Readiness tool

School Boarding Premises Registration

Associated documents

* [Guidelines to the Minimum Standards and Requirements for School Boarding Premises](https://www.vrqa.vic.gov.au/Documents/boardingpremisesguidelines.docx) Registration
* [Guidelines on Bushfire Preparedness: Registered schools and school boarding premises](https://www.vrqa.vic.gov.au/Documents/bushfireguidelines.docx)
* [Guidelines for the Enrolment of Overseas Students Aged Under 18](https://www.vrqa.vic.gov.au/Documents/schesosguidelines.docx)

Purpose

This tool helps school boarding premises understand and meet the minimum requirements for registration. It is not a substitute for the Guidelines to the Minimum Standards and Requirements for School Boarding Premises Registration (the Boarding Guidelines) or its evidence requirements.

This tool and its guidance are not legal advice. If you have any concerns regarding your circumstances you should seek independent advice.

**For schools**

Like the Boarding Guidelines, requirements for school boarding premises that align with requirements for registered schools are marked with an ▼ symbol throughout this document.

Before you begin

If you are seeking to apply to register a new school boarding premises or your school boarding premises are preparing for a review, use this tool in conjunction with the Boarding Guidelines to:

* self-assess your readiness to register
* self-assess your readiness for a review
* consider the tips provided
* identify areas for improvement.

The VRQA cannot register a new school boarding premises unless it is satisfied that school boarding premises complies with the minimum standards for school boarding premises registration (Schedule 4A of the Education and Training Reform Regulations 2017) and requirements for school boarding registration, including that it has developed policies, procedures, measures and practices in accordance with Ministerial Order No. 870 Child Safe Standards – managing the risk of child abuse in schools and school boarding premises.

The Boarding Guidelines set out the information, documentation and evidence required to demonstrate that a school boarding premises meets the minimum standards and requirements for registration.

### Part One — School boarding premises information

The prescribed minimum standards for registration of school boarding premises require that you ensure that the VRQA has accurate and current information about your school boarding premises.

If you are seeking to register a new school boarding premises you will need to include all this information in your application.

If your school boarding premises is being reviewed, you will be asked to confirm that this information is correct and provide details of any changes. If you need to amend your school boarding premises registration please contact the VRQA for further information:

* vrqa.school.boarding.premises@education.vic.gov.au

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| --- | --- | --- | --- | --- |
| General information | Correct |  | Premises Information | Correct |
| School boarding premises name |[ ]   | Correct number of school boarding premises are listed |[ ]
| School boarding premises or organisation legal entity type |[ ]   | Details for each school boarding premises |[ ]
| ABN Number and ACN (if applicable) |[ ]   | Location address of each additional school boarding premises (if applicable) |[ ]
| Number of school boarding premises sites |[ ]   |  |  |
|  |  |  | Age range for each school boarding premises |[ ]
| Operator legal entity name |[ ]   | Number of students accepted at each school boarding premises  |[ ]
| Religious affiliation or other affiliation (if applicable) |[ ]   |  |  |
| Address main site |[ ]   |  |  |
| Primary contact name |[ ]   |  |  |
| Primary contact’s position |[ ]   |
| Phone |[ ]   |
| Mobile |[ ]   |
| Email |[ ]   |
| Chair of Governing Body name |[ ]   |
| Chair of Governing Body position title |[ ]   |
| Phone |[ ]   |
| Mobile |[ ]   |
| Email |[ ]   |

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| Part Two — Evidence of compliance with the minimum standards and requirements forschool boarding premises  |
| Compliance with the *Worker Screening Act 2020* |
| Tip: | A registered school boarding premises’ staff, volunteers and contractors’ terms of employment must be consistent with the provisions of the Worker Screening Act 2020, including a commitment to protecting children from harm.For schools ▼ significant alignmentSchools may consider adapting existing policies and procedures to address these requirements for their boarding premises. |
| Does the school boarding premises’ policy and procedures clearly outline who will require a working with children clearance (WWC clearance)? | Yes |[ ]  No |[ ]
| Is it consistent with the requirements of the *Worker Screening Act 2020*? | Yes |[ ]  No |[ ]
| Does the school boarding premises have a register to record and maintain WWC clearance cardholder details including expiry date? | Yes |[ ]  No |[ ]
| Does the school boarding premises’ policy outline the procedures for maintaining the register, including verifying WWC clearance details provided? This should include details of who is responsible for maintaining the currency of the register and ensuring all staff, volunteers and contractors who are required to, hold a current WWC clearance.  | Yes |[ ]  No |[ ]
| Does the school boarding premises’ policy and procedure outline school boarding premises’ response to a cardholder receiving an Interim Negative Notice or a Negative Notice under the *Worker Screening Act 2020*? | Yes |[ ]  No |[ ]
| **For existing school boarding premises**  | For this minimum standard our school boarding premises is: | [ ]  Compliant | [ ]  Working toward compliance | [ ]  Not compliant |
| **Our evidence is:** |  |
|  Acceptance policy |
| Tip: | In addition to having a school boarding premises acceptance policy, a school boarding premises must also have in place an acceptance agreement. This is a legally enforceable document. At minimum, it should include details of: * codes of conduct for students, and parents and guardians
* boarding services and facilities provided, for example linen or a computer
* fees, with a clear explanation of the service(s) that fees are payable for and other incidental fees that may become payable
* the grounds on which the agreement may be terminated by the provider or the parent/guardian.

For schools ▼ moderate alignmentSchools may consider adapting existing policies and procedures to address these requirements for their boarding premises. |

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| Does the school boarding premises’ acceptance policy clearly outline: |
| * enrolment/admission eligibility criteria for students which is consistent with the school boarding premises’ philosophy?
 | Yes |[ ]  No |[ ]
| * if preference is given to adherents of a particular religious denomination (if applicable)?
 | Yes |[ ]  No |[ ]
| * the school boarding premises’ acceptance process, including the person(s) responsible for making acceptance decisions
 | Yes |[ ]  No |[ ]
| * what reasonable adjustments the school boarding premises can make?
 | Yes |[ ]  No |[ ]
| * the documentary evidence required to enrol a student at the school boarding premises (i.e. immunisation records, custody arrangements, court orders, birth certificate, evidence of Australian citizenship or permanent residency etc.)?
 | Yes |[ ]  No |[ ]
| * whether an acceptance decision can be appealed and a process for appeal?
 | Yes |[ ]  No |[ ]
| Has the school boarding premises developed an acceptance agreement and is it publicly available? | Yes |[ ]  No |[ ]
| Are the acceptance agreement’s terms clear, transparent and understandable by parents and guardians? | Yes |[ ]  No |[ ]
| Does the acceptance agreement link or reference key policies and procedures, including the school boarding premises’ complaints and grievance management policy and behaviour management policies? | Yes |[ ]  No |[ ]
| For registered schools, is the school boarding premises policy and acceptance agreement consistent with the school’s enrolment policy and enrolment agreement? | Yes |[ ]  No |[ ]
| **For existing school boarding premises** | For this minimum standard our school boarding premises is: | [ ]  Compliant | [ ]  Working toward compliance | [ ]  Not compliant |
| **Our evidence is:** |  |
| Register of students |
| **Tip:** | The register of students must include details of the names, age, date of birth and residential address of each student boarding, as well as:* the name and contact details of any parent or guardian
* any information regarding health or wellbeing issues for each student boarding
* date of acceptance of the student to board at the premises
* 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.
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| Does the school boarding premises’ student register provide for recording all the details required to be collected under the guidelines (outlined above)? | Yes |[ ]  No |[ ]
| Has the school boarding premises identified the form the student register will take (i.e. will it be paper-based or electronic)? | Yes |[ ]  No |[ ]
| Does the school boarding premises have processes and procedures for recording and maintaining the student register? | Yes |[ ]  No |[ ]
| Does the school boarding premises’ processes and procedures specify who is responsible for maintaining the student register? | Yes |[ ]  No |[ ]
| **For existing school boarding premises** | For this minimum standard our school boarding premises is: | [ ]  Compliant | [ ]  Working toward compliance | [ ]  Not compliant |
| **Our evidence is:** |  |
| Record of location of students |
| **Tip:** | There must be evidence in the form of a record of each student’s location at specific times of the day and night. For example, morning, afternoon, meal times, 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
* absent from the boarding premises.

If the student is absent from the boarding premises, the record must show:* the student’s location outside the boarding premises
* the reasons for the absence
* the name and contact details of the person responsible for the student during the absence.
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| Does the school boarding premises’ location register provide for recording each student’s attendance at the school boarding premises at various times throughout each day?  | Yes |[ ]  No |[ ]
| Does the school boarding premises’ location register allow school boarding premises to record student absences and the reason given for the absence? | Yes |[ ]  No |[ ]
| Does the school boarding premises’ have processes and procedures for maintaining the currency of the student register? | Yes |[ ]  No |[ ]
| Does the school boarding premises’ processes and procedures specify who is responsible for maintaining the student register? | Yes |[ ]  No |[ ]
| **For existing school boarding premises** | For this minimum standard our school boarding premises is: | [ ]  Compliant | [ ]  Working toward compliance | [ ]  Not compliant |
| **Our evidence is:** |  |
| **Care, safety and welfare of students** |
| **Tip:** | There must be evidence of policies and procedures that are consistent with the provisions of the *Education and Training Reform Act 2006* (the Act),the Education and Training Reform Regulations 2017 (ETR Regulations) and Ministerial Order No. 870 Child Safe Standards – managing the risk of child abuse in schools and school boarding premises, that capture the unique risks associated with school boarding premises.For schools ▼ significant alignmentSchools may consider adapting existing policies and procedures to address these requirements for their boarding premises. |
| Duty of Care |
| Tip: | For schools ▼ significant alignmentSchools may consider adapting existing policies and procedures to address these requirements for their boarding premises. |
| Do the school boarding premises’ policies and procedures clearly outline the three duties of care owed to students? And do they recognise that greater measures may need to be taken for younger students and students with disabilities? | Yes |[ ]  No |[ ]
| Do the school boarding premises’ policies and procedures reflect the reasonable measures the school boarding premises has taken to protect students or other persons from reasonably foreseeable risks of injury while the student is under the care, supervision or authority of school boarding premises? | Yes | ☐ | No | ☐ |
| Do the school boarding premises’ policies and procedures clearly outline reasonable precautions the premises has taken to prevent the abuse of a student by an individual associated with the premises while the student is under the care, supervision or authority of the premises? | Yes | ☐ | No | ☐ |
| Do the school boarding premises’ policies and procedures clearly outline how school boarding premises will discharge its duties of care? | Yes | ☐ | No | ☐ |
| **Tip:** | The school boarding premises provider (called the school boarding premises governing authority in Ministerial Order No. 870) is required to embed a culture of child safety in the school boarding premises and put strategies in place to effectively identify and reduce child safety risks. It is critical that the school boarding premises provider, governing body members and staff read, understand and receive training on the requirements of Ministerial Order No. 870.The governing body must undertake a process of identifying child safety risks in the school boarding premises environment and put in place measures to reduce and/or mitigate these risks. The child safety risk assessment should take into consideration factors such as site-specific risks, programs offered, and vulnerabilities present within the student cohort. It is critical that school boarding premises’ child safe policies and procedures address all types of child abuse as defined in Ministerial Order No. 870, including when an act is committed by a student against another student:(a) any act committed against a child involving – (i) a sexual offence; or (ii) an offence under section 49B(2) of the Crimes Act 1958 (grooming); and (b) the infliction on a child of – (i) physical violence; or (ii) serious emotional or psychological harm; and (c) serious neglect of a child.To read Ministerial Order No. 870, see: <https://vrqa.vic.gov.au/aboutus/Pages/legal-framework.aspx> |
| Has the school boarding premises’ developed policies and procedures, strategies and practices in accordance with Ministerial Order No. 870? | Yes | ☐ | No | ☐ |
| Do the school boarding premises’ policies and procedures:* address each of the elements covered under Ministerial Order No. 870?
* address all types of child abuse as defined in Ministerial Order No. 870, including when an act is committed by a child against a child?
* consider the ‘school boarding premises environment’ and needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable?
* contain a child safety code of conduct?
 | Yes | ☐ | No | ☐ |
| Are the policies and procedures contextualised to your school boarding premises, for example philosophy or religious affiliation, student cohort and particular environmental risks? | Yes | ☐ | No | ☐ |
| Has the school boarding premises developed a child safety risk register? For registered schools, this may be incorporation of the risks relating to the school boarding premises into the school’s existing risk register.  | Yes | ☐ | No | ☐ |
| **Mandatory Reporting** |
| **Tip:** | The mandatory reporting obligation is set out in the *Children, Youth and Families Act 2005 (Vic)*. Section 184 imposes an obligation on teachers, principals and other persons listed in section 182, to make a mandatory report if they form a belief on reasonable grounds that a child is in need of protection on the grounds that the child has suffered, or is likely to suffer, significant harm because of physical injury or sexual abuse, and the child's parents have not protected, or are unlikely to protect, the child from harm of that type. For further information, see: <https://providers.dffh.vic.gov.au/making-report-child-protection>For schools ▼ significant alignmentSchools may consider adapting existing policies and procedures to address these requirements for their boarding premises. |
| Do the school boarding premises’ policies and procedures cover Mandatory Reporting? | Yes | ☐ | No | ☐ |
| Do the school boarding premises’ policies and procedures provide clear guidance for staff to understand and follow mandatory reporting obligations? | Yes | ☐ | No | ☐ |
| Does the school boarding premises’ policies and procedures:* make reference to the relevant legislation?
* define who mandated reporters are and their responsibilities?
* identify the circumstances under which a mandatory reporter must report?
* require mandated reporters to make a report on each occasion they form a reasonable belief?
* require mandated reporters to make a report as soon as practicable?
* require mandated reporters to report even if the Principal or the person responsible for the operation of the school boarding premises does not share their belief?
* require mandated reporters to ensure that a report has been made in instances where another mandated reporter has undertaken to make a report but has not done so?
 | Yes | ☐ | No | ☐ |
| **Failure to disclose offence and failure to protect offence** |
| **Tip:** | Thefailure to disclose offence requires any adult (subject to specific exemptions) who forms a reasonable belief that a sexual offence has been committed by an adult against a child under 16, to report that information to police. Failure to disclose the information to police is a criminal offence. For further information, see: [www.justice.vic.gov.au/safer-communities/protecting-children-and-families/failure-to-disclose-offence](http://www.justice.vic.gov.au/safer-communities/protecting-children-and-families/failure-to-disclose-offence)Thefailure to protect offence applies where there is a substantial risk that a child under the age of 16 under the care, supervision or authority of a school will become a victim of a sexual offence committed by an adult associated with that school. A person in a position of authority in the school will commit the offence if they know of the risk of abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so. Organisations other than schools are also covered by the offence.For further information, see:[www.justice.vic.gov.au/safer-communities/protecting-children-and-families/failure-to-protect-a-new-criminal-offence-to](http://www.justice.vic.gov.au/safer-communities/protecting-children-and-families/failure-to-protect-a-new-criminal-offence-to%20) For schools ▼ significant alignmentSchools may consider adapting existing policies and procedures to address these requirements for their boarding premises. |
| Has the school boarding premises developed policies and procedures, that ensure staff understand their obligations arising from the failure to disclose and failure to protect offences? | Yes | ☐ | No | ☐ |
| Do the policies and procedures:* identify who the obligations apply to?
* contain a full definition of the offence?
* describe the actions to be taken to reduce or remove the risk of a sexual offence being committed against a child, including the agency to be contacted when a reasonable belief is formed that a sexual offence has been committed?
* provide guidance on what constitutes a ‘reasonable belief’ and ‘reasonable excuse’?
 | Yes | ☐ | No | ☐ |
| **Tip:** | Child protection information and services, who to report to:* dial 000 if a child is in immediate danger
* Department of Families, Fairness and Housing (DFFH) – <https://services.dffh.vic.gov.au/reporting-child-abuse>
* The Orange Door (formerly DHHS Child First) – <https://services.dffh.vic.gov.au/child-first-and-family-services>
* Victoria Police – contact your [local police station](http://www.police.vic.gov.au/content.asp?Document_ID=7).
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| Reportable conduct scheme |
| Tip: | For further information, see: <https://ccyp.vic.gov.au/reportable-conduct-scheme/>For schools ▼ significant alignmentSchools may consider adapting existing policies and procedures to address these requirements for their boarding premises. |
| Are the staff of the school boarding premises aware of their reporting obligations under the Reportable Conduct Scheme? | Yes | ☐ | No | ☐ |
| Does the school boarding premises have policies and procedures to ensure its compliance with the Reportable Conduct Scheme, including providing guidance on when and how to make a report? | Yes | ☐ | No | ☐ |
| Anaphylaxis management policy |
| Tip: | To read Ministerial Order No. 706 - Anaphylaxis Management in Victorian schools and school boarding premises, see: <https://www.education.vic.gov.au/Documents/school/teachers/health/Anaphylaxis_MinisterialOrder706.pdf>For schools ▼ significant alignmentSchools may consider adapting existing policies and procedures to address these requirements for their boarding premises. |
| Has the school boarding premises reviewed Ministerial Order No. 706 - Anaphylaxis Management in Victorian schools and school boarding premises, and does the school boarding premises’ policy and procedure comply with its requirements?  | Yes | ☐ | No | ☐ |
| Emergency Management Plan (EMP) |
| Tip: | Critical incidents are circumstances that pose a critical risk to the health, safety or wellbeing of one or more students or staff. An emergency may require the school boarding premises to enact a critical incident response. However, not all critical incidents will require an emergency response. To find out if your school boarding premises is on the Bushfire At-Risk Register, contact: emergency.management@education.vic.gov.auFor schools ▼ significant alignmentSchools may consider adapting existing policies and procedures to address these requirements for their boarding premises. |
| Has the school boarding premises developed an EMP with relevant site-specific information including: |
| * school boarding premises profile and contact information?
 | Yes | ☐ | No | ☐ |
| * relevant emergency services contact information?
 | Yes | ☐ | No | ☐ |
| * site and floor maps which identify emergency exits, routes, location of emergency equipment and first aid kits, access to emergency services and on-site and off-site evacuation points?
 | Yes | ☐ | No | ☐ |
| * job titles of persons responsible for responding to emergencies and critical incidents?
 | Yes | ☐ | No | ☐ |
| * policies and procedures for the planning and approval of off-site activities which consider the risk of bushfire in the activity location?
 | Yes | ☐ | No | ☐ |
| * procedures for different types of emergencies, such as, those requiring school boarding premises closure, lockdown or reduction in the number of students or staff attending?
 | Yes | ☐ | No | ☐ |
| Does the EMP provide information about how the school boarding premises will ensure that building occupants are aware of the evacuation procedures? | Yes | ☐ | No | ☐ |
| Does the EMP include a risk assessment that includes hazards, risk levels and risk controls specific to the school boarding premises? | Yes | ☐ | No | ☐ |
| Does the EMP outline how to respond to critical incidents? | Yes | ☐ | No | ☐ |
| Is there a policy or procedure in place to ensure the EMP is reviewed at least annually and immediately after any significant incident? | Yes | ☐ | No | ☐ |
| Student behaviour management (discipline) |
| Has the school boarding premises made sure its policies and procedures for student behaviour management meet the specific requirements outlined in the Guidelines? | Yes | ☐ | No | ☐ |
| Do the school boarding premises’ behaviour management policies and procedures include explicit information regarding prohibition of corporal punishment and ensuring procedural fairness? | Yes | ☐ | No | ☐ |
| Is the student behaviour management policy consistent with the school boarding premises’ philosophy and related policies and procedures, including linking to the enrolment agreement? | Yes | ☐ | No | ☐ |
| Do the school boarding premises’ policies and procedures outline the school boarding premises’ approach to internet use, taking into consideration its student cohort? | Yes | ☐ | No | ☐ |
| Has school boarding premises outlined strategies for ensuring cyber safety for its students? | Yes | ☐ | No | ☐ |
| Has school boarding premises developed an ICT acceptable use agreement for students/parents to sign? | Yes | ☐ | No | ☐ |
| **Restrictive intervention** |
| **Tip:** | Government school boarding premises are required to follow DET’s policy on Restraint of Students and are not required to have a local policy on restrictive interventions. |
| Do the school boarding premises’ policies and procedures clearly outline the circumstances under which the school boarding premises will use restrictive interventions to protect the safety of a student and members of the school boarding premises community? | Yes |[ ]  No |[ ]
| Do the policies and procedures include guidance to staff on the types of restraint that can be used and the actions the school will take after the use of restrictive intervention? | Yes |[ ]  No |[ ]
| Are the school boarding premises’ policies and procedures consistent with its philosophy and/or student cohort? | Yes |[ ]  No |[ ]
| Do the use of restrictive intervention procedures appropriately link with the school boarding premises’ other related policies and procedures, including student behaviour management? | Yes |[ ]  No |[ ]
| Anti-bullying and harassment |
| Do the school boarding premises’ policies and procedures contain clear definitions of bullying, harassment and cyber bullying? | Yes | ☐ | No | ☐ |
| Has the school boarding premises outlined how it intends to communicate its policies and procedures to students, parents and guardians, and staff? Is it communicated in a way that is clear, accessible and easily understood by the audience (student cohort, parents etc.)? | Yes | ☐ | No | ☐ |
| Are there clear procedures about what to do when bullying has been reported by a student, including actions school boarding premises will take? | Yes | ☐ | No | ☐ |
| Do school boarding premises’ policies and procedures require incidents of bullying, harassment and cyber bullying to be recorded? | Yes | ☐ | No | ☐ |
| Are related policies and procedures appropriately linked and consistent? E.g. acceptance policy, acceptance agreement and Ministerial Order No. 870? | Yes | ☐ | No | ☐ |
| On-site supervision arrangements |
| Do the school boarding premises’ on-site supervision arrangements include: |
| * a map which identifies the areas of school boarding premises under supervision?
 | Yes | ☐ | No | ☐ |
| * details to ensure staff members are aware of their specific responsibilities relating to student supervision?
 | Yes | ☐ | No | ☐ |
| * procedures staff will follow for managing students who are able to leave the school boarding premises during permitted times (consistent with its record of location policy and procedure)?
 | Yes | ☐ | No | ☐ |
| * documents, such as timetables, detailing who will be responsible for onsite supervision at particular times throughout the day and night?
 | Yes | ☐ | No | ☐ |
| * procedures for managing on-site supervision of students that are consistent with its policies and procedures relating to duty of care and Ministerial Order No. 870?
 | Yes |  | No | ☐ |
| Off-site supervision arrangements |
| Do the school boarding premises’ off-site supervision procedures and arrangements reflect: |
| * the types of off-site activities the school boarding premises intends to undertake such as day excursions, overnight excursions, overseas tours, camps, local area outings, swimming etc.?
 | Yes | ☐ | No | ☐ |
| * the duty of care obligations, considering the children’s age, the venue, conditions and the children’s ability etc.?
 | Yes | ☐ | No | ☐ |
| * the risk register and risk management procedures, including in relation to Ministerial Order No. 870 and the risk of bushfires, and the procedures to be observed if there is a risk of bushfire in the activity location?
 | Yes | ☐ | No | ☐ |
| * requirements for external instructors/providers when engaged by school boarding premises as part of an off-site activity. This will include working with children (WWC) clearances, and may include appropriate level of qualifications and skills, insurance coverage etc.?
 | Yes | ☐ | No | ☐ |
| * procedures for informing parent/guardians/students of the nature of the off-site activity, the supervision arrangements, mode of transport, emergency contact information, medical/health information, costs involved and seeking consent?
 | Yes | ☐ | No | ☐ |
| * the reasonable measures school boarding premises will take to protect students from foreseeable risks of injury, and precautions to prevent the abuse of a student by an individual associated with school boarding premises while the student is under the care, supervision or authority of school boarding premises?
 | Yes | ☐ | No | ☐ |
| **Engaging other providers** |
| **Tip:** | If the responsibility for services is shared by school boarding premises and another provider such as a catering, cleaning, tutoring or counselling service etc., the school boarding premises and the other provider must have policies and procedures in place to manage the care, safety and welfare of students. |
| Will the school boarding premises’ engage other providers? * If yes, continue below
* If no, go to **Arrangements for ill students**.
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| If the school boarding premises has engaged another provider for the delivery of services at or on behalf of school boarding premises’, is there a formal agreement/contract in place? | Yes | ☐ | No | ☐ |

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| If the school boarding premises has engaged another provider for the delivery of services at or on behalf of school boarding premises’, has school boarding premises outlined the strategies and procedures the school boarding premises will put in place to manage student care, safety and welfare, including meeting its obligations under Ministerial Order No. 870? | Yes | ☐ | No | ☐ |
| Do the school boarding premises’ policies and procedures for engaging external providers ensure the school boarding premises discharges its duties of care to students? | Yes | ☐ | No | ☐ |
| Arrangements for ill students |
| Does the school boarding premises’ policy and procedures clearly outline its response to a student who becomes ill at the school boarding premises, including staff responsible for supervision of ill students and staff who hold first-aid qualifications? | Yes | ☐ | No | ☐ |
| Does the policy and procedures appropriately link to the EMP, First Aid Policy (for example, asthma and anaphylaxis) and other relevant policies and procedures? | Yes | ☐ | No | ☐ |
| Does the policy include procedures for notifying parents/guardians? | Yes | ☐ | No | ☐ |
| Accident and incident register |
| Does the school boarding premises have an accident and incident register with fields to capture a description of the accident and/or incident, student details, action taken, details of the person recording the accident/incident, name of witnesses (if any), follow up, parent/guardian notification etc.? | Yes | ☐ | No | ☐ |
| First aid |
| Is there a policy and procedures that outlines circumstances when first aid may be administered by the school boarding premises? | Yes | ☐ | No | ☐ |
| Do first aid policies and procedures: |
| * identify who will administer first aid and medications?
 | Yes | ☐ | No | ☐ |
| * outline where first aid kits/medications are located and stored?
 | Yes | ☐ | No | ☐ |
| * provide lockable storage for medication?
 | Yes | ☐ | No | ☐ |
| Has the school boarding premises addressed procedures for managing known medical conditions such as asthma? | Yes | ☐ | No | ☐ |
| Are the policy and procedures appropriately linked and consistent with the arrangements for ill students policy? | Yes | ☐ | No | ☐ |
| Is there a register of staff trained in first aid? Does the register capture the names of staff, first aid courses, course completion and expiry dates to ensure currency? | Yes | ☐ | No | ☐ |
| Has the school boarding premises identified staff members who will require first aid and anaphylaxis management training?  | Yes | ☐ | No | ☐ |
| Is there a procedure for ensuring the first aid register is current? | Yes | ☐ | No | ☐ |

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| **Record of student medical conditions and management** |
| Does the school boarding premises’ policy and procedures outline a process for obtaining, recording and updating student medical conditions and management of these conditions and identify the person responsible for undertaking these actions? | Yes | ☐ | No | ☐ |
| Has the school boarding premises included procedures and prepared forms for parents or guardians to complete to maintain a record of student medical conditions? | Yes | ☐ | No | ☐ |
| Distributing medicine |
| Has the school boarding premises developed a policy and procedures for identifying students who require medicine? | Yes | ☐ | No | ☐ |
| Do the policy and procedures clearly identify who is responsible for receiving, storing, monitoring, disposing of and administering medicines? | Yes | ☐ | No | ☐ |
| Are the policy and procedures appropriately linked and consistent with the first aid and arrangement for ill students policies and procedures? | Yes | ☐ | No | ☐ |
| Are there procedures and forms for parents or guardians to provide relevant information and consent?  | Yes | ☐ | No | ☐ |
| Managing complaints and grievances |
| Has the school boarding premises developed a policy and procedure for managing complaints and grievances? | Yes | ☐ | No | ☐ |
| Does the policy clearly identify the scope (i.e. who does it to apply to and in what situations)? | Yes | ☐ | No | ☐ |
| Is the policy referenced in the acceptance agreement? | Yes | ☐ | No | ☐ |
| Does the policy clearly outline the steps for responding to complaints, including the escalation process and does it provide timeframes that are reasonable? | Yes | ☐ | No | ☐ |
| Does it clearly identify roles and responsibilities of staff involved in the complaint management process, including escalation? | Yes | ☐ | No | ☐ |
| Does the policy and its procedures provide for procedural fairness? (an opportunity for both parties to be heard and treated fairly) | Yes | ☐ | No | ☐ |
| Are the policy and procedures described in language accessible to staff, students, guardians, parents and school boarding premises community? | Yes | ☐ | No | ☐ |
| Do the policy and procedures outline how the they will be communicated to staff, students, guardians and parents, and how the school boarding premises community can access them? | Yes | ☐ | No | ☐ |
| **For existing school boarding premises** | For this minimum standard our school boarding premises is: | [ ]  Compliant | [ ]  Working toward compliance | [ ]  Not compliant |
| **Our evidence is:** |  |

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|  Buildings, facilities and grounds |
| **Tip:** | For schools ▼ moderate alignmentSchools may consider adapting existing policies and procedures to address these requirements for their boarding premises. |
| Do the school boarding premises’ buildings, facilities and grounds meet all legal and health and safety requirements? | Yes |[ ]  No |[ ]
| Is the school boarding premises able to demonstrate that school boarding premises buildings and facilities comply with local planning regulations and with the Building Code of Australia, Class 3 or equivalent and the Public Health and Wellbeing Act 2008?  | Yes |[ ]  No |[ ]
| Has the school boarding premises considered the maximum occupancy allowed on site including parking spaces and its implications on school boarding premises enrolment forecasts? | Yes |[ ]  No |[ ]
| Has the school boarding premises checked that its current student acceptances and staff numbers do not exceed maximum occupancy for the site? | Yes |[ ]  No |[ ]
| Has the school boarding premises undertaken a risk assessment of the school boarding premises site and provided risk mitigation strategies?These are site specific risks such as exits/entrances, balconies, stairwells, access to kitchen and other electrical appliances, local surroundings, hot spots, etc. | Yes |[ ]  No |[ ]
| Has the school boarding premises prepared a maintenance schedule for buildings, facilities and grounds? | Yes |[ ]  No |[ ]
| Has the school boarding premises considered whether the site has adequate buildings, facilities and grounds to provide the school boarding services and ensure the care, safety and welfare of all students? | Yes |[ ]  No |[ ]
| Has the school boarding premises considered whether the facilities suit the school boarding premises student cohort’s ages and needs? | Yes |[ ]  No |[ ]
| Does the school boarding premises site plan clearly identify location of facilities? | Yes |[ ]  No |[ ]
| **For existing school boarding premises** | For this minimum standard our school boarding premises is: | [ ]  Compliant | [ ]  Working toward compliance | [ ]  Not compliant |
| **Our evidence is:** |  |
| **Governance** |
| **Tip:** | One of the key decisions an entity will make when starting the process to register a school boarding premises is selecting its legal structure. Make sure the legal entity is appropriately registered and the entity understands the responsibilities of its established structure (for example, obligations under the *Corporations Act 2001* (Cwth) or *Associations Incorporation Reform Act 2012.* A school boarding premises must be structured to allow the: * effective development of the strategic direction of school boarding premises
* effective management of the finances of school boarding premises
* school boarding premises to fulfil its legal obligations.

It is critical to document the measures, and have policies and procedures in place, that will ensure school boarding premises can meet the above requirements and that the members of the governing body and responsible persons comply with these requirements. A responsible person is defined in the Education and Training Reform Regulations 2017 as: * the proprietor (the individual or all persons involved in directing the body)
* each governing body member and each person who is conferred responsibility in school boarding premises governance structure for managing school boarding premises or its finances
* the principal
* and any other person who by the persons conduct assumes a position of authority over the governance or management of school boarding premises.

All responsible persons in a school boarding premises must be fit and proper and able to carry out their legal responsibilities in relation to the operation of school boarding premises. There must be evidence of a completed [**School Boarding Premises Fit and Proper Person declaration**](https://www.vrqa.vic.gov.au/Documents/SBPFitProp.docx) from each responsible person.For schools ▼ significant alignmentSchools may consider adapting existing policies and procedures to address these requirements for their boarding premises. |
| If the organisation is not established for the sole purpose of operating school boarding premises, has the organisation put in place appropriate governance, financial and operational controls to ensure decision making in the best interest of school boarding premises and the management of all conflicts of interest and/or duty? | Yes | ☐ | No | ☐ |
| **Tip:** | A school boarding premises’ governing body is responsible for making decisions in the best interests of the school boarding premises and ensuring the school boarding premises complies at all times with the minimum standards, including Ministerial Order No. 870. The governing body may choose to delegate its financial and/or non-financial powers to the Principal or person responsible for the operation of the school boarding premises. All delegations must be formally approved by the governing body and documented in an instrument of delegation. It’s important to note that the school boarding premises’ governing body is ultimately responsible for students. This means the school boarding premises’ compliance obligations, for example, its duty of care and its obligations under Ministerial Order No. 870, are non-delegable.Any delegations must not contravene requirements under relevant legislation and standards, including: * the *Australian Education Act 2013* (Cwth) (and regulations made thereunder)
* the ACNC Governance Standards
* relevant Ministerial Orders including:
	+ Ministerial Order No. 706 Anaphylaxis Management in Victorian schools and school boarding premises, and
	+ Ministerial Order No. 870 Child Safe Standards – managing the risk of child abuse in schools and school boarding premises.

It is critical that the school boarding premises have mechanisms in place so that the school boarding premises governing body can act in the school boarding premises’ best interest. It is therefore important to consider whether the members of the governing body: * have relevant expertise and experience to effectively manage the school boarding premises’ finances, develop the school boarding premises’ strategic direction, and fulfil the governing body’s legal obligations
* can make independent decisions in the best interests of the school boarding premises and any conflicts of interest and/or duty are appropriately managed. This is particularly relevant where there are multiple family members on a board and/or members have actual or perceived conflicts of interest or duty, e.g. some members sit on the board of a related entity that provides services, or lease land to school boarding premises
* are sufficient in number to pass resolutions if members are absent or conflicted
* meet the fit and proper requirements set out in the ETR Regulations.
 |
| Are the measures the school boarding premises has taken to ensure the governing body makes decisions in the best interests of the school boarding premises appropriately documented, e.g. the governance charter, constitution or rules of association, instruments of delegation, conflict of interest policy and register, related party transactions policy and procedure etc? | Yes | ☐ | No | ☐ |
| Tip: | Good governance requires that members will not be influenced or appear to be influenced by personal interest when making decisions. It is critical that the school boarding premises has mechanisms in place to protect the independence of the school boarding premises governing body to make decisions in the best interest of the school boarding premises. This is particularly relevant where members are related (e.g. members of the same family) and/or have personally, or as members of the governing body of a related entity, entered into arrangements or agreements to provide services to a school boarding premises or family members are employees of a school boarding premises . |
| Has the school boarding premises sought to identify any actual and/or perceived conflicts of interest and/or duty in relation to any:* school boarding premises governing body members and subcommittee members?
* member of the company or incorporated association?
* responsible persons (as defined in the ETR Regulations)?
 | Yes | ☐ | No | ☐ |
| Does the school boarding premises have a policy in place to address how conflict of interest and/or duty will be managed, and does it have procedures in place to give effect to the policy? | Yes | ☐ | No | ☐ |
| **Tip:** | Good governance requires the governing body to have sound processes in place to identify and manage any actual, potential or perceived conflicts of interest or duty as it relates to its members, school boarding premises staff or committee members. The way in which the school boarding premises manages the conflict will depend on the nature of the conflict. For example, if considered appropriate, the school boarding premises may manage a conflict by requiring the member with the conflict to:* not participate in discussions on the matter
* abstain from voting on the matter
* resign.

In such cases, the school boarding premises may need to consider the composition of the governing body, as there may never be a quorum if all ‘conflicted’ members are required to abstain from voting. If the governing body is uncertain on how to manage a conflict, it should seek independent legal advice. |
| If the school boarding premises has entered into an agreement, and/or arrangement with a related or affiliated party of the school boarding premises, has the school boarding premises put in place appropriate governance and operational controls to manage the conflict of interest and ensure that those agreements and/or arrangements are commercial and entered into on an arms-length basis?  | Yes |[ ]  No | [ ]  |
| **Tip:** | Delegation decisions should be made formally by a school boarding premises governing body, recorded in the minutes and in an instrument of delegation.School boarding premises will need to make sure the delegated functions and powers are consistent with the constitution and other authorising governance documents e.g. governance charter. |
| Are the delegations that are in place consistent with the school boarding premises’ constitution? | Yes |[ ]  No | [ ]  |
| Do the instruments of delegation, or delegation matrix, clearly identify the nature of the delegation and any limitations (e.g. financial caps) and reporting requirements? | Yes |[ ]  No | [ ]  |
| **Tip:** | Make sure the school boarding premises’ financial documents accurately and consistently reflect operational level costs involved in operating a school, including costs/fees associated with any agreements.  |
| Is the school boarding premises financially viable based on projected enrolments, proposed facilities/services to be delivered, staff-to-student ratios and other operational costs? | Yes |[ ]  No |[ ]
| Does the school boarding premises have a strategic plan? | Yes |[ ]  No |[ ]
| Does the school boarding premises have a business plan that contains the required elements in the guidelines and that is validated by an independent qualified accountant? | Yes |[ ]  No |[ ]
| Not-for-profit status |
| Tip: | It is important that where a school boarding premises and a registered school share the same legal entity or proprietor that sufficient controls are in place to ensure the school’s not-for-profit status is not compromised.Further information can be found in the ETR Regulations:* Regulation 7 – not-for-profit school definition – <https://content.legislation.vic.gov.au/sites/default/files/2021-06/17-44sra006%20authorised.pdf#page=23>
* Regulation 7A – prohibited agreement or arrangement definition – <https://content.legislation.vic.gov.au/sites/default/files/2021-06/17-44sra006%20authorised.pdf#page=25>

For schools ▼ significant alignmentSchools may consider adapting existing policies and procedures to address these requirements for their boarding premises. |
| If the school boarding premises is also a registered school, has the provider of the registered school and the school boarding premises developed a policy to ensure the school not-for-profit requirements are being met? | Yes |[ ]  No |[ ]
| Probity  |
| Tip: | All *responsible persons* in a school boarding premises must be fit and proper (within the meaning of the ETR Regulations) and able to carry out their legal responsibilities in relation to the operation of the school boarding premises. A proprietor of a registered non-government school boarding premises must notify the VRQA in writing within 30 days if a responsible person is the subject of a *notifiable disclosure event* as defined in regulation 5 of ETR Regulations.Further information can be found in the ETR Regulations:* Regulation 5 – responsible person definition –[https://content.legislation.vic.gov.au/sites/default/files/2021-06/17-44sra006 authorised.pdf#page=19](https://content.legislation.vic.gov.au/sites/default/files/2021-06/17-44sra006%20authorised.pdf%23page%3D19)
* Schedule 4A clause 7 – fit and proper person –<https://content.legislation.vic.gov.au/sites/default/files/2021-06/17-44sra006%20authorised.pdf#page=116>

For schools ▼ significant alignmentSchools may consider adapting existing policies and procedures to address these requirements for their boarding premises. |
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| Has the school boarding premises identified all responsible persons in the school boarding premises and ensured they meet the fit and proper person requirements? | Yes |[ ]  No |[ ]
| Have members of the school boarding premises governing body and all responsible persons read and understood their requirements in the instance of an occurrence of a notifiable disclosure event? | Yes |[ ]  No |[ ]
| Have all responsible persons completed a [**School Boarding Premises Fit and Proper Person declaration**](https://www.vrqa.vic.gov.au/Documents/SBPFitProp.docx) form? | Yes |[ ]  No |[ ]
| **For existing school boarding premises** | For this minimum standard our school boarding premises is: | [ ]  Compliant | [ ]  Working toward compliance | [ ]  Not compliant |

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| **Our evidence is:** |  |
| Philosophy of provider of school boarding services |
| Tip: | A school boarding premises must have a clear philosophy and be able to demonstrate how it is enacted. The philosophy statement provides a foundation for the school boarding premises’ strategic planning decisions and communicates the nature of the school boarding premises to prospective staff, students, parents and guardians.Make sure that the philosophy is reflected in various school boarding premises policies, including acceptance policy documents.For schools ▼ significant alignmentSchools may consider adapting existing policies and procedures to address these requirements for their boarding premises. |
| Does the school boarding premises have a philosophy which includes, for example, its vision, mission, values and objectives? | Yes |[ ]  No |[ ]
| Is the school boarding premises able to demonstrate how its philosophy is enacted and where it will be published? | Yes |[ ]  No |[ ]
| Information on performance of school boarding premises  |
| Tip: | A provider of school boarding services must monitor and report information on its performance to the school boarding premises community. For schools, this may be done as part of their annual report.For schools ▼ significant alignmentSchools may consider adapting existing policies and procedures to address these requirements for their boarding premises. |
| Does the information include required copies of any other reports that the provider of school boarding services at the registered school boarding premises is required to prepare for the community of the school boarding premises under any funding agreements with the State or the Commonwealth? | Yes |[ ]  No |[ ]
| **For existing school boarding premises** | For this minimum standard our school boarding premises is: | [ ]  Compliant | [ ]  Working toward compliance | [ ]  Not compliant |
| **Our evidence is:** |  |
| Provider of school boarding services must comply with Act and Regulations |
| Does the school boarding premises policies, procedures and practices ensure compliance with the requirements of the Act and the ETR Regulations? | Yes |[ ]  No |[ ]
| **For existing school boarding premises** | For this minimum standard our school boarding premises is: | [ ]  Compliant | [ ]  Working toward compliance | [ ]  Not compliant |
| **Our evidence is:** |  |

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| Provider of school boarding services must comply with conditions of registration |
| Do the school boarding premises policies, procedures and practices ensure compliance with any condition imposed on the registration of the school boarding premises? | Yes |[ ]  No |[ ]
| **For existing school boarding premises**  | For this minimum standard our school boarding premises is: | [ ]  Compliant | [ ]  Working toward compliance | [ ]  Not compliant |
| **Our evidence is:** |  |
| Provider of school boarding services must have policies, procedures, and suitable arrangements in place |
| Tip: | For schools ▼ significant alignmentSchools may consider adapting existing policies and procedures to address these requirements for their boarding premises (Schedule 4 clause 21 of the ETR Regulations). |
| Does the school boarding premises policies, procedures and practices ensure that the premises and its services comply with the prescribed minimum standards for school boarding premises registration? | Yes |[ ]  No |[ ]
| **For existing school boarding premises**  | For this minimum standard our school boarding premises is: | [ ]  Compliant | [ ]  Working toward compliance | [ ]  Not compliant |
| **Our evidence is:** |  |
| School boarding services must be provided in accordance with scope of registration |
| **Tip:** | A school boarding premises must operate in accordance with its scope of registration. For example, if it is registered as a year 7 to 12 provider, its acceptance policy must ensure it only accepts and provide services to children in those year levels.  |
| Does the school boarding premises policies and procedures ensure it operates in accordance with its scope of registration? | Yes |[ ]  No |[ ]
| **For existing school boarding premises** | For this minimum standard our school boarding premises is: | [ ]  Compliant | [ ]  Working toward compliance | [ ]  Not compliant |
| **Our evidence is:** |  |

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| Part three — Additional Minimum Standards for government school boarding premises |
| Student engagement policy |
| Has the school boarding premises made sure its policies and procedures for student engagement meet the specific requirements outlined in the ETR Regulations? | Yes |[ ]  No |[ ]
| Has the school boarding premises consulted with students, parents and staff of the school boarding premises in the creation or amendment of its student engagement policy? | Yes |[ ]  No |[ ]
| Do the school boarding premises’ student engagement policies and procedures take into consideration the rights and responsibilities of students boarding at the premises, parents of students and staff of the provider? | Yes |[ ]  No |[ ]
| Is the school boarding premises’ student engagement policy consistent with its philosophy and related policies and procedures, including linking to the acceptance agreement? | Yes |[ ]  No |[ ]
| **For existing government school boarding premises**  | For this minimum standard our school boarding premises is: | [ ]  Compliant | [ ]  Working toward compliance | [ ]  Not compliant |
| **Our evidence is:** |  |
| **Implementation of student engagement policy** |
| Has the school boarding premises developed policy and procedures, so staff and students understand their obligations under the student engagement policy? | Yes |[ ]  No |[ ]
| Is the school boarding premises’ student engagement policy consistent with its philosophy and related policies and procedures, including linking to the enrolment agreement? | Yes |[ ]  No |[ ]
| Is the policy and procedure described in language accessible to staff, students, guardians, parents and school boarding premises community? | Yes |[ ]  No |[ ]
| Do policies and procedures outline how the school boarding premises will determine and manage the nature and extent of the consequences imposed on students boarding at the premises for failure to comply with that policy? | Yes |[ ]  No |[ ]
| Has the school boarding premises established a procedure for implementing and communicating the student engagement policy to students, their parents and the wider boarding community? | Yes |[ ]  No |[ ]
| Are the school boarding premises’ student engagement policy and procedures consistent with the ETR Regulations and any guidelines issued by the Minister under section 4.3.8Z of the Act relating to student engagement? | Yes |[ ]  No |[ ]
| **For existing government school boarding premises**  | For this minimum standard our school boarding premises is: | [ ]  Compliant | [ ]  Working toward compliance | [ ]  Not compliant |
| **Our evidence is:** |  |
| Corporal punishment not permitted |
| Tip: | Staff, contractors and volunteers of the provider of school boarding services at a Government school boarding premises must not administer corporal punishment to any student who is boarding at the premises. |
| Has the school boarding premises made sure its policy and procedures meet the specific requirements outlined in the ETR Regulations? | Yes |[ ]  No |[ ]
| Do the school boarding premises’ policy and procedures include explicit information regarding prohibition of corporal punishment and ensuring procedural fairness. | Yes |[ ]  No |[ ]
| Is the school boarding premises’ policy consistent with its philosophy, student behaviour management and related policies and procedures, including linking to the acceptance agreement? | Yes |[ ]  No |[ ]
| Has the school boarding premises developed policy and procedures to ensure staff understand their obligations under the policy? | Yes |[ ]  No |[ ]
| **For existing government school boarding premises** | For this minimum standard our school boarding premises is: | [ ]  Compliant | [ ]  Working toward compliance | [ ]  Not compliant |
| **Our evidence is:** |  |
| Restraint from danger  |
| Tip: | Staff, contractors and volunteers of the provider of school boarding services at a Government school boarding premises may take any reasonable action that is immediately required to restrain a student boarding at the premises from acts or behaviour that are dangerous to the member of staff, the student, or any other person. |
| Have you adopted DET’s policy on Restraint of Students?  | Yes |[ ]  No |[ ]
| **For existing government school boarding premises**  | For this minimum standard our school boarding premises is: | [ ]  Compliant | [ ]  Working toward compliance | [ ]  Not compliant |
| **Our evidence is:** |  |