Policy updates published January 2025 to March 2025

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.

Contents

Policy updates: March 2025

Asbestos management procedure

Asbestos management procedure (PDF 720KB)

Audience: This procedure applies to all staff involved in or responsible for the management and operation of department owned buildings, facilities and services including schools, early childhood services and corporate offices.

Status: Minor edit

Summary of changes: Updated to reflect introduction of Incident360 for reporting incidents.

Country incentive leave procedure

Country incentive leave procedure (PDF 595) (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 reflect only Schedule 2.1 of the Enterprise Agreement, as Schedule 2.2 is not relevant.

Engagement with schools and preschools stakeholders policy

Engagement with schools and preschools stakeholders policy (PDF 601KB) (staff login required)

Audience: This policy applies to all departmental corporate staff (including project leads and teams) or external organisations (if contracted by or working with the department) who need to engage with department leaders, staff, children and young people, or communities (stakeholders) in public schools, preschools or local education offices (sites).

Status: New policy

Summary of changes: New policy.

First aid procedure

First aid procedure (PDF 642KB)

Audience: This procedure applies to all department employees and those who engage in activities or services provided at a department site or service.

Status: Major edit

Summary of changes: Changes to first aider ratio and information about training for special education settings in response to Coroner's recommendations, deletion of content relating to infection control and change of document title from 'first aid and infection control standard' to 'first aid procedure'.

ICT cyber security standard

[ICT cyber security standard (PDF 1MB)](#)

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

Status: Minor edit

Summary of changes: Updated travel requirements to reflect New Zealand classified as domestic travel. Updated international travel risk assessment criteria.

Induction and onboarding guideline

[Induction and onboarding guideline (PDF 603KB)](#) (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 hyperlinks.

Local, Area and Statewide permanent relieving teacher (PRTs) procedure

[Local, Area and Statewide permanent relieving teacher (PRTs) procedure (PDF 620KB)](#) (staff login required)

Audience: This procedure applies to PRTs employed by the department for short-term teacher vacancies in country schools.

Status: Minor edit

Summary of changes: Updated hyperlinks.

Managing industrial action at corporate sites procedure

[Managing industrial action at corporate sites procedure (PDF 570KB)](#) (staff login required)

Audience: These procedures apply to all employees and managers at corporate sites.

Status: Minor edit

Summary of changes: Updated template and position titles to reflect structure of People and Culture Division.

Overseas travel - official business procedure

[Overseas travel - official business procedure (PDF 559KB)](#) (staff login required)

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

Status: Minor edit

Summary of changes: Clarified policy scope, insurance requirements and reporting responsibilities.

Overseas travel - student excursions procedure

[Overseas travel - student excursions procedure (PDF 574KB)](#) (staff login required)

Audience: The procedure applies to all employees, school governing councils or school councils, preschool management committees and ministerial committees involved with overseas student excursions.

Status: Minor edit

Summary of changes: Clarified policy scope, insurance requirements and reporting responsibilities.

Overseas travel policy

[Overseas travel policy (PDF 622KB)](#) (staff login required)

Audience: The policy applies to all department employees, school governing councils and school councils, preschool management committees and ministerial committees. The policy applies when overseas travel is either fully or partially funded by the department.

Status: Minor edit

Summary of changes: Clarified policy scope, insurance requirements and reporting responsibilities.

Paid primary carer leave (education staff - preschools and schools) procedure

[Paid primary carer leave (education staff - preschools and schools) procedure (PDF 558KB)](#) (staff login required)

Audience: The following employees are eligible to apply for paid maternity, adoption or surrogacy leave: teachers, school services officers (SSOs),early childhood workers (ECWs), Aboriginal Education workers (AEWs).

Status: Minor edit

Summary of changes: Updated hyperlinks.

Procurement governance policy

[Procurement governance policy (PDF 661KB)](#)

Audience: The policy applies to all employees, school governing councils, school councils, preschool management committees, education offices, and public authorities operating within the department's procurement framework.

Status: Minor edit

Summary of changes: Updated hyperlinks.

Procurement procedure

[Procurement procedure (PDF 666KB)](#) (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 hyperlinks.

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 804KB)](#)

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.

Recruitment and selection of ancillary staff in schools and preschools policy

[Recruitment and selection of ancillary staff in schools and preschools policy (PDF 627KB)](#)

Audience: This policy applies to all school and preschool ancillary staff employed as: Schools Services Officer (SSO), Early Childhood Worker (ECW), Government Services Employee (GSE) and weekly paid staff appointed to a department site.

Status: Minor edit

Summary of changes: Updated hyperlinks.

Schools and preschools procurement procedure

[Schools and preschools procurement procedure (PDF 550KB)](#) (staff login required)

Audience: The policy applies to all school and preschool employees, school governing councils, school

councils, preschool management committees.

Status: Minor edit

Summary of changes: Updated hyperlinks.

Self-harm and suicidal behaviour response guideline for schools

[Self-harm and suicidal behaviour response guideline for schools (PDF 858KB)](#) (staff login required)

Audience: This guideline applies to all staff and volunteers in schools.

Status: Minor edit

Summary of changes: Updated to reflect introduction of Incident 360 to report incidents.

Sister school partnerships policy

[Sister school partnerships policy (PDF 538KB)](#) (staff login required)

Audience: This policy applies to all schools, site leaders and employees establishing or involved in a sister school partnership.

Status: Minor edit

Summary of changes: Updated wording and contact details.

Transition to retirement (superannuation) procedure

[Transition to retirement (superannuation) procedure (PDF 667KB)](#) (staff login required)

Audience: Department for Education (department) employees aged 60 or over (if members of the Super SA Pension or Lump Sum Scheme) can elect to enter a TTR (superannuation) agreement with the department to enable transition from existing employment to retirement.

Status: Minor edit

Summary of changes: Procedure now applies to employees aged over 60 instead of over 55. Legislative instruments updated to reflect that, since 30 November 2022, public sector employees can choose a superannuation fund. Updated procedure template and titles to align with People and Culture Division structure.

Policy updates: February 2025

Management of Cabinet documents procedure

[Management of Cabinet documents procedure (PDF 641KB)](#) (staff login required)

Audience: This procedure applies to all staff responsible for drafting and approving Cabinet documents.

Status: Minor edit

Summary of changes: Minor edit to wording and clarification of processes regarding late submissions, use of the OCE submission checklist, comments on other agency submissions and Cabinet agendas.

Purchase card policy for corporate offices

[Purchase card policy for corporate offices (PDF 656KB)](#) (staff login required)

Audience: This policy applies to all department corporate office employees.

Status: Minor edit

Summary of changes: Added guidance on what to do with a purchase card account when the cardholder goes on leave, to reflect existing advice and practices. Hyperlinks updated and minor wording edits.

Risk management policy

[Risk management policy (PDF 609KB)](#) (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: A few terminology changes and minor edits.

Risk management procedure

[Risk management procedure (PDF 672KB)](#) (staff login required)

Audience: This procedure 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: A few terminology changes and minor edits.

Work health and safety issue resolution procedure

[Work health and safety issue resolution procedure (PDF 554KB)](#) (staff login required)

Audience: This procedure applies to all people entering or using department sites or involved in a department activity. It includes all department employees and other people.

Status: Minor edit

Summary of changes: Changed 'employees' to 'workers' to reflect terminology in WHS legislation. Adopted definition of 'workers' from the department's WHS policy. Minor amendments to wording for clarity. Added entitlement to lodge a dispute with SAET to reflect changes to WHS Act that came into effect 1 September 2024. Updated template.

Work health and safety policy

[Work health and safety policy (PDF 557KB)](#) (staff login required)

Audience: The policy applies to anyone entering or using department premises or involved in a department activity, including all department employees and other persons.

Status: Minor edit

Summary of changes: Updated template, hyperlinks and updated teminology to properly reflect the WHS Act and Regulations.

Policy updates: January 2025

Acceptance and refusal of authorisations policy

[Acceptance and refusal of authorisations policy (PDF 578KB)](#)

Audience: This policy applies to all preschools and programs operated by a preschool.

Status: Minor edit

Summary of changes: Updated organisational structure, hyperlinks and definitions for clarity.

Animal care and welfare in school, preschools and early childhood services procedure

[Animal care and welfare in school, preschools and early childhood services procedure (PDF 618KB)](#)

Audience: These procedures apply to all department employees.

Status: Minor edit

Summary of changes: Updated language to clarify incident reporting process. Updated hyperlinks to legislation.

COVID-19 vaccination policy

Audience: This policy applies to all employees (ongoing, term or casual) who may be performing work at any of the department's workplaces

Status: Deleted

Summary of changes: Policy deleted as no longer in line with SA Health requirements and recommendations. Information on safe measures, outbreak measures and other information is still available and has recently been updated to reflect the SA Health advice.

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 620KB)](#)

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 and family day care services, as well as education programs operating from support centres and units.

Status: Minor edit

Summary of changes: Updated to reflect change in ownership from Curriculum Development to Curriculum Policy & Standards.

Flexible learning options (FLO) enrolment and non-FLO case management procedure

Audience: This procedure applies to all school departmental employees responsible for the management of students enrolled through FLO or receiving non-FLO case management.

Status: Deleted

Summary of changes: Replaced by the new Tailored Learning policy.

Management of SAES executive and senior ECS Act section 121 positions policy

[Management of SAES executive and senior ECS Act section 121 positions policy (PDF 577KB)](#) (staff login required)

Audience: This policy applies to: staff employed as South Australian Executive Service (SAES) executives under the *Public Sector Act 2009*; staff employed as senior officers under section 121 of the *Education and Children's Services Act 2019* above the level classification as defined in the section 121 appointment policy.

Status: Minor edit

Summary of changes: Updated links to the classification and remuneration procedures, following approval to split the procedures into separate documents.

Managing protections for teachers, staff and students procedure

[Managing protections for teachers, staff and students procedure (PDF 69KB)](#) (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: Clarified process for issuing directions to leave in line with the *Education and Children's Services Act 2019*. Updated references to the department's incident management system.

Merit selection procedure

[Merit selection procedure (PDF 666KB)](#)

Audience: This procedure applies to recruitment and selection for the following vacancies: corporate appointments under part 7 of the *Public Sector Act 2009*, school and preschool based leadership and seconded appointments under the *Education and Children's Services Act 2019*, corporate appointments under section 121 of the *Education and Children's Services Act*, school and preschool based ancillary appointments under section 121 of the *Education and Children's Services Act*, and school and preschool

based ancillary appointments under common law, including positions classified as government services employees.

Status: Minor edit

Summary of changes: Updated links to the classification and remuneration procedures, following approval to split the procedures into separate documents.

Non-employee COVID-19 vaccination policy

Audience: This policy applies to all non-employees, including volunteers, educators, care providers, contractors, consultants and other service providers who: engage in work or perform duties in services operated by the department; engage in work or perform duties at any of the department's education and early childhood settings ('workplaces' or 'sites'); or work in or provide services in a scheme, undertaking or program of the department ('undertakings'), including bus transport services.

Status: Deleted

Summary of changes: Policy deleted as no longer in line with SA Health requirements and recommendations. Information on safe measures, outbreak measures and other information is still available and has recently been updated to reflect the SA Health advice.

Preschool attendance recording procedure

[Preschool attendance recording procedure (PDF 579KB)](staff login required) (staff login required)

Audience: The procedure applies to department preschool services and programs operated by the preschool, including occasional care and supported programs.

Status: Minor edit

Summary of changes: Updated to reflect organisational structure. Added definitions for clarity.

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 641KB)](#) (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 in ownership from Curriculum Development to Curriculum Policy & Standards.

School and preschool enrolment policy

School and preschool enrolment policy (PDF 724KB)

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: Replaced information about the superseded FLO program with updated information about the Tailored Learning Program.

Section 121 appointment policy

Section 121 appointment policy (PDF 603KB) (staff login required)

Audience: This policy applies to all corporate department employees who have entered into any contract of employment under section 101B of the former *Education Act 1972* on or after 14 December 2016, and all corporate appointments made under section 121 of the *Education and Children's Services Act 2019*.

Status: Minor edit

Summary of changes: Updated links to the classification and remuneration procedures, following approval to split the procedures into separate documents.

Selecting and using resources for educational purposes guideline

Selecting and using resources for educational purposes guideline (PDF 626KB)

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 in ownership from Curriculum Development to Curriculum Policy & Standards.

Contact

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