



## **POLICY DEVELOPMENT & REVIEW POLICY**

### **Rationale**

- Clearly written policies set out the school's position on a particular issue.
- They are important tools as they reflect the school's values and support the school's broad direction as outlined in its Strategic Plan.
- Good policies are essential because they demonstrate that the school is being operated in an efficient manner and ensure that there will be consistency in decisions and in school operations.
- A School Council will develop a policy because:
  - DET policy requires a school to have a policy on a particular topic
  - Council decides to issue guidance about an aspect of implementation of its strategic plan
  - Council decides to set out the school's position on a major issues within its powers and functions
  - The Victorian Registration and Qualifications Authority (VRQA) - Schools requires policy statements in specific areas
  - A policy is governed by Ministerial Order e.g. Anaphylaxis Management
- Due to legislation and state-wide approaches, DET requires schools to have the following policies in place:
  - Investments
  - Student Dress Code
  - Child Safe Standards
  - Gifts, Benefits & Hospitality
- DET states that other Policies which typically are common to most schools such as camps and excursions, homework, SunSmart, sponsorship, community use of school facilities, canteen operation and other school food services
- A Health Care Needs Policy is a mandatory prerequisite for Anaphylaxis and other student health issues.
- A Duty of Care Policy is a mandatory prerequisite for Yard Duty/Supervision.
- Admission is a mandatory prerequisite policy for Enrolment. Both these policies are prerequisites for Attendance.
- For VRQA registration purposes, schools must have policies and procedures relating to:
  - School Philosophy
  - Vision, Mission & Values
  - Student Enrolment (Specialist Schools only)
  - Curriculum Framework
  - Teaching & Learning
  - Assessment
  - Reporting to Parents
  - Data Analysis & Use
  - Children at Risk
  - Framework for Improving Student Outcomes
  - Student Engagement & Inclusion
  - Complaints, Parents
  - Bullying & Harassment (including cyber bullying)

**Reservoir Campus**  
16-18 Gertz Avenue  
RESERVOIR VIC 3073  
Phone: 03 9462 5990

**Lalor Campus**  
2-4 Lyndon Street  
Lalor VIC 3075  
Phone:03 94643480

[northern.sch.autism@edumail.vic.gov.au](mailto:northern.sch.autism@edumail.vic.gov.au)  
<http://www.northernautism.vic.edu.au/web/>



- Wellbeing & Learning
  - Child Safe – Child Safe Standards
  - Yard/Duty Supervision
  - Safety of Students Working with External Providers (Incursions)
  - Camps & Excursions
  - Emergency & Critical Incidents including Recovery Plan
  - Risk Management Strategies (Child Safe Standard 6)
  - Visitors (including External Providers)
  - Administration of Medication
  - Care Arrangements for Ill Children
  - Medication (Administration of)
  - Anaphylaxis Management
  - Registers Maintenance (Staff, Volunteers & External Providers)
  - Mandatory Reporting (Child Protection)
  - Accident Reporting & Recording
  - First Aid (and Register of staff trained in first aid)
  - Internet Use (including Acceptable Use)
  - Emergency & Incident Reporting
  - Communication of School Policies, Procedures & Schedule
  - Policy Communication & Schedule
  - Student Engagement
  - Procedures for Verifying & Recording WWC checks and VIT registration
  - Annual Report
- Please note that some Reviewers may request other policies.
  - DET also lists the policies related to Governance & Management as listed below as well as some of the policies above:
 

<ul style="list-style-type: none"> <li>Accountability and Improvement (Performance &amp; Development and Framework for School Improvement)</li> <li>Archives and Records Management</li> <li>Asset Management and SEIS</li> <li>Camps and Excursions</li> <li>Copyright</li> <li>Dangerous Goods and Hazardous Substances</li> <li>Emergency and Critical Incidents</li> <li>Emergency Management Planning</li> <li>Fraud and Corruption</li> <li>Gifts, Benefits and Hospitality</li> <li>Internet/Social Media</li> <li>Mobile Phones, Use by Children</li> <li>Personal Devices – Parent Payments &amp; Access</li> <li>Protocols for Members of Parliament Visiting Schools</li> <li>Relations with the Media</li> <li>Student Dress Code</li> <li>School Council Legal Framework</li> <li>School Council Elections</li> </ul>	<ul style="list-style-type: none"> <li>Accident Recording and Reporting</li> <li>Advertising</li> <li>Banning, Search and Seizure of Harmful Items</li> <li>Conducting Research</li> <li>Duty of Care</li> <li>Emergency and Incident Reporting</li> <li>Framework for Improving School Outcomes</li> <li>Freedom of Information</li> <li>Home Schooling</li> <li>Information Privacy</li> <li>Parent Payments</li> <li>Performance &amp; Development</li> <li>School Naming</li> </ul>
--	---

**Reservoir Campus**  
 16-18 Gertz Avenue  
 RESERVOIR VIC 3073  
 Phone: 03 9462 5990

**Lalor Campus**  
 2-4 Lyndon Street  
 Lalor VIC 3075  
 Phone: 03 94643480

northern.sch.autism@edumail.vic.gov.au  
<http://www.northernautism.vic.edu.au/web/>



- Please note that there is a significant duplication of policies under the various sections.
- From time to time, the School Council or Principal might identify the need to develop a policy about a school or community issue (for example, students' use of mobile phones at school, beyond curriculum purposes). Most often, this will arise from the need to set out the school's position in relation to a specific topic. In these cases, the policy would explain the purpose and intended outcome and the Principal and staff would establish operational procedures to implement the policy. The views of all Councillors and the school community would help inform any new or changed policy.
- Such a policy can be useful to:
  - promote fairness, consistency and transparency across the school
  - provide the means to engage the community in achieving an agreed approach in response to a specific topic
  - manage or prevent controversy
  - inform the school community about the school's position in relation to a particular matter
- Depending on the topic, the Department may have issued advice which must be used as a guide for policy development by the school.

### **Aims**

- To have in place a minimum set of policies to guide the main processes, functions, operations and directions of the school.
- To ensure Northern School for Autism complies with DET policy and guidelines and relevant legislation.
- To seek to explain the school's philosophy of education.

### **Implementation**

- The Principal will advise the School Council on the need for school policies to meet government policy or legislation or guidelines, as a School Council member contribute to policy development and implement the policies.
- The School Council will determine the need for policies on local issues within its powers and functions, develop policies including consulting the school community if required and regularly review existing policies.
- When determining if a policy is required, the School Council should ask if:
  - the matter falls within the powers and functions of School Council
  - Departmental policy and/or guidelines already exist
  - the Department/legislation requires Council to develop a local policy
  - the policy will assist in implementing an aspect of the strategic plan
  - the policy will inform the community of the school's position on a particular issue the policy can be implemented ethically, legally and without breaching the Department's values
  - the school is required to develop a policy for
  - school registration or review requirements?
- The School Strategic Plan sets out the school's strategic direction for the next four years and drives the school's programs and processes. The Strategic Plan's goals and targets set a clear course of action for the school, giving the school community a clear sense of the learning outcomes the school is striving to achieve, how they intend to achieve them and how they will know when they have been successful. This will give direction for policy development.

**Reservoir Campus**  
16-18 Gertz Avenue  
RESERVOIR VIC 3073  
Phone: 03 9462 5990

**Lalor Campus**  
2-4 Lyndon Street  
Lalor VIC 3075  
Phone: 03 94643480

[northern.sch.autism@edumail.vic.gov.au](mailto:northern.sch.autism@edumail.vic.gov.au)  
<http://www.northernautism.vic.edu.au/web/>



- The Principal and the School Council President are required to attest annually in the Annual Report to the school community that the school has met the VRQA requirements.
- As a minimum a set of policies based on the Victorian Registration and Qualifications Authority (VRQA) - Schools standards will be developed.
- The school also will include the recommended and mandatory policies as above.
- An Anaphylaxis Management Policy consistent with MO706 will be developed.
- Council will decide on the need for a policy in line with the DET information as above.
- The Council will decide whether a special working party needs to be established for the purpose of developing the policy or whether the Council itself, or an existing sub-committee of the Council, will develop the policy.
- School policies will be of a consistent layout, will focus on a single issue and will describe the background or rationale, purpose or aims, implementation procedures (action to be taken), evaluation schedule and references.
- The policies may include “definitions” to improve the clarity of the policy which should be precise and easy to understand.
- The policies will include the date when the policy was developed or updated and subsequently ratified by School Council.
- Policies may include procedural statements in the form of “The school will ……………” when this has been stipulated by DET.
- Policies may include school specific procedures to further clarify the procedures to be implemented.
- As applicable, the policies will be cross-referenced to the Child Safe Standards with statements such as:
  - “The safety and wellbeing of children is this school’s highest priority.”
  - “This school has **zero tolerance of child abuse.**”
- The development and review of policies will have an agreed process so that various stakeholders are part of the consultation and review process.
- The process of considering school policies will be managed by the Principal who may be supported by a School Council Policy Subcommittee, will be a continuous cycle, and as far as practicable, will use a transparent and consultative process.
- When developing a new policy, the Council will determine if consultation with appropriate personnel in order to draft the initial policy statement is required. If yes, the draft policy will then be circulated for comment as deemed appropriate, back to the leadership team and finally to the School Council for ratification, preferably within three months.
- Policies will be developed taking into account DET policy as described at web reference [www.education.vic.gov.au/school/principals/spag/Pages/azindex.aspx](http://www.education.vic.gov.au/school/principals/spag/Pages/azindex.aspx)
- To comply with DET policy and guidelines, in formulating and reviewing its policies, the School Council
- will formally seek the views of the school community on student engagement, vision, mission and values statements, visitors to the school, the uniform/dress code and sponsorship.
- The Parent Payments Policy will be ratified at least six weeks before the end of the year when information about payment of school costs for the following year will be sent to parents/carers.
- Changes as a result of policy developments and/or reviews will be widely advised to staff and parents/carers as appropriate.
- School Council will ratify the following policies annually and preferably at the start of the year:
  - Anaphylaxis
  - Bullying Prevention
  - Emergency Management Planning

**Reservoir Campus**  
16-18 Gertz Avenue  
RESERVOIR VIC 3073  
Phone: 03 9462 5990

**Lalor Campus**  
2-4 Lyndon Street  
Lalor VIC 3075  
Phone:03 94643480

[northern.sch.autism@edumail.vic.gov.au](mailto:northern.sch.autism@edumail.vic.gov.au)  
<http://www.northernautism.vic.edu.au/web/>



- Financial Management Procedures including Cash Handling Procedures, Investments, Purchasing Cards, School Internet Banking
- Student Uniform/Dress Code
- Support for Families Experiencing Hardship
- The Parent Payments Policy will be ratified at least six weeks before the end of the year when information about payment of school costs for the following year will be sent to parents.
- Changes as a result of policy developments and/or reviews will be widely advised to staff and parents as appropriate.
- Parents will be provided with the following policies on enrolment:
  - Bullying & Harassment
  - Child Safe
  - Homework
  - Information Privacy
  - Parent Payments
  - Photographing & Filming Children
  - Mobile Phones, Use by Children
  - Smoking Ban
  - Student Engagement
  - Student Uniform/Dress Code
- The above policies will also be placed on the school website.
- Upon request, parents/carers will be given a complete set of school policies or a single policy relating to a specific area.
- Information about other policies e.g. complaints and concerns, sun & UV protection, medication at school, times when the playground will be supervised will be provided through the school newsletter.
- Statements about the school's vision, mission and values will be displayed strategically throughout the school.
- Staff will be briefed on school policies such as Duty of Care, Gifts, Benefits & Hospitality, Anaphylaxis Management and Asthma Management according to the communication schedule.
- New staff will be informed about school policies as part of the induction process.
- For children with disabilities or medical needs, the school's *Health Care Needs Policy* will be provided upon enrolment.
- Routine matters such as school hours are best dealt with procedurally and may not need a policy. This is for School Council to determine.

## **Evaluation**

This policy will be reviewed as part of the school's three year policy review cycle (July 2021) or if guidelines change (latest DET update February 2018).

This policy was first ratified by NSA School Council 27 March 2014

Other updates were ratified 26 March 2015 and 18 February 2016

This update was ratified on 6 December 2018

**Reservoir Campus**  
16-18 Gertz Avenue  
RESERVOIR VIC 3073  
Phone: 03 9462 5990

**Lalor Campus**  
2-4 Lyndon Street  
Lalor VIC 3075  
Phone: 03 94643480

[northern.sch.autism@edumail.vic.gov.au](mailto:northern.sch.autism@edumail.vic.gov.au)  
<http://www.northernautism.vic.edu.au/web/>



**References:**

[www.education.vic.gov.au/school/principals/management/policywriting.aspx](http://www.education.vic.gov.au/school/principals/management/policywriting.aspx)

[Improving School Governance: Policy & Review February 2018](#)

[Victorian Registration and Qualifications Authority – School Registration](#)

> [www.vrqa.vic.gov.au/registration/Pages/schooldefault.aspx](http://www.vrqa.vic.gov.au/registration/Pages/schooldefault.aspx)

[Support Materials for Schools – Registration Requirements for Schools](#)

> [www.education.vic.gov.au/school/principals/spag/governance/Pages/registration.aspx](http://www.education.vic.gov.au/school/principals/spag/governance/Pages/registration.aspx)

[School Policy and Advisory Guide](#)

> [www.education.vic.gov.au/school/principals/spag/Pages/spag.aspx](http://www.education.vic.gov.au/school/principals/spag/Pages/spag.aspx)

[School Policy Templates Portal](#)

> [edugate.eduweb.vic.gov.au/edrms/keyprocess/cp/Pages/home.aspx](http://edugate.eduweb.vic.gov.au/edrms/keyprocess/cp/Pages/home.aspx)

For further advice on policy development and requirements, school council members can email the School Operations and Governance Unit at: [school.council@edumail.vic.gov.au](mailto:school.council@edumail.vic.gov.au)

**Reservoir Campus**  
16-18 Gertz Avenue  
RESERVOIR VIC 3073  
Phone: 03 9462 5990

**Lalor Campus**  
2-4 Lyndon Street  
Lalor VIC 3075  
Phone: 03 94643480

[northern.sch.autism@edumail.vic.gov.au](mailto:northern.sch.autism@edumail.vic.gov.au)

<http://www.northernautism.vic.edu.au/web/>

### Policy Development and Review Flowchart

