Amend a school boarding premises registration – Relocation of 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)
* [VRQA 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.schools@education.vic.gov.au](mailto:vrqa.schools@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\_Student Welfare\_WPS\_Collingwood
* 1.1b\_Student Welfare\_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.

Invoicing

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 schools under the *Education and Training Reform Act 2006* (the Act). Once registered, some information about schools 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:** | |  | | | | | |
| 1. Student welfare | | | | | | | |
| Care, safety and welfare of students | | | | | | | |
| 1.1 | An emergency management plan for the new school boarding premises, 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 school 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. | | | | | |  |
| 1.2 | Evidence of an appropriate site specific risk assessment to ensure the requirements are met for [Ministerial Order No. 870 – Child Safe Standards](http://www.vrqa.vic.gov.au/childsafe/Pages/documents/Min%20Order%20870%20Child%20Safe%20Standards%20Accessible.docx) – Managing the risk of child abuse in schools. | | | | | |  |
| 1.3 | Policies and procedures for on-site supervision of students. | | | | | |  |
| 1.4 | 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. | | | | | |  |
| 2. Emergency Management | | | | | | | |
| For all schools | | | | | | | |
| 2.1 | 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. | | | | | |  |
| 2.2 | Procedures to ensure the safe storage of flammable materials. | | | | | |  |
| 2.3 | A schedule for regularly monitoring emergency access to buildings and grounds that includes: | | | | | |  |
| * the building exits will continuously be 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** | | | | | | | |
| 2.4 | Email [emergency.management@education.vic.gov.au](mailto:emergency.management@education.vic.gov.au) to find out if your school boarding premises is to be placed on the Bushfire At-Risk Register. | | | | | |  |
| 2.5 | Is your proposed school boarding premises to be placed on the Bushfire At-Risk Register? | |  | Yes, go to [2.6](#two) |  | No, go to  [3. School infrastructure](#three) | |
| 2.6 | 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](http://www.vrqa.vic.gov.au/Documents/bushfireguidelines.doc) – Registered Schools and provide evidence of the school’s compliance with: | | | | | |  |
| * Guideline 2.2 | | | | | |  |
| * Guideline 2.3 | | | | | |  |
| * Guideline 2.4 | | | | | |  |
| * Guideline 2.5 | | | | | |  |
| * Guideline 2.8 | | | | | |  |
| * Guideline 2.9 | | | | | |  |

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| 3. School infrastructure | | |
| Buildings, facilities and grounds | | |
| 3.1 | A copy of the permit to operate a school boarding premises on site (in some cases, a certificate of continual use or existing rights can be provided in lieu of a planning permit).  \* 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. |  |
| 3.2 | Documentation of building and facility compliance with local planning regulations and with the Building Code of Australia, Class 3 or equivalent.  \* 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. |  |
| 3.3 | A copy of the essential safety register. |  |
| 3.4 | A maintenance schedule for buildings, facilities and grounds. |  |
| 3.5 | Policy and procedures to ensure the school boarding premises complies with the *Occupational Health and Safety Act 2004.* |  |
| 3.6 | Documentation showing that reasonable adjustments have been made for students with a disability. |  |