

Policy updates published December 2024 to February 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.



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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 terminology 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)

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.

Policy updates: December 2024

Asset replacement or refurbishment procedure

[Asset replacement or refurbishment procedure \(PDF 598KB\)](#) (staff login required)

Audience: This procedure applies to: government schools, preschools and early childhood services, Capital Programs and Asset Services Unit, facilities management service providers (FM service providers).

Status: Minor edit

Summary of changes: Updated template and minor edits to reflect business changes.

Camps and excursions policy

[Camps and excursions policy \(PDF 662KB\)](#)

Audience: This policy and related procedures outline the obligations and procedural requirements of sites for camps and excursions, particularly for teachers, educators, workers and parents.

Status: Minor edit

Summary of changes: Content has been streamlined and reformatted to improve readability for users and update links. Risk management form updated to increase inclusivity of early childhood services.

Camps and excursions procedure

[Camps and excursions procedure \(PDF 858KB\)](#)

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: Content has been streamlined and reformatted to improve readability for users and update links. Risk management form updated to increase inclusivity of early childhood services.

Classification and remuneration procedure

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: Deleted

Summary of changes: Content split into the new classification procedure and remuneration procedure.

Classification procedure

[Classification procedure \(PDF 617KB\)](#) (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: New policy

Summary of changes: New procedure as a result of separating contents from classification and remuneration procedure.

Data access and transfer procedure

[Data access and transfer procedure \(PDF 536KB\)](#)

Audience: This procedure relates to all data gathered, maintained and managed in the department on behalf of the Minister and apply to both internal and external requests for data access.

Status: Minor edit

Summary of changes: Updated contact details to reflect the new process for contacting the System Performance Helpdesk.

International commercial activity policy

[International commercial activity policy \(PDF 593KB\)](#) (staff login required)

Audience: This policy is mandatory for all business units: contemplating commercial delivery of department products and services to international partners; delivering department products and services to international partners on a commercial basis.

Status: Minor edit

Summary of changes: Updated hyperlinks, aligned responsibility to International Education Services and clarified corporate direction.

International commercial activity procedure

[International commercial activity procedure \(PDF 711KB\)](#) (staff login required)

Audience: This procedure is mandatory for all business units: contemplating commercial delivery of department products and services to international partners; delivering department products and services to international partners.

Status: Minor edit

Summary of changes: Updated hyperlinks, aligned responsibility to International Education Services and clarified corporate direction.

Management of capital works projects procedure

Audience: All DECD school and preschool site leaders or nominated delegates, and the DECD Corporate Services Capital Programs Team.

Status: Deleted

Summary of changes: Formal deletion completed following implementation the department's 'asset management policy' and DIT's Strategic Asset Management Framework.

Playgroups on a department site procedure

[Playgroups on a department site procedure \(PDF 597KB\)](#) (staff login required)

Audience: This procedure applies to all department employees. Preschools and schools should support the provision of playgroups in response to community needs, where staffing and physical resources allow.

Status: Minor edit

Summary of changes: Changed name from the SPICE Kit to Playgroups Facilitator Guide and adding link to the resource. Executive Director and Director role name changes. Added 'Communities' to Learning Together program name. Fixed broken links.

Remuneration procedure

[Remuneration procedure \(PDF 605KB\)](#) (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: New policy

Summary of changes: New procedure as a result of separating contents from classification and remuneration procedure.

Repairs and maintenance procedure

[Repairs and maintenance procedure \(PDF 773KB\)](#) (staff login required)

Audience: This procedure applies to: Government schools, government preschools, government early childhood services, Asset Services, and facilities management service providers (FMSP).

Status: Minor edit

Summary of changes: Updated template and minor edits to reflect business changes.

Tailored Learning policy

[Tailored Learning policy \(PDF 565KB\)](#) (staff login required)

Audience: The Tailored Learning policy provides the direction for schools to effectively support students who may benefit from learning programs that are flexible and personalised to their needs combined with quality case management to enhance engagement in education.

Status: New policy

Summary of changes: New policy. Replaces the 'flexible learning options (FLO) enrolment and non-FLO case management procedure'.

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