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Amend a school boarding premises registration – Additional school boarding premises

Evidence checklist

Associated documents

* [Guidelines to the Minimum Standards and Requirements for School Boarding Premises](https://www.vrqa.vic.gov.au/Documents/boardingpremisesguidelines.docx) Registration   
  (the Boarding Guidelines)
* [Amend a school boarding premises registration – Application form](https://www.vrqa.vic.gov.au/Documents/SBPregamendmentapplication.docx)
* [Readiness tool: School Boarding Premises Registration](https://www.vrqa.vic.gov.au/Documents/SchoolBoardingReadinessTool_July2021.docx)
* [Ministerial Order No. 870 – Child Safe standards – Managing the Risk of Child Abuse in School boarding premises](https://www.vrqa.vic.gov.au/childsafe/Documents/Min%20Order%20870%20Child%20Safe%20Standards.pdf)
* [Guidelines on Bushfire Preparedness – Registered School boarding premises](https://www.vrqa.vic.gov.au/Documents/bushfireguidelines.doc)
* [Guidelines for the Enrolment of Overseas Students Aged Under 18 Years](https://www.vrqa.vic.gov.au/Documents/schesosguidelines.docx)

How to complete this document

* Use the checklist to collate your evidence portfolio.
* Provide the requested information only.

Submit an electronic copy of the completed checklist, application form and evidence portfolio to the VRQA Schools inbox as a zip file at:

* + [vrqa.school@education.vic.gov.au](mailto:vrqa.school@education.vic.gov.au)

Use the format below when naming your electronic files:

* **<checklist\_number>\_<school\_name>\_<school\_location>.docx**

When naming your electronic documents:

* file names should be numbered as per the item number in the evidence checklist
* keep filenames short and do **NOT** use apostrophes, ampersands (&) or dashes,
* use school initials rather than full school name
* if your application contains multiple documents for the same item number, include a modifier (i.e. a, b, c…) at the end of the item number.
* if documents contain images, please ensure size does not exceed 50 MB
* limit any folders to 1-2 sub-folders.

Consider the following examples:

* 1.1a\_School Governance\_WPS\_Collingwood
* 1.1b\_School Governance\_WPS\_Collingwood

**Disclaimer:** While the applications will only be accepted in electronic format, the VRQA may request paper copies of documents during the assessment process.

Once your application is assessed as complete an invoice will be sent to your nominated contact for invoicing and as soon as the application fee is paid, the assessment phase will commence.

Privacy disclaimer

The VRQA requires the information collected in this application for the purpose of registering and regulating school boarding premises under the *Education and Training Reform Act 2006* (the Act). Once registered, some information about school boarding premises will be made available to the public on the State Register. Information may also be shared with other government organisations if required for their functions, in accordance with the Act. The VRQA is committed to handling all personal information securely in accordance with the *Privacy and Data Protection Act 2014*.

To learn more about how the VRQA handles personal information, see the VRQA privacy policy:

* [Information Privacy Policy](https://www.vrqa.vic.gov.au/Documents/privpolicy.docx)

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| **School Boarding Premises Name:** | |  | | | | |
| Student Welfare | | | | | | |
| Compliance with the *Worker Screening Act 2020* | | | | | | |
| 1.1 | Procedures to ensure that all employees and volunteers at the school boarding premises required to do so by the *Worker Screening Act 2020*, have a current Working with Children Clearance. | | | | |  |
| 1.2 | A register of employees, contractors and volunteers at the school boarding premises with a Working with Children Check clearance which includes:   * name * card number * expiry date. | | | | |  |
| 1.3 | Procedures for maintaining the register at the school boarding premises. | | | | |  |
| Acceptance policy | | | | | | |
| 2.1 | Acceptance policy and procedures which make clear who is eligible for enrolment as a boarding student. | | | | |  |
| Register of Students | | | | | | |
| 3.1 | A register of accepted students, recording:   * the student’s name, age, date of birth and residential address * the name and contact details of any parent or legal guardian of the student * any information relating to the health or wellbeing of the student that the provider should be aware of, including any health issues * the date of acceptance of the student to board at the premises * the date that the student ceases to be accepted to board at the premises (if applicable) * the registered school at which the student is enrolled or attending. | | | | |  |
| 3.2 | Policy and procedure for maintaining the currency of the register. | | | | |  |
| **Record of location of students** | | | | | | |
| 4.1 | Procedures for maintaining the currency of the location register.  A location register of each student’s location at specific times of the day and night. For example, morning, afternoon, mealtimes, evening and when a student is absent. This record must be updated at provider-selected times within each 24-hour period to capture whether a student is on site at the boarding premises or absent from the boarding premises. | | | | |  |
| 4.2 | Policies and procedures to ensure:   * daily attendance monitoring * follow-up of unexplained absences * notification to parents or guardians of unsatisfactory attendance * a record of unsatisfactory attendance on each student’s file, where applicable. | | | | |  |
| **Care, safety and welfare of students** | | | | | | |
| 5.1 | Policies and procedures for on-site supervision of students | | | | |  |
| 5.2 | Policies and procedures for supervision of students when engaged in off-site activities and which include consideration of the risk of bushfire in the activity location | | | | |  |
| 5.3 | Policies and procedures for arrangements for ill students. | | | | |  |
| 5.4 | Policies and procedures for accident and incident register. | | | | |  |
| 5.5 | Policies and procedures for first aid including current register of staff trained in first aid. | | | | |  |
| 5.6 | Policies and procedures for distributing medicine. | | | | |  |
| 5.7 | An emergency management plan for the new school boarding premises site that addresses emergency and critical incidents, which must be updated as required, reviewed at least annually and immediately after any significant incident. This plan must be site specific and include local threats, hazards and corresponding response procedures.  \* For new boarding premises under construction, some material such as evacuation maps may not be ready at time of submission but must be submitted to VRQA before registration is granted. | | | | |  |
| 5.8 | Evidence of an appropriate site specific risk assessment to ensure the requirements under Ministerial Order No. 870 – Child Safe Standards – Managing the risk of child abuse in school boarding premises are met.  Meeting the requirements of the Ministerial Order is the direct responsibility of the school boarding premises governing body. | | | | |  |
| **Emergency Management** | | | | | | |
| 5.9 | A schedule for monitoring and removal of materials that may be easily ignited including branches overhanging buildings, debris and rubbish around and under buildings, including gutters, and dry grass and vegetation. | | | | |  |
| 5.10 | Procedures to ensure the safe storage of flammable materials. | | | | |  |
| 5.11 | A copy of the schedule for regularly monitoring emergency access to buildings and grounds that includes:   * the building exits will be continuously kept clear of obstructions * assembly points are designated and have appropriate access to emergency equipment * there is access to facilities and grounds for emergency vehicles. | | | | |  |
| **Bushfire At-Risk Register** | | | | | | |
| 5.12 | Email emergency.management@education.vic.gov.au to find out if your school boarding premises is to be placed on the Bushfire At-Risk Register. | | | | |  |
|  | If your proposed school boarding premises is to be placed on the Bushfire At-Risk Register? | | Yes, go to 5.13 |  | No, go to 6.1 |  |
|  | If your school boarding premises is to be placed on the Bushfire At-Risk Register, extra procedures apply. Please refer to the [VRQA’s Guidelines for Bushfire Preparedness – Registered School boarding premises](http://www.vrqa.vic.gov.au/Documents/bushfireguidelines.doc) and provide evidence of the school boarding premises compliance with: | | | | |  |
| 5.13 | Guideline 2.2 | | | | |  |
| 5.14 | Guideline 2.3 | | | | |  |
| 5.15 | Guideline 2.4 | | | | |  |
| 5.16 | Guideline 2.5 | | | | |  |
| 5.17 | Guideline 2.8 | | | | |  |
| 5.18 | Guideline 2.9 | | | | |  |
| 6. School boarding premises infrastructure | | | | | | |
| uildings, facilities, and grounds | | | | | | |
| 6.1 | A permit to operate an school boarding premsies on site (in some cases, a certificate of continual use or existing rights can be provided in lieu of a planning permit). | | | | |  |
| 6.2 | Documentation of building and facility compliance with local planning regulations and with the Building Code of Australia, Class 3 or equivalent. | | | | |  |
| 6.3 | A copy of the essential safety register. | | | | |  |
| 6.4 | A maintenance schedule for buildings, facilities, and grounds. | | | | |  |
| 6.5 | Policy and procedures to ensure the school boarding premises complies with the *Occupational Health and Safety Act 2004*. | | | | |  |
| 6.6 | Documentation showing that reasonable adjustments have been made for students with a disability. | | | | |  |