

Policy documents – monthly updates – published September to November 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.



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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.

Policy updates – September 2024

Attendance at school procedure

[Attendance at school procedure \(PDF 771KB\)](#) (staff login required)

Audience: The procedure is mandatory for all department employees who have a responsibility to record, monitor and follow-up attendance of students in government schools and educational programs.

Status: Minor edit

Summary of changes: Amendments to include details for EMS and reflect deletion of DCP Mandatory Reporting Guide. Hyperlinks updated and other administrative edits.

Business continuity management policy

[Business continuity management policy \(PDF 537KB\)](#) (staff login required)

Audience: This policy applies to the department’s defined critical corporate services and applies to all corporate staff impacted by these services.

Status: Minor edit

Summary of changes: Change in responsible Executive Director.

Business continuity management procedure

[Business continuity management procedure \(PDF 612KB\)](#) (staff login required)

Audience: This procedure applies to the department’s defined critical corporate services and applies to all corporate staff impacted by these services.

Status: Minor edit

Summary of changes: Change in responsible Executive Director.

Motor vehicle procedure

[Motor vehicle procedure \(PDF 650KB\)](#) (staff login required)

Audience: This procedure applies to all department employees, school governing councils and school councils, preschool management committees and ministerial committees operating within the department’s procurement authority.

Status: Minor edit

Summary of changes: Updated business unit name and hyperlinks.

Placement procedure

[Placement procedure \(PDF 751KB\)](#) (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: Minor update to capture new name for Preschool Policy team and amendments to preschool local catchment area responsibilities and sibling criteria for specialised schools.

Safe arrival of children policy

[Safe arrival of children policy \(PDF 589KB\)](#)

Audience: This policy applies to department services that provide education or care to children who transition between the service and any other education or early childhood service.

Status: New policy

Summary of changes: New policy.

Safe sleeping and resting for infants and young children policy

[Safe sleeping and resting for infants and young children policy \(PDF 580KB\)](#)

Audience: This policy applies to department services that are responsible for education or care to infants or children.

Status: New policy

Summary of changes: New policy.

Workplace learning procedure

[Workplace learning procedure \(PDF 725KB\)](#)

Audience: This procedure applies to government schools in South Australia.

Status: Minor edit

Summary of changes: Updated wording to provide clearer guidance on RRHAN-EC training obligations, name changes to department ICT systems, and other minor corrections.

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