Policy documents – monthly updates – published August to October 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.

Contents

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 ofstudentsin 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 tansition 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.

Policy updates – August 2024

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 214KB)](#)

Audience: These procedures apply to all department employees.

Status: Minor edit

Summary of changes: Updated terminology, names, titles and hyperlinks. Change of procedure name to better reflect the program (Animal Care and Welfare Program).

Conflict of interest policy

[Conflict of interest policy (PDF 612KB)](#) (staff login required)

Audience: The policy applies to all people employed by the department.

Status: Minor edit

Summary of changes: Minor change to policy to include the requirement for a chair to include in the panel report if a panel member has been removed from the recruitment process due to a conflict of interest.

Injury management policy

[Injury management policy (PDF 541KB)](#) (staff login required)

Audience: This policy applies to all department workers whether permanent, temporary, full-time or part-time. It includes any contractors directly employed under a contract of service with the department.

Status: Minor edit

Summary of changes: The changes are purely an administrative change due to change of directorate structure and name.

Overseas travel - official business procedure

[Overseas travel - official business procedure (PDF 153KB)](#) (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: Major edit

Summary of changes: Updated to clarify insurance requirements for department and non-department employees travelling overseas. Updated eligibility criteria for overseas student excursions. Also updated with protective security requirements of SAPSF and DPC 040 – Air travel.

Overseas travel - student excursions procedure

Overseas travel - student excursions procedure (PDF 168KB) (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: Major edit

Summary of changes: Updated to clarify insurance requirements for department and non-department employees travelling overseas. Updated eligibility criteria for overseas student excursions. Also updated with protective security requirements of SAPSF and DPC 040 – Air travel.

Overseas travel policy

Overseas travel policy (PDF 218KB) (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: Major edit

Summary of changes: Updated to clarify insurance requirements for department and non-department employees travelling overseas. Updated eligibility criteria for overseas student excursions. Also updated with protective security requirements of SAPSF and DPC 040 – Air travel.

Partnership governance guideline

Audience: This guideline applies to all department preschool directors, principals, and members of the local education team.

Status: Deleted.

Summary of changes: Following review, the guideline is no longer required as the role/function has changed.

Performance and development guideline

Performance and development guideline (PDF 249KB) (staff login required)

Audience: All department employees must participate in the performance and development process.

Status: Minor edit

Summary of changes: Updated contact information for the Performance Support team.

Public interest disclosure procedure

Public interest disclosure procedure (PDF 637KB)

Audience: This procedure is mandatory for all staff.

Status: Minor edit

Summary of changes: Updated position titles.

Recruitment and selection of ancillary staff in schools and preschools procedure

Recruitment and selection of ancillary staff in schools and preschools procedure (PDF 815KB)

Audience: This procedure applies to all school and preschool ancillary staff employed as: School 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: Reflected changes under the South Australian School and Preschool Education Staff Enterprise Agreement 2024. Updates to corporate terminology.

Recruitment and selection of teaching staff in preschools policy

Recruitment and selection of teaching staff in preschools policy (PDF 573KB)

Audience: The policy applies to all teachers employed under the Education and Children's Services Act 2019 in standalone and children's centres.

Status: Minor edit

Summary of changes: Reflected changes under the South Australian School and Preschool Education Staff Enterprise Agreement 2024. Updates to corporate terminology.

Recruitment and selection of teaching staff in preschools procedure

[Recruitment and selection of teaching staff in preschools procedure (PDF 1MB)](#)

Audience: The procedure applies to the appointment of teachers including the classifications of Substantive Key Teacher, Advanced Skills Teacher AST-2 and Advanced Skills Teacher AST-2 Fall-back in the preschool sector.

Status: Minor edit

Summary of changes: Reflected changes under the South Australian School and Preschool Education Staff Enterprise Agreement 2024. Updates to corporate terminology.

Recruitment and selection of teaching staff in schools policy

[Recruitment and selection of teaching staff in schools policy (PDF 609KB)](#)

Audience: This policy covers all schools and all teachers appointed to schools in our public education system. Teachers include those staff with the classifications of Special Senior, Senior, Substantive Key Teacher, Advanced Skills Teacher (AST-2), Highly Accomplished Teacher (HAT) and Lead Teacher (LT).

Status: Minor edit

Summary of changes: Reflected changes under the South Australian School and Preschool Education Staff Enterprise Agreement 2024. Updates to corporate terminology.

Recruitment and selection of teaching staff in schools procedure

[Recruitment and selection of teaching staff in schools procedure (PDF 733KB)](#)

Audience: This procedure applies to all schools and all teachers appointed to school in our public education system. Teachers include those staff with the classifications of Special Senior, Senior, Substantive Key Teacher, Advanced Skills Teacher AST-2, Highly Accomplished Teacher (HAT) and Lead Teacher (LT).

Status: Minor edit

Summary of changes: Reflected changes under the South Australian School and Preschool Education Staff Enterprise Agreement 2024. Updates to corporate terminology.

Recycled water connections procedure

[Recycled water connections procedure (PDF 1MB)](#)

Audience: This procedure applies to all employees, service delivery leads, contractors and subcontractors responsible for the connection and management of recycled water supplies at South Australian government schools and preschools.

Status: Minor edit

Summary of changes: Updated language to improve readability and understanding of document.

Research policy

[Research policy (PDF 531KB)](#)

Audience: This policy applies to the following stakeholders who are undertaking or propose to undertake research at a department site or service, or use department data, and is inclusive of any research that is managed by the department, including: department employees, research organisations, student researches, external researchers and evaluators.

Status: Minor edit

Summary of changes: Contact detals updated.

Responding to online safety incidents in South Australian schools guideline

[Responding to online safety incidents in South Australian schools guideline (PDF 456KB)](#)

Audience: The guidelines apply to online safety incidents involving children and young people who are under the care and control of teachers.

Status: Minor edit

Summary of changes: No policy amendments were required currently, policy can continue to be used. Contact details and broken links were updated, with a major review in response to pending legislative changes to occur later in 2025/26.

Contact

Operational Policy

Phone: 8226 3443

Email: education.policy@sa.gov.au