2018 School Compliance Report

Government of South Australia
Department for Education

The school has taken all reasonable steps to implement the department policies, procedures and reporting obligations outlined in this document. A record of the areas of non-compliance and relevant actions are on page 2 of this document.

Principal Name: Liz Pelling

Principal Signature: _____

Date: 13/3/19

The Annual School Compliance Report (ASCR) enables schools to navigate and be accountable for the implementation of a range of department policies and reporting requirements. The ASCR builds on the Policy Compliance document used as part of the External School Review (ESR) process from 2015-2017.

The ASCR outlines the department policies and processes which directly impact on either the effective operation of a school or the public reporting of a school as part of legislative requirements.

The ASCR does not include every department policy or reporting requirement that impacts on schools. Rather, it is a self-checking and reporting process that sits alongside the existing statutory compliance work of various units; for example, Audit and Risk [school finances and census], the Safe Team [child protection], the SACE Board and Work Health and Safety.

Checklist Process:

Complete each section of the checklist by checking one of the boxes:

Yes: Confirming that the policy or procedure has been implemented appropriately in 2018

NA: Not applicable to this school

TBD: To be developed

In the section below identify any area(s) of non-compliance and advise what action the school is undertaking in 2019 to address non-compliance.

Identified area of non-compliance: **[Section and Item Details]**	**Action(s) being taken to address non-compliance:**

The Education Director will work with the school to ensure full compliance. Please return completed documents to the Education Director by **22 March 2019**

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- open in Adobe Reader,
- in the right-hand pane click on "more tools",
- then click on "fill and sign"

this makes the document fields editable.

Learning Improvement

Item	Aspects of Learning Improvement	Yes	NA	TBD
1	For schools with R-10 enrolments: Has the school implemented the Department curriculum, pedagogy, assessment and reporting policy for reception-year 10? Does the school follow the guidelines for the implementation of the Australian curriculum in department schools: reception-year 10? *See also:* • South Australian teaching for effective learning framework • Reporting on Australian curriculum in department schools reception-year 10 procedure • Curriculum and teaching	☑ ☑	☐ ☐	☐ ☐
2	Does the school proactively and systematically implement SACE policies and procedures which ensure students are on track for SACE completion?	☐	X	☐
3	Has the school implemented the VET for schools policy and the underlying principles and requirements for schools? *See also:* • VET in SACE • VET/TAFE agreement Does the school follow the procedures for workplace learning (work experience)?	☐ ☐	X X	☐ ☐
4	Does the school apply the early years learning framework to the work of preschool educators (if applicable)?	☐	X	☐
5	Does the school implement the mandated Keeping Safe: Child Protection Curriculum each year? Do all teachers access the professional learning program **before** delivering the Keeping Safe: Child Protection Curriculum? Are parents provided with information about the Keeping Safe: Child Protection Curriculum each year?	☑ ☑ ☑	☐ ☐ ☐	☐ ☐ ☐

6	Does the school develop negotiated education plans (One Child One Plan) for all students verified with a disability in accordance with the Department criteria?	☑	☐	☐
7	Does the school develop individual learning plans (One Child One Plan) for all Aboriginal students, and children in care?	☑	☐	☐
8	Does the school's professional learning and development planning align with the strategic plan, site improvement plan and department systemic priorities? *See also:* • Department performance and development • Teacher development	☑	☐	☐
9	Has the school implemented the Department Aboriginal strategy?	☑	☐	☐

People and Culture

Item	Aspects of People and Culture	Yes	NA	TBD
1	Does the school meet current enterprise agreement and industrial entitlements including: • class size • face-to-face teaching time • equitable distribution of duties?	☑	☐	☐
2	Does the school apply the Department merit selection policy and accompanying procedures to all applicable vacancy selection and recruitment processes?	☑	☐	☐
3	Has the school implemented the Department performance and development policy? Do all staff have performance plans?	☑ ☑	☐ ☐	☐ ☐
4	Does the school have induction processes in place in accordance with department guidelines?	☑	☐	☐

5	Does the school have processes in place to manage employee complaints and grievances?	☑	☐	☐
6	Are staff aware of their obligations in regard to professional conduct standards described by the *Code of Ethics for the SA Public Sector*? Are staff aware of their responsibilities in regards to corruption, misconduct and mismanagement in public administration?	☑ ☑	☐ ☐	☐ ☐
7	Does the school have a personnel advisory committee that consults with and represents staff in relation to human resource matters?	☑	☐	☐
8	Does the school certify bona fides and monthly returns in a timely manner?	☑	☐	☐
9	Does the school adhere to the employee attendance procedures?	☑	☐	☐

School Organisation

Item	Aspects of School Organisation	Yes	NA	TBD
1	Has the school implemented the school enrolment policy? *See also:* • Preschool enrolment • School enrolment • Flexible learning option enrolment policy • Starting preschool and school FAQ	☑	☐	☐
2	Has the school implemented the department attendance policy? Has the school developed an attendance improvement plan that clearly states targets and strategies to manage attendance?	☑ ☑	☐ ☐	☐ ☐

3	Has the school implemented a school discipline policy?	☑	☐	☐
4	Has the school implemented an anti-bullying and harassment policy, and completed the policy implementation checklist? [required practice from the Cossey Review into procedures and processes relating to bullying and violence (2011)]	☑	☐	☐
5	Has the school implemented a camps and excursions policy? [includes awareness of the suitability clause in EDSAS purchase order when booking camps]	☑	☐	☐
6	Has the school implemented the department's volunteer policy and volunteer procedure?	☑	☐	☐

Governance

Item	Aspects of Governance	Yes	NA	TBD
1	Was the governing council properly elected and constituted? (Governing Council Model Constitution, March 2005, see Parts 7 and 13)	☑	☐	☐
Questions 2 – 9 relate to the role of the governing council. The governing council is to work with and provide advice to the principal so as to strengthen and support public education in the local community.				
2	Has the governing council collaborated on the development of a site improvement plan? (Governing Council Model Constitution, March 2005, see Part 5)	☑	☐	☐
3	Has the governing council supported an ongoing and collaborative self-review program? [includes plans, initiatives, evaluation of student achievement, policies and programs] (Governing Council Model Constitution, March 2005, see Part 5)	☑	☐	☐
4	Has the governing council worked collaboratively with the principal to report to the school community, on a regular basis: • the achievement of the student group as a whole? • the school's finances? • the governing council's plans and operations? (Site governance guidelines, August 2008, see Part 2.3)	☑	☐	☐
5	Has the governing council worked collaboratively with the principal, to develop and implement a school budget that reflects the school's priorities identified in the site improvement plan? The budget setting process should include a financial plan relating to the management of cash reserves approved by the governing council. *See also:* • Finance roles – school and governing councils • Budgets – school and governing councils	☑	☐	☐

6	Has the governing council worked collaboratively with the principal on an annual update of the school strategic directions and site improvement plan priorities through the Annual School Report? (Governing Council Model Constitution, March 2005)	☑	☐	☐
7	Has the governing council documented and monitored a site parent complaints process? *See:* • Consumer complaints management and resolution policy • Feedback and complaints about a school or preschool	☑	☐	☐
8	Has the governing council worked collaboratively with the principal to monitor the site's policy and practices in relation to student behaviour, including suspensions, exclusions and expulsions?	☑	☐	☐
9	Has the governing council worked collaboratively with the principal to monitor site bullying data/trends/initiatives for the purpose of updating the school Governing Council twice a year?	☑	☐	☐

Site Complaints

Item	Site Complaints reporting	Yes	NA	TBD
1	Does the school have processes in place to monitor and record complaint handling statistics and trends? [A complaint needs to be recoded if it is not resolved: • at first point of contact or • requires a response in writing, including an explanation of reasons for the decision and an opportunity for the person to be heard.]	☑	☐	☐
	Number of complaints in the 2018 school year:	3		

Safety

Item	Aspect of Safety	Yes	NA	TBD
1	Are staff and volunteers aware of protective practices in working with children in education settings? *See also:* • Protective practices - information for parents and caregivers	☑	☐	☐
2	Have staff members and volunteers been trained in their obligations to respond to abuse and neglect of children in their care?	☑	☐	☐
3	Has the school screened employees, volunteers and other persons designated by legislation or department policy for their suitability to work with children? This includes anyone accessing department sites/services for the purposes of training, research or service provision. Are all required staff and volunteers' screenings current and recorded?	☑ ☑	☐ ☐	☐ ☐
5	Has the school implemented a cyber safety policy?	☑	☐	☐
6	Does the school have a current bushfire preparation plan (very high/extreme (R1) and high risk (R2) schools and preschools only)?	☑	☐	☐

Site Procedures

Item	Aspect of Site Procedure	Yes	NA	TBD
1	**Safety management**			
	Does the school use the WHS general risk assessment tool for activities such as working from heights, working in isolation, changes to workplace or systems of work, working bees, excursions, camps and sporting activities?	☑	☐	☐
	Does the school use WHS specific risk assessment tools for infection control, hazardous manual tasks, hazardous chemicals and plant management?	☑	☐	☐
	Hazard identification			
	Does the school report hazards online and register completed investigations on the Incident and Response Management System (IRMS) within 5 days?	☑	☐	☐
	Does the school conduct frequent workplace inspections to identify and control hazards?	☑	☐	☐
	Emergency management			
	Has the school developed and implemented an emergency management plan?	☑	☐	☐
	Injury and incident reporting			
	Does the school report injuries/incidents online within 24 hours and register completed investigations on the Incident and Response Management System (IRMS) within 5 days of the event?	☑	☐	☐
	Asbestos management			
	Does the school maintain an asbestos register that is accessible to contractors? *See also:* • Asbestos management	☑	☐	☐

	Hazardous chemicals *See:* • Management of hazardous chemicals			
	Does the school review the hazardous chemical register annually?	☑	☐	☐
	Does the hazardous chemical register only contain chemicals on the approved chemicals list?	☑	☐	☐
	Are safety data sheets readily accessible for all chemicals on site?	☑	☐	☐
	Does the school review safety data sheets annually and update them no more than every 5 years?	☑	☐	☐
	Plant management and safety *See:* • Machine plant safety			
	Does the school use the pre-purchase checklist when purchasing plant?	☑	☐	☐
	Is all plant included on the site risk register?	☑	☐	☐
	Does the school have a maintenance schedule for all plant?	☑	☐	☐
	Does the school use the hazard checklist and the acceptance of condition form for the disposal of plant?	☑	☐	☐
	Work health and safety			
	Does the school consult staff and volunteers on issues and matters that may impact their health and safety?	☑	☐	☐
	Does the school report any consultation outcomes back to staff and volunteers?	☑	☐	☐
	Is work health and safety a standing agenda item at all staff and leadership meetings?	☑	☐	☐

	If requested, did the school establish a health and safety committee within 2 months of the request? A school is to establish a health and safety committee if requested for a workgroup by either the health and safety representative or by five or more workers at the workplace.	☐	☑	☐
2	Has the school updated all relevant documents on the safety, task and action reporting (STAR) system?	☑	☐	☐
3	Does the school comply with the Department records management policy?	☑	☐	☐
	Has the school developed processes for the management of confidential student data?	☑	☐	☐
4	Has the school implemented processes to ensure compliance with the Department ICT security policy?	☑	☐	☐

Financial Management

Item	Aspects of Financial Management	Yes	NA	TBD
1	Schools are subject to an annual financial audit and receive an independent auditor's report and a Report of Audit Conducted (ROAC). Does the school have processes in place to address the audit issues raised in the ROAC?	☑	☐	☐
2	Has the school addressed the issues arising out of the school's internal control questionnaire?	☑	☐	☐
	Does the school have processes in place to ensure that there is no repeat of issues identified in the internal control questionnaire?	☑	☐	☐
3	Does the school provide the governing council with monthly financial reports including: • bank balances • actual year to date financial results against the approved budget and • forecasts of end of year results against the approved budget?	☑	☐	☐
4	Does the school follow the materials and services charges instruction in setting and invoicing school fees?	☑	☐	☐

5	Does the school comply with the Department financial management instructions, including but not limited to: • governing council approval of financial delegations • security of money and regular banking • following purchasing policies and procedures • having 2 signatories/authorisers for all payments • management of purchase cards compliance with taxation requirements?	☑	☐	☐
6	Has the school complied with the end of year finance procedures as issued by the Department?	☑	☐	☐