

# Policy documents – monthly updates – published October to December 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 – 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'.

# Policy updates – November 2024

## Admission procedure

[Admission procedure \(PDF 723KB\)](#) (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 to reflect realignment of Office for the Early Years into Schools and Preschools division.

## Asbestos management procedure

[Asbestos management procedure \(PDF 732KB\)](#)

**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:** Removed references to the former Incident Management Report System (IRMS).

## Breastfeeding policy

[Breastfeeding policy \(PDF 590KB\)](#) (staff login required)

**Audience:** This policy applies to all employees and students who choose to continue breastfeeding when they return to work or study following the birth of a child, and employees with primary caring responsibility who are not breastfeeding but choose to take the opportunity to spend equivalent time bonding with their baby while bottle-feeding.

**Status:** Minor edit

**Summary of changes:** Included references to Sex Discrimination Act 1984 (Cth) and WE'RE EQUAL SA (under related legislation/documents). Minor language revisions. Updated contact details.

## Domestic and family violence workplace procedure

[Domestic and family violence workplace procedure \(PDF 585KB\)](#) (staff login required)

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

**Status:** Minor edit

**Summary of changes:** Updated contact details.



# Employee exit procedure

[Employee exit procedure \(PDF 577KB\)](#)

**Audience:** The procedure applies to all department employees when they end their employment by: resignation, retirement, accepting a targeted voluntary separation package, completing their contract of employment, permanent or temporary transfer to another SA government agency, or termination.

**Status:** Minor edit

**Summary of changes:** Updated links to the new Employee Separation Form.

# Flexible working arrangements procedure

[Flexible working arrangements procedure \(PDF 688KB\)](#) (staff login required)

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

**Status:** Minor edit

**Summary of changes:** Content aligned with other information available on EDi.

# Fraud, corruption, misconduct and maladministration control framework

[Fraud, corruption, misconduct and maladministration control framework \(PDF 696KB\)](#) (staff login required)

**Audience:** This framework applies to everyone employed by or engaged with department preschools, schools and services including through management committees and governing councils, as employees, volunteers, family-based carers and identified third-party providers.

**Status:** Minor edit

**Summary of changes:** Updated hyperlinks and language for clarity.

# Hazardous chemicals management standard

**Audience:** The standard applies to all officers and workers who engage in activities where hazardous chemicals are used or stored at a department workplace.

**Status:** Deleted

**Summary of changes:** Replaced by new 'hazardous materials procedure'.

## Hazardous materials procedure

[Hazardous materials procedure \(PDF 726KB\)](#) (staff login required)

**Audience:** This procedure applies to site leaders and employees who manage or engage in activities where hazardous materials are used or stored at a department workplace.

**Status:** New policy

**Summary of changes:** New procedure. Replaces the 'hazardous chemicals management standard'.

## Organising the school and preschool year, closure days and early dismissals procedure

[Organising the school and preschool year, closure days and early dismissals procedure \(PDF 645KB\)](#)

**Audience:** This procedure applies to all department staff at schools, preschools and corporate office and governing councils.

**Status:** Minor edit

**Summary of changes:** Inclusion of staggered start to the school year process, student instruction arrangements for technical college industry training programs in government school, attendance codes updates, clarification of delegations, hyperlink and title updates. These are all subjects covered by determinations recently made by the CE under the Education and Children's Services Act 2019.

## Section 121 appointment policy

[Section 121 appointment policy \(PDF 601KB\)](#) (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:** Remuneration update, update to nomenclature and P&C contacts, minor formatting changes.

# Self-harm and suicidal behaviour response guideline for schools

[Self-harm and suicidal behaviour response guideline for schools \(PDF 872KB\)](#) (staff login required)

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

**Status:** Minor edit

**Summary of changes:** Added additional guidance regarding children with disabilities, the use of exclusionary responses and situations requiring further consideration before contacting parents and carers. Updated contact details and resources.

# Union engagement procedure

[Union engagement procedure \(PDF 588KB\)](#) (staff login required)

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

**Status:** Minor edit

**Summary of changes:** Updated position titles.

# Policy updates – October 2024

## Anaphylaxis and allergies procedure

[Anaphylaxis and allergies procedure \(PDF 808KB\)](#)

**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:** Changes include clarifications of information from national bodies, update of links, minor editorial changes.

## Business rules for financial and budgetary management policy

[Business rules for financial and budgetary management policy \(PDF 595KB\)](#) (staff login required)

**Audience:** This policy applies to all staff of the Department for Education, but not school and preschool based staff unless specifically stated.

**Status:** Minor edit

**Summary of changes:** Minor edit to business rules for new financial year.

## Intervention orders procedure

[Intervention orders procedure \(PDF 627KB\)](#) (staff login required)

**Audience:** This procedure applies to all corporate office and school and preschool employees in receipt of intervention order information requiring management and consideration.

**Status:** Minor edit

**Summary of changes:** Updated position titles, policy titles and hyperlinks and incorporation of clarifying points from SA Police.

# Operational policy framework

[Operational policy framework \(PDF 611KB\)](#)

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

**Status:** Minor edit

**Summary of changes:** 'Creating, updating and deleting operational policies' appendix updated to align with consultation requirements prescribed by the Aboriginal Voice: Aboriginal education policy consultation framework. Instructions on Aboriginal Impact Statement declaration condensed.

# Sexual harassment policy

[Sexual harassment policy \(PDF 589KB\)](#) (staff login required)

**Audience:** This policy applies to all departmental employees.

**Status:** Minor edit

**Summary of changes:** Added references to positive duty and prevention to align with amended Sex Discrimination Act 1984. Added references to psychosocial hazards and reducing workplace psychological risk to align with amended WHS Act 2012 (SA). Removed references to responsibilities of students, children and young people in education and care settings due to this already existing in other policy documents. Updated contact details.

# Contact

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