

Policy updates published in last 3 months

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.



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Policy updates: April 2025

Assault, weapons, sexual, drug and other offences reported on site: site responsibilities procedure

[Assault, weapons, sexual, drug and other offences reported on site: site responsibilities procedure \(PDF 669 KB\)](#) (staff login required)

Audience: This procedure applies to all employees, especially site leaders, in managing and responding to assaults, weapons, sexual, drug, and other offences at or reported through department sites.

Status: Minor edit

Summary of changes: Replaced references Benestar with TELUS Health, and references to IRMS with the department's incident management system. Updated hyperlinks.

Camps and excursions policy

[Camps and excursions policy \(PDF 664 KB\)](#)

Audience: This policy applies to all departmental staff, sites, and services when conducting off-site activities.

Status: Minor edit

Summary of changes: Incorporated feedback from Department of Human Services feedback regarding working with children check references. Updated hyperlinks.

Camps and excursions procedure

[Camps and excursions procedure \(PDF 855 KB\)](#)

Audience: This policy applies to all departmental staff, sites, and services, especially those conducting off-site activities.

Status: Minor edit

Summary of changes: Incorporated feedback from Department of Human Services feedback regarding working with children check references. Updated hyperlinks.

Provision of counselling for children, young people, parents and employees when responding to critical incidents of a sexual nature procedure

[Provision of counselling for children, young people, parents and employees when responding to critical incidents of a sexual nature procedure \(PDF 556 KB\)](#) (staff login required)

Audience: This procedure applies to all employees.

Status: Minor edit

Summary of changes: Replaced references Benestar with TELUS Health, and references to IRMS with the department's incident management system. Updated hyperlinks.

Screening and suitability: child safety policy

[Screening and suitability: child safety policy \(PDF 660 KB\)](#)

Audience: This policy applies to anyone involved with or providing services to a department site, service, activity, or to a child or young person.

Status: Minor edit

Summary of changes: Replaced references to 'valid working with children checks' with 'not prohibited working with children checks'. 'Requirement of the department to notify the Department of Human Services of employees working with children' and 'Verification of working with children checks' sections added.

Screening and suitability: child safety procedure

[Screening and suitability: child safety procedure \(PDF 599 KB\)](#)

Audience: This procedure applies to anyone involved with or providing services to a department site, service, activity, or to a child or young person.

Status: Minor edit

Summary of changes: Clarified requirement for people over 14 requiring a WWCC. Replaced references to 'valid working with children checks' with 'not prohibited working with children checks'.

Search and seizure procedure

[Search and seizure procedure \(PDF 621 KB\)](#) (staff login required)

Audience: This procedure applies to site leaders in schools and preschools.

Status: Minor edit

Summary of changes: Minor grammatical errors corrected and updated hyperlinks. Changed references of IRMS to the department's incident management system.

Use of Government banned products, applications and web services on department issued devices policy

[Use of Government banned products, applications and web services on department issued devices policy \(PDF 541 KB\)](#) (staff login required)

Audience: This policy applies to all staff, consultants, vendors, and contractors.

Status: New policy

Summary of changes: New policy.

Policy updates: March 2025

Asbestos management procedure

[Asbestos management procedure \(PDF 720 KB\)](#)

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 \(PDF 595 KB\)](#) (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 \(PDF 601 KB\)](#) (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 \(PDF 642 KB\)](#)

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 \(PDF 603 KB\)](#) (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 \(PDF 620 KB\)](#) (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 \(PDF 570 KB\)](#) (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 \(PDF 559 KB\)](#) (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 \(PDF 574 KB\)](#) (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 \(PDF 622 KB\)](#) (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 \(PDF 558 KB\)](#) (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 \(PDF 661 KB\)](#)

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 \(PDF 666 KB\)](#) (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 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 \(PDF 804 KB\)](#)

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 \(PDF 627 KB\)](#)

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 \(PDF 550 KB\)](#) (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 \(PDF 858 KB\)](#) (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 \(PDF 538 KB\)](#) (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 \(PDF 667 KB\)](#) (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 \(PDF 641 KB\)](#) (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 \(PDF 656 KB\)](#) (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 \(PDF 609 KB\)](#) (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 \(PDF 672 KB\)](#) (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 \(PDF 554 KB\)](#) (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 \(PDF 557 KB\)](#) (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 terminology to properly reflect the WHS Act and Regulations.

Contact

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