Application to amend an independent school’s registration – Relocate a school or campus



Evidence checklist

Associated documents

* [Guidelines to the Minimum Standards and Requirements for School Registration (the Guidelines)](https://www.vrqa.vic.gov.au/Documents/schoolstandards.docx)
* [Amend an Independent School’s Registration – Application form](https://www.vrqa.vic.gov.au/Documents/schregamend.docx)
* [Independent School’s Registration – Information sheet](https://www.vrqa.vic.gov.au/Documents/schreginfosht.docx)
* [Ministerial Order No. 1359 – Implementing the Child Safe Standards – Managing the risk of child abuse in schools and school boarding premises](https://www.vrqa.vic.gov.au/Documents/MinOrder1359childsafe.pdf)
* [Guidelines on Bushfire Preparedness – Registered Schools and School Boarding Premises](https://www.vrqa.vic.gov.au/Documents/bushfireguidelines.doc)

How to complete this document

* Use the checklist to collate your evidence portfolio.
* Provide the requested information only.
* Items marked with ▼ can be submitted once available, after the closing date but before registration.

Submit an electronic copy of the completed checklist, application form and evidence portfolio to the VRQA Schools inbox as a zip file or via a file sharing platform, such as Dropbox, 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>.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
* 1.1b\_Student Welfare\_WPS

**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 when 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 Name** | | |  | | | | | | |
| 1. Student welfare | | | |  | | | | | |
| Care, safety and welfare of students | | | | | | | | | |
| 1.1 | | An emergency management plan for the new 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.  An emergency management plan addresses emergency and critical incidents which include:   * circumstances that pose a critical risk to the health, safety or wellbeing of one or more students or staff * incidents requiring school closure, lockdown, or reduction of number of students or staff attending * death or serious injury of a student or staff member at school or at another location authorised by the school, for example, with another provider such as an RTO.   ▼The evacuation map can be submitted at a later date. The plan must be submitted with the application. | | | | | | |  |
| 1.2 | | The school’s policies and procedures, contextualised for the new site, for: | | | | | | |  |
| * arrangements for ill students | | | | | | |  |
| * distributing medicine | | | | | | |  |
| * first aid | | | | | | |  |
| * appropriate arrangements for on-site supervision of students, including a Yard Duty Map (Please indicate any zones / hot spots / boundaries if applicable) | | | | | | |  |
| * COVID safety | | | | | | |  |
| 1.3 | | A policy and procedures in accordance with Ministerial Order No. 706, containing information about storage of auto-injectors and location of individual management plans that are specific to the new site. | | | | | | |  |
| 1.4 | | Evidence of an appropriate site specific risk assessment to ensure the requirements are met for [Ministerial Order No. 1359 – Implementing the Child Safe Standards – Managing the risk of child abuse in schools and school boarding premises](https://www.vrqa.vic.gov.au/Documents/MinOrder1359childsafe.pdf). | | | | | | |  |
| 2. Emergency Bushfire 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 campus is to be placed on the Bushfire At-Risk Register. | | | | | | |  |
| 2.5 | | Was the response that your proposed campus is 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 campus **is** **to be placed on the Bushfire At-Risk Register**, extra procedures apply. Please refer to the [Guidelines for Bushfire Preparedness – Registered Schools and School Boarding Premises](https://www.vrqa.vic.gov.au/Documents/bushfireguidelines.doc) and provide evidence of the school’s compliance with: | | | | | | |  |
| * **Guideline 2.2** Schools listed on the Bushfire At-Risk Register must have an EMP that details the school’s response to managing bushfire risk. | | | | | | |  |
| * **Guideline 2.3** Schools listed on the Bushfire At-Risk Register must inform students, staff and parents/guardians about their specific bushfire preparedness arrangements and train relevant staff in their bushfire preparedness roles. | | | | | | |  |
| * **Guideline 2.4** Schools listed on the Bushfire At-Risk Register must maintain a register updated at least once per school term during the October–April bushfire season of bushfire emergency equipment and ensure it is in working order. | | | | | | |  |
| * **Guideline 2.5** Schools listed on the Bushfire At-Risk Register must maintain notices of bushfire evacuation procedures and bushfire emergency contact numbers and locate them appropriately around the school. | | | | | | |  |
| * **Guideline 2.8** Schools listed on the Bushfire At-Risk Register must consult local agencies, where relevant, (the Country Fire Authority, Metropolitan Fire and Emergency Services Board, local Council) on their bushfire preparedness and compliance with local bushfire regulation of buildings, facilities and grounds. | | | | | | |  |
| * **Guideline 2.9** Schools listed on the Bushfire At-Risk Register with an on-site ‘shelter in place’ must consult with the relevant agency on the building’s compliance with relevant regulations. | | | | | | |  |
| 3. School infrastructure | | | | | | | | | |
| Buildings, facilities and grounds | | | | | | | | | |
| 3.1 | A copy of the permit to operate an education centre on site (in some cases, a certificate of continual use or existing rights can be provided in lieu of a planning permit). | | | | | | | |  |
| 3.2 | ▼ Documentation of building and facility compliance with local planning regulations and with the Building Code of Australia, Class 9b or equivalent. | | | | | | | |  |
| 3.3 | ▼ A copy of the essential safety measures register. | | | | | | | |  |
| 3.4 | A maintenance schedule for buildings, facilities and grounds. | | | | | | | |  |
| 3.5 | Policy and procedures to ensure the school complies with the *Occupational Health and Safety Act 2004.* | | | | | | | |  |
| 3.6 | Documentation showing that reasonable adjustments have been made for students with a disability.  For example, adjustments made to the school buildings and facilities such as ramps, lifts and ambulant toilet facilities. | | | | | | | |  |
| 4. Educational facilities | | | | | | | | | |
| Educational facilities | | | | | | | | | |
| 4.1 | A plan of the school or the campus showing the location of facilities available for each program offered across the school day. | | | | | | | |  |
| 4.2 | Copies of any leases or licences for the new premises occupied or used by the school. | | | | | | | |  |