:** The policy applies to all government schools including: all departmental staff, volunteers and providers of services for children and young people, parents of children and young people, and all children and young people of compulsory age.

**Status:** Minor edit

**Summary of changes:** Minor edits to update definitions to be in line with other current policies, specifically around the definition of parent and information about starting school. Minor grammatical changes, hyperlinks reviewed, broken or no longer valid links removed or updated.

## Children and students with disability policy

[Children and students with disability policy \(PDF 195KB\)](#)

**Audience:** This policy applies to all staff at preschools, children's centres, schools, settings and programs operated by the department and all children, students, parents and carers who are or may be captured by the provisions of the Disability Discrimination Act

**Status:** Minor edit

**Summary of changes:** Added the new 'Disability Access Provision (DAP) procedure' to related policies section.

## Complaint management policy

[Complaint management policy \(PDF 263KB\)](#)

**Audience:** Complaints managed in line with this policy are those where the customer expresses dissatisfaction about the service or action of the department or its staff and is directly affected.

**Status:** Minor edit

**Summary of changes:** Updated hyperlinks and 'support for making a complaint' appendix incorporated with existing 'help to make a complaint' web page.

## Complaint management procedure

[Complaint management procedure \(PDF 199KB\)](#)

**Audience:** This procedure applies to all department staff including corporate office staff and staff in preschools and schools.

**Status:** Minor edit

**Summary of changes:** Updated hyperlinks.

## Conflict of interest policy

[Conflict of interest policy \(PDF 195KB\)](#) (staff login required)

**Audience:** The policy applies to all people employed by the department.

**Status:** Minor edit

**Summary of changes:** Minor amendments to include conflict of interest in recruitment processes and a 'declaration of conflict of interest – recruitment and selection form'.

## Curriculum, pedagogy, assessment and reporting: early childhood services to year 12 guideline

[Curriculum, pedagogy, assessment and reporting: early childhood services to year 12 guideline \(PDF 302KB\)](#)

**Audience:** This guideline is for educators and employees working in government schools and early childhood services, including: preschools, occasional care, associated programs, children's centres, rural care, integrated long day care, family day care, and education

**Status:** Minor edit

**Summary of changes:** Updated to reflect change of guideline ownership to Curriculum Development. Removed references to standard of educational achievement (SEA).

# Curriculum, pedagogy, assessment and reporting: early childhood services to year 12 policy

[Curriculum, pedagogy, assessment and reporting: early childhood services to year 12 policy \(PDF 194KB\)](#)

**Audience:** This policy applies to all educators and staff working in government schools and sites, and early childhood services and sites including: preschools, occasional care, associated programs, children's centres, rural care, integrated long day care services a

**Status:** Minor edit

**Summary of changes:** Updated to reflect change of guideline ownership to Curriculum Development. Removed references to standard of educational achievement (SEA).

# ICT cyber security standard

[ICT cyber security standard \(PDF 488KB\)](#)

**Audience:** This standard applies to all department sites, staff and students.

**Status:** Minor edit

**Summary of changes:** Minor amendment to align with 'SACSF Guideline 13 – Cyber security when travelling overseas'.

# Machinery, equipment and electrical safety standard

[Machinery, equipment and electrical safety standard \(PDF 270KB\)](#) (staff login required)

**Audience:** This standard applies to all employees, volunteers and contractors, who purchase, operate, inspect, maintain, repair, decommission or supervise the use of any Department for Education controlled and operated machinery and equipment irrespective of the dat

**Status:** Minor edit

**Summary of changes:** Updated broken hyperlinks, clarified the requirement for safety inspections to occur annually (in line with other policies and EDi pages), and updated references to the new standardised Regulatory Compliance Mark (RCM).

# Managing critical incidents resulting in severe injury or death of a child or young person in care policy

[Managing critical incidents resulting in severe injury or death of a child or young person in care policy \(PDF 192KB\)](#) (staff login required)

**Audience:** This procedure applies to all employees of the Department for Education (sites or services) who are required to report critical incidents, injuries, hazards and near misses.

**Status:** New policy

**Summary of changes:** New policy.

## Occasional care program procedure

[Occasional care program procedure \(PDF 266KB\)](#)

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

**Status:** Minor edit

**Summary of changes:** Added hyperlinks to new 'occasional care inclusion funding application form'.

## Placement procedure

[Placement procedure \(PDF 322KB\)](#) (staff login required)

**Audience:** This procedure applies to all staff in the department when determining placement of children and young people into a government school and preschool.

**Status:** Minor edit

**Summary of changes:** Added link to distance calculator in 'criteria for allocation of points in schools'. Updated hyperlinks.

## Preschool water safety procedure

[Preschool water safety procedure \(PDF 189KB\)](#)

**Audience:** This procedure applies to all employees in a department preschool including occasional care and rural care programs.

**Status:** Minor edit

**Summary of changes:** Updated hyperlinks.

## Prescribed information to be displayed procedure

[Prescribed information to be displayed procedure \(PDF 156KB\)](#) (staff login required)

**Audience:** This procedure applies to all education and care services operating under the department's approved provider status or on a department site.

**Status:** Minor edit

**Summary of changes:** Updated hyperlinks.



# Principal classifications - operational guideline

[Principal classifications - operational guideline \(PDF 63KB\)](#) (staff login required)

**Audience:** 0

**Status:** Temporary suppression

**Summary of changes:** Temporarily suppressed - A review of the contents is planned to occur in 2024.

# Providing out of school hours care (OSHC) services on department sites procedure

[Providing out of school hours care \(OSHC\) services on department sites procedure \(PDF 376KB\)](#)

**Audience:** This procedure applies to all department employees, school governing councils, third-party providers and OSHC employees, and volunteers who deliver an OSHC service on a department site.

**Status:** Minor edit

**Summary of changes:** Updated hyperlinks and content to accurately reflect other business unit changes such as: changes to the Child Safety Act, remove link to third party panel (as requested by Procurement Unit), HR changes to pre-employment check updated, DHS register of interest and certificate of interrogation updated and reflected, facilities instruction clarified, health support instruction clarified, supervision instruction clarified, transportation instruction clarified, outdated reporting checklist template removed, SGC roles and responsibilities clarified to match external facing information.

# Recycled water connections procedure

[Recycled water connections procedure \(PDF 414KB\)](#)

**Audience:** This procedure applies to all employees, service delivery leads, contractors and subcontractors responsible for the connection and management of recycled water supplies at South Australian government schools and preschools.

**Status:** Minor edit

**Summary of changes:** WSA details updated for clarity, broken links and team contacts updated.

# Reporting on Australian Curriculum in Department for Education schools: reception to year 10 procedure

[Reporting on Australian Curriculum in Department for Education schools: reception to year 10 procedure \(PDF 220KB\)](#) (staff login required)

**Audience:** This procedure applies to all department sites with reception to year 10 enrolments.

**Status:** Minor edit

**Summary of changes:** Updated to reflect change of guideline ownership to Curriculum Development.

## Selecting and using resources for educational purposes guideline

[Selecting and using resources for educational purposes guideline \(PDF 230KB\)](#)

**Audience:** This guideline applies to all staff in department preschools and schools, support centres and units involved in selecting and using educational resources for educational purposes.

**Status:** Minor edit

**Summary of changes:** Updated to reflect change of guideline ownership to Curriculum Development.

## Specialised education options for children and young people with disability placement procedure

[Specialised education options for children and young people with disability placement procedure \(PDF 168KB\)](#) (staff login required)

**Audience:** Department preschools, children's centres and schools have responsibility for maximising the learning outcomes and wellbeing of all children and young people by providing access to high-quality education.

**Status:** Minor edit

**Summary of changes:** Added the new 'Disability Access Provision (DAP) procedure' to related policies section. Updated references to SIES (opposed to SERU) Deleted an irrelevant example from 'leaving a specialised education option' section.

## Supporting bereaved parents and caregivers procedure

[Supporting bereaved parents and caregivers procedure \(PDF 201KB\)](#) (staff login required)

**Audience:** This procedure applies to all employees of the Department for Education (sites or services) who are required to report critical incidents, injuries, hazards and near misses.

**Status:** New policy

**Summary of changes:** New policy.

# 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.

# Contact

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