

Policy	Mandatory, optional or not required	Source of requirement	School Council Approval	Approval Date Updated Date Notes	Due for Review	Review Cycle	Required Communication methods School website (or other online parent/carer/student access)	Recommended Additional communication methods	Optional Additional Communication methods
Anaphylaxis	Mandatory	Minimum Standards	Not required		Sep-19	1 year	Mandatory staff training (twice yearly) Induction processes	Staff Handbook/Manual Staff briefing/meeting as required	Parent information nights Newsletters
Asbestos Management Plan Asbestos Audit Report Asbestos Register (if applicable)	Mandatory	DET	Not required			1 year (or when changes are required)	Induction process - all contractors, maintenance staff and volunteers (eg parent working bees) are provided with OHS induction and review of the Asbestos Register before commencing any work. School website (or other online parent/carer/student access)	Staff Handbook/Manual Staff briefing/meeting as required	See Asbestos Management page for further information enroiment packs
Asthma	Mandatory	DET	Not required			1 year	Induction processes Staff training	Staff Handbook/Manual Staff briefing/meeting as required	Parent information nights Newsletters enroiment packs
Attendance	Mandatory	Minimum Standards	Consultation recommended			3 to 4 years	School website (or other online parent/carer/student access) Induction processes	Staff Handbook/Manual Staff briefing/meeting as required	Parent information nights Newsletters enroiment packs
Bullying Prevention	Mandatory	Minimum Standards	Consultation required	Aug-19	Aug-20	1 to 2 years	School website (or other online parent/carer/student access) Induction processes	Staff Handbook/Manual Staff briefing/meeting as required	Parent information nights Newsletters enroiment packs
Camps And Excursions	Mandatory	Minimum Standards	Consultation recommer	Apr-19	Apr-22	3 to 4 years	Induction processes	Staff Handbook/Manual Staff briefing/meeting as required	Parent information nights Newsletters
Cash Handling	Mandatory	DET	Approval required			1 year	Induction processes	Staff Handbook/Manual Staff briefing/meeting as required	
CCTV	Mandatory	DET	Approval required			3 to 4 years	School website (and signage must be present around school) Induction processes School website	Staff Handbook/Manual Staff briefing/meeting as required	Newsletters enroiment packs
Child Safe Standards Policy or commitment and code of conduct	Mandatory	Minimum Standards	Approval required	Nov-18	01.11.19	1 to 2 years	Induction processes Staff briefing/meeting (regularly) School website	Staff Handbook/Manual	Parent information nights Newsletters enroiment packs
Child Safety Responding and Reporting Policy and Procedures	Mandatory	Minimum Standards	Approval required	Nov-18	01.10.19	3 to 4 years	Induction processes Staff briefing/meeting (regularly)	Staff Handbook/Manual	Parent information nights Newsletters enroiment packs
Class Placement	Optional	N/A	Not required			3 to 4 years	Policy is optional so no 'required' communication method	School website (or other online parent/carer/student access) Induction processes Staff Handbook/Manual	Parent information nights Newsletters enroiment packs
Communication with School Staff	Optional	N/A	Consultation recommer	Aug-19	Aug-22	3 to 4 years	Policy is optional so no 'required' communication method	Staff Handbook/Manual	Parent information nights Newsletters enroiment packs
Complaints	Mandatory	Minimum Standards	Consultation recommer	02.08.19 *This is part of the Emergency Management Plan	Aug-22	3 to 4 years	School website Induction processes	Staff Handbook/Manual Staff briefing/meeting as required	Parent information nights Newsletters
Critical Incident Plan	Mandatory	Minimum Standards	Not required		01.09.19	1 year	See Emergency Management Plan	See Emergency Management Plan	See Emergency Management Plan enroiment packs
Curriculum Framework	Mandatory	Minimum Standards	Not required			1 year	Induction processes	School website (or other online parent/carer/student access)	Parent information nights Newsletters enroiment packs
Digital Technologies (Internet, Social Media and Digital Devices)	Mandatory	Minimum Standards	Consultation recommer	02.03.18	Feb-20	1 to 2 years	School website Induction processes	Staff Handbook/Manual Staff briefing/meeting as required School website (or other online parent/carer/student access)	Parent information nights Newsletters enroiment packs
Dogs in Education Policy	Optional	N/A	Consultation recommer	14.03.19	Mar-20	3 to 4 years	Policy is optional so no 'required' communication method	Staff Handbook/Manual	Parent information nights Newsletters enroiment packs
Duty Of Care	Mandatory	Minimum Standards	Not required	Apr-19	Apr-22	3 to 4 years	Induction processes Staff briefing/meeting as required	Staff Handbook/Manual School website	Parent information nights Newsletters
Electronic Funds Management	Mandatory	DET	Approval required			1 year 1 year (or when changes are required) schools should review their EMP between 1 July and 1 September 2019. By 1 September	Induction processes for all staff who are involved in funds management	Staff Handbook/Manual for relevant staff	
Emergency Management Plan	Mandatory	Minimum Standards	Not required		01.09.19		Induction processes All staff and students must be trained in emergency procedures in the plan	Staff Handbook/Manual Staff briefing/meeting as required Staff Handbook/Manual - for staff managing enroiment issues	Parent information nights Newsletters enroiment packs
Enrolment - specialist or specific purpose schools	Mandatory	Minimum Standards	Not required			3-4 years	School website	Staff briefing/meeting as required	Parent information nights Newsletters enroiment packs
Equal Opportunity (includes discrimination and harassment)	Mandatory	DET	Consultation recommended			3 to 4 years	School website Induction processes	Staff Handbook/Manual Staff briefing/meeting as required	Parent information nights Newsletters enroiment packs
First Aid (including arrangements for ill students)	Mandatory	Minimum Standards	Not required	Aug-19	Aug-23	3 to 4 years	School website (or other online parent/carer/student access) Induction processes	Staff Handbook/Manual Staff briefing/meeting as required	Parent information nights Newsletters enroiment packs
Fundraising	Optional	N/A	Approval required	May-19	01.05.2022	3 to 4 years	Policy is optional so no 'required' communication method	Induction processes	Parent information nights Newsletters
Gifts, Benefits And Hospitality	No local policy re N/A	N/A	N/A			N/A	Induction processes	Staff Handbook/Manual Staff briefing/meeting as required Link to DET policy on school website (or other online parent/carer/student access)	Newsletters enroiment packs Parent information nights
Head Lice	No local policy re N/A	N/A	N/A			N/A	No 'required' communication method. Whole of DET policy (available on public website, <i>School Policy and Advisory Guide</i> ) applies.	Induction processes School website (or other online parent/carer/student access)	Newsletters enroiment packs Parent information nights
Health Care Needs	Mandatory	Minimum Standards	Not required	Aug-19	Aug-23	3 to 4 years	Induction processes	Staff Handbook/Manual Staff briefing/meeting as required	Parent information nights Newsletters
Hire of Facilities	No local policy re N/A	N/A	N/A			N/A	No 'required' communication method. Whole of DET policy (available on public website, <i>School Policy and Advisory Guide</i> ) applies.	Link to DET policy on school website Induction processes for school council or administration staff School website (or other online parent/carer/student access)	enroiment packs Parent information nights
Homework	Mandatory	DET	Consultation recommended			3 to 4 years	Induction processes	Staff Handbook/Manual Newsletters Online parent/carer/student access	Parent information nights Student forums/communication tools enroiment packs
Inclusion And Diversity	Mandatory	DET	Consultation recommer	01.08.19	Aug-22	3 to 4 years	Induction processes School website	Staff Handbook/Manual Staff briefing/meeting as required School website (or other online parent/carer/student access)	Parent information nights Newsletters enroiment packs
Insurance	Optional	Optional DET (note: this policy will no longer be required when all investments have	Not required			3 to 4 years	Policy is optional so no 'required' communication method	Staff briefing/meeting as required	Newsletters
Investment		when all investments have	Approval required	24.06.19	Expires Oct 2019	1 year	Induction processes for all staff who are involved in investments and school council		

Mandatory Reporting									
NOTE: the information relating to mandatory reporting has been incorporated into our template Child Safety Reporting and Responding Policy and Procedures. As such, we have not provided a separate policy on mandatory reporting. Please refer to the section on Child Safety Reporting and Responding Policy and Procedures for further information.									
Mature Minors	Optional		Not required			3 to 4 years	Policy is optional so no 'required' communication method	School website (or other online parent/carer/student access) Staff Handbook/Manual	
Medication	Mandatory	Minimum Standards	Not required			3 to 4 years	Enrolment packs Annual communication to school community (eg newsletter)	Staff briefing/meeting as required School website (or other online parent/carer/student access)	Parent information nights Enrolment packs
Mobile Devices	Mandatory	DET	Consultation recommen	Update Term 4 2019	Jan-20	3 to 4 years	Annual communication to school community (eg newsletter)	Staff Handbook/Manual Staff briefing/meeting as required	Parent information nights Newsletters
Occupational Health And Safety	No local policy re N/A		N/A			N/A	Staff OHS noticeboard Induction processes	Staff Handbook/Manual Staff briefing/meeting (regularly) School website (or other online parent/carer/student access)	Enrolment packs
Parent Disputes	Optional	N/A	Not required			3 to 4 years	Policy is optional so no 'required' communication method	Staff Handbook/Manual Staff briefing/meeting as required	Parent information nights Newsletters Enrolment packs
Parent Payment Policy and Implementation	Mandatory	DET	Approval required	Jul-19	Jul-20	1 year		School website (or other online parent/carer/student access) School website (or other online parent/carer/student access) Staff Handbook/Manual	Newsletters Enrolment packs Parent information nights
Personal Property	Mandatory	DET	Not required			3 to 4 years	Annual communication to school community (eg newsletter)	Staff briefing/meeting as required	Parent information nights Newsletters
Petty Cash	Mandatory	DET	Approval required			1 to 2 years	Must be available to all staff who handle petty cash	Staff Handbook/Manual Staff briefing/meeting (as required) School website (or other online parent/carer/student access)	
Photographing, Filming and Recording Students	Mandatory	DET	Not required	Jul-19	Jul-22	3 to 4 years	Annual communication to school community (eg newsletter) Induction processes School website (or other online parent/carer/student access)	Staff Handbook/Manual Staff briefing/meeting as required	Parent information nights Newsletters
Physical Activity	Optional		Approval required	Jul-19	Jul-22	3 to 4 years	Induction processes Staff training		
Privacy	Mandatory	DET	N/A	Aug-19		N/A	Whole of DET policy <b>must</b> be linked to on your school website Induction processes	School website (or other online parent/carer/student access) Staff Handbook/Manual Staff briefing/meeting as required	Parent information nights Newsletters
Private Car Use	No local policy re N/A		N/A			N/A	Induction processes	Staff Handbook/Manual Staff briefing/meeting as required eg annually	
Procurement	No local policy re N/A		N/A			N/A	Induction processes for relevant staff	Staff Handbook/Manual Staff briefing/meeting as required for relevant staff	
Records Management	No local policy re N/A		N/A			N/A	Induction processes	Staff Handbook/Manual Staff briefing/meeting as required eg annually School website (or other online parent/carer/student access)	Signage at front office
Respect For School Staff	Optional	N/A	Not required			3 to 4 years	Policy is optional so no 'required' communication method	Newsletters Induction processes	Parent information nights Enrolment packs
Restraint and Seclusion	No local policy re N/A		N/A			N/A	Induction processes	Staff briefing/meeting as required eg annually Staff Handbook/Manual (link to DET policy) Induction processes for relevant staff	Link to DET policy on school website
School Purchasing Card	Mandatory	DET	Approval required			1 year	Must be available to all staff who are involved with or responsible for a school purchasing card	Staff Handbook/Manual for relevant staff	
Sexual Harassment - staff	No local policy re N/A		N/A			N/A	Induction processes	Staff briefing/meeting as required eg annually Staff Handbook/Manual (link to DET policy) Induction processes	OHS Noticeboard
Staff Dress Code	Optional	N/A	Not required			3 to 4 years	Policy is optional so no 'required' communication method	Staff Handbook/Manual	Enrolment packs Parent information nights
Statement Of Values And School Philosophy	Mandatory	Minimum Standards	Approval required	17.09.19	Sep-22	3 to 4 years	School website (or other online parent/carer/student access)	Induction processes Staff Handbook/Manual & Student Parent Handbook School website (or other online parent/carer/student access)	Newsletters Enrolment packs Parent information nights
Student Drivers	Optional	N/A	Consultation recommended			3 to 4 years	Policy is optional so no 'required' communication method	Induction processes Staff Handbook/Manual	Parent information nights Newsletters Enrolment packs
Student Wellbeing And Engagement	Mandatory	Minimum Standards	Consultation required	24.06.19	24.06.20	1 to 2 years	School website (or other online parent/carer/student access) Induction processes	Staff Handbook/Manual Staff briefing/meeting (regularly) School website (or other online parent/carer/student access)	Parent information nights Newsletters Enrolment packs
Sunsmart	Optional	N/A	Approval required	01.05.19	01.05.22	3 to 4 years	Policy is optional so no 'required' communication method	Induction processes Staff Handbook/Manual Newsletters	Parent information nights Enrolment packs
Uniform And Dress Code	Optional	DET	Approval required	01.05.19	01.05.22	3 to 4 years	School website (or other online parent/carer/student access)	Student forums/communication tools Staff Handbook/Manual Newsletters	Parent information nights
VCE	Optional	minimum standards	Approval required	24.06.19	24.06.20	1 year	School website (or other online parent/carer/student access)	Student forums/communication tools Staff Handbook/Manual	Enrolment packs Parent information nights Newsletters
Visitors	Mandatory	Minimum Standards	Approval required	24.06.19	24.06.22	3 to 4 years	School website (or other online parent/carer/student access)	Staff Handbook/Manual Staff briefing/meeting (as required)	Newsletters Enrolment packs Parent information nights
Volunteers	Mandatory	Minimum Standards	Approval required	02.03.18	Feb 2022 (Pupil Free Days updated annually in Feb)	3 to 4 years	Induction processes for relevant staff	School website (or other online parent/carer/student access)	Newsletters
Working With Children And Suitability Checks - staff	No local policy re N/A		N/A			N/A	Induction processes for relevant staff	Staff Handbook/Manual	School website - link to DET policy
Workplace Bullying	No local policy - whole of D	N/A				N/A	Induction processes for relevant staff	Staff Handbook/Manual	School website - link to DET policy
Yard Duty And Supervision - Secondary School	Mandatory	Minimum Standards	Not required	Aug-19	Aug-20	1 year	Induction processes Staff briefing/meeting as required	Staff Handbook/Manual	