

Policy	Mandatory, optional or not required	Source of requirement	School Council Approval	Notes	Review Cycle	Required Communication methods	Recommended Additional communication methods	Optional Additional Communication methods
<a href="#">Anaphylaxis</a>	Mandatory	Minimum Standards	Not required		1 year	School website (or other online parent/carer/student access) Mandatory staff training (twice yearly) Induction processes	Staff Handbook/Manual Staff briefing/meeting as required	Enrolment packs Parent information nights Newsletters
<a href="#">Asbestos Management Plan</a> <a href="#">Asbestos Audit Report</a> <a href="#">Asbestos Register</a> (if applicable)	Mandatory	DET	Not required		1 year (or when changes are required)	Induction process - all contractors, maintenance staff and volunteers (eg parent working bees) are provided with OHS induction and review of the	Staff Handbook/Manual Staff briefing/meeting as required	See Asbestos Management page for further information
<a href="#">Asthma</a>	Mandatory	DET	Not required		1 year	School website (or other online parent/carer/student access) Induction processes Staff training	Staff Handbook/Manual Staff briefing/meeting as required	Enrolment packs Parent information nights Newsletters
<a href="#">Attendance</a>	Mandatory	Minimum Standards	Consultation recommended		3 to 4 years	School website (or other online parent/carer/student access) Induction processes	Staff Handbook/Manual Staff briefing/meeting	Enrolment packs Parent information nights Newsletters
<a href="#">Bullying Prevention</a>	Mandatory	Minimum Standards	Consultation required		2 to 3 years	School website (or other online parent/carer/student access) Induction processes	Staff Handbook/Manual Staff briefing/meeting Student Handbook, planner or equivalent	Enrolment packs Parent information nights Newsletters Student forums/communication tools
<a href="#">Camps And Excursions</a>	Mandatory	Minimum Standards	Consultation recommended	*SC consultation is recommended particularly if any aspects of the policy relate to parent payments	3 to 4 years	Induction processes	Staff Handbook/Manual Staff briefing/meeting School website (or other online parent/carer/student access)	Enrolment packs Parent information nights Newsletters
<a href="#">Cash Handling</a>	Mandatory	DET	Approval required		1 year	Induction processes	Staff Handbook/Manual Staff briefing/meeting as required	
<a href="#">CCTV</a>	Mandatory	DET	Approval required	A policy is required only if your school has CCTV installed	3 to 4 years	School website (and signage must be present around school) Induction processes	Staff Handbook/Manual Staff briefing/meeting as required	Newsletters
<a href="#">Child Safe Standards policy</a>	Mandatory	Minimum Standards and Ministerial Order 870	Not required but if appropriate, schools can consult school council (along with students, parents/carers and the school community when formulating and updating this policy.		3 to 4 years	School website Induction processes Staff briefing/meeting (regularly) Annual staff and school council training	Staff Handbook/Manual	Enrolment packs Parent information nights Newsletters Student forums/communication tools
<a href="#">Child Safety Code of Conduct</a>	Mandatory	Minimum Standards and Ministerial Order 870	Approval required to the extent that it applies to school council employees and members, unless school council has delegated this to the principal		3 - 4 years	School website Induction processes Staff briefing/meeting (regularly) Annual staff and school council training	Staff Handbook/Manual	
<a href="#">Child Safety Responding and Reporting Policy and Procedures</a>	Mandatory	Minimum Standards and Ministerial Order 870	Not required but if appropriate, schools can consult school council (along with students, parents/carers and the school community when formulating and updating this policy.		3 to 4 years	School website Induction processes Staff briefing/meeting (regularly) Annual staff and school council training	Staff Handbook/Manual	Enrolment packs Parent information nights Newsletters Student forums/communication tools
<a href="#">Class Placement</a>	Optional	N/A	Not required		3 to 4 years	Policy is optional so no 'required' communication method	School website (or other online parent/carer/student access) Induction processes Staff Handbook/Manual	Enrolment packs Parent information nights Newsletters Student forums/communication tools

<a href="#">Communication with School Staff</a>	Optional	N/A	Consultation recommended		3 to 4 years	Policy is optional so no 'required' communication method	School website (or other online parent/carer/student access) Induction processes Staff Handbook/Manual	Enrolment packs Parent information nights Newsletters Student forums/communication tools
<a href="#">Complaints</a>	Mandatory	Minimum Standards	Consultation recommended		3 to 4 years	School website Induction processes	Staff Handbook/Manual Staff briefing/meeting as required	Enrolment packs Parent information nights Newsletters Student forums/communication tools
<a href="#">COVID-19</a>	Optional	N/A	Not required, but keeping your school council informed of arrangements is recommended.	Consultation with staff is recommended where possible.	Regular review on an as-needs basis in the event of any changed advice from Victoria's Chief Health Officer or the Department.	Policy is optional so no 'required' communication method	School website (or other online parent/carer/student access) School newsletter	
<a href="#">Critical Incident Plan</a>	Mandatory	Minimum Standards	Not required	*This is part of the Emergency Management Plan	1 year	See Emergency Management Plan	See Emergency Management Plan	See Emergency Management Plan
<a href="#">Curriculum Framework</a>	Mandatory	Minimum Standards	Not required		3 - 4 years	Induction processes	School website (or other online parent/carer/student access)	Enrolment packs Parent information nights Newsletters Student forums/communication tools
<a href="#">Digital Technologies (Internet, Social Media and Digital Devices)</a>	Mandatory	Minimum Standards	Consultation recommended	*SC Approval is required for any elements of the policy that involve parent payments for devices	1 to 2 years	School website Induction processes	Staff Handbook/Manual Staff briefing/meeting as required	Enrolment packs Parent information nights Newsletters Student forums/communication tools
<a href="#">Dogs at School</a>	Optional	N/A	Consultation recommended		3 to 4 years	Policy is optional so no 'required' communication method	School website (or other online parent/carer/student access) Induction processes Staff Handbook/Manual	Enrolment packs Parent information nights Newsletters Student forums/communication tools
<a href="#">Duty Of Care</a>	Mandatory	Minimum Standards	Not required		3 to 4 years	Induction processes Staff briefing/meeting as required	Staff Handbook/Manual School website	Enrolment packs Parent information nights Newsletters Student forums/communication tools
<a href="#">Electronic Funds Management</a>	Mandatory	DET	Approval required		1 year	Induction processes for all staff who are involved in funds management	Staff Handbook/Manual for relevant staff	
<a href="#">Emergency Management Plan</a>	Mandatory	Minimum Standards	Not required		1 year	Induction processes All staff and students must be trained in emergency procedures in the plan	Staff Handbook/Manual Staff briefing/meeting as required	
<a href="#">Enrolment - specialist or specific purpose schools</a>	Mandatory	Minimum Standards	Not required		3-4 years	School website	Staff Handbook/Manual - for staff managing enrolment issues Staff briefing/meeting as required	Parent information nights Newsletters
<a href="#">Equal Opportunity (includes discrimination and harassment)</a>	No local policy required - schools should refer to whole of DET policy	DET	NA		N/A	Staff should also be made aware of the whole of Department policy in staff induction processes and through other means on a regular (eg annual) basis, for example, reminders at a staff meeting.	Link to DET policy on school website (or other online parent/carer/student access) Staff Handbook/Manual	Enrolment packs Parent information nights Newsletters

<a href="#">First Aid (including arrangements for ill students)</a>	Mandatory	Minimum Standards	Not required		3 to 4 years	School website (or other online parent/carer/student access) Induction processes	Staff Handbook/Manual Staff briefing/meeting as required	Enrolment packs Parent information nights Newsletters
<a href="#">Fundraising</a>	Optional	N/A	Approval required		3 to 4 years	Policy is optional so no 'required' communication method	School website (or other communication channels with parents) Induction processes Staff Handbook/Manual	Enrolment packs Parent information nights Newsletters
<a href="#">Gifts, Benefits And Hospitality</a>	No local policy required - schools should refer to whole of DET policy	N/A	N/A		N/A	Induction processes	Staff Handbook/Manual Staff briefing/meeting as required	Newsletters
<a href="#">Head Lice</a>	No local policy required - schools should refer to whole of DET policy	N/A	N/A		N/A	No 'required' communication method. Whole of DET policy (available on the Policy and Advisory Library) applies.	Link to DET policy on school website (or other online parent/carer/student access) Induction processes Staff Handbook/Manual Staff briefing/meeting as required	Enrolment packs Parent information nights Newsletters
<a href="#">Health Care Needs</a>	Mandatory	Minimum Standards	Not required		3 to 4 years	Induction processes	School website (or other online parent/carer/student access) Staff Handbook/Manual Staff briefing/meeting as required	Enrolment packs Parent information nights Newsletters
<a href="#">Hire of Facilities</a>	No local policy required - schools should refer to whole of DET policy	N/A	N/A		N/A	No 'required' communication method. Whole of DET policy (available on the Policy and Advisory Library) applies.	Link to DET policy on school website Induction processes for school council or administration staff	
<a href="#">Homework</a>	Mandatory	DET	Consultation recommended		3 to 4 years	Induction processes	School website (or other online parent/carer/student access) Staff Handbook/Manual Newsletters Staff briefing/meeting as required	Enrolment packs Parent information nights Student forums/communication tools
<a href="#">Inclusion And Diversity</a>	Mandatory	DET	Consultation recommended		3 to 4 years	Induction processes School website	Online parent/carer/student access Staff Handbook/Manual Staff briefing/meeting as required	Enrolment packs Parent information nights Newsletters Student forums/communication tools
<a href="#">Insurance</a>	Optional	Optional	Not required		3 to 4 years	Policy is optional so no 'required' communication method	School website (or other online parent/carer/student access) Staff Handbook/Manual Staff briefing/meeting as required	Enrolment packs Parent information nights Newsletters
<a href="#">Investment</a>		DET (note: this policy will no longer be required when all investments have matured and been rolled into the CBS linked high yield investment account in accordance with DET requirements)	Approval required		1 year	Induction processes for all staff who are involved in investments and school council		

<b>Mandatory Reporting</b> NOTE: the information relating to mandatory reporting has been incorporated into our template Child Safety Reporting and Responding Policy and Procedures. As such, we have not provided a separate policy on mandatory reporting. Please refer to the section on Child Safety Reporting and Responding Policy and Procedures for further information.								
<a href="#">Mature Minors</a>	Optional		Not required		3 to 4 years	Policy is optional so no 'required' communication method	School website (or other online parent/carer/student access) Staff Handbook/Manual Staff briefing/meeting as required Induction processes	
<a href="#">Medication</a>	Mandatory	Minimum Standards	Not required		3 to 4 years	Induction processes Enrolment packs Annual communication to school community (eg newsletter)	School website (or other online parent/carer/student access) Staff Handbook/Manual Staff briefing/meeting as required	Parent information nights
<a href="#">Mobile Phones</a>	Mandatory	DET	Consultation recommended		3 to 4 years	Annual communication to school community (eg newsletter)	School website (or other online parent/carer/student access) Staff Handbook/Manual Staff briefing/meeting as required	Enrolment packs Parent information nights Newsletters Student forums/communication tools
<a href="#">Occupational Health And Safety</a>	No local policy required - schools should refer to whole of DET policy	N/A	N/A		N/A	Staff OHS noticeboard Induction processes	Staff Handbook/Manual Staff briefing/meeting (regularly)	
<a href="#">Parent Disputes</a>	Optional	N/A	Not required		3 to 4 years	Policy is optional so no 'required' communication method	School website (or other online parent/carer/student access) Staff Handbook/Manual Staff briefing/meeting as required	Enrolment packs Parent information nights Newsletters
<a href="#">Parent Payments</a>	Schools are required follow the Department's Parent Payment Policy, but must have their own local, documented parent payment arrangements	DET	Approval required		1 year	Schools must put a copy of their documented parent payment arrangements on the school's website, alongside a link to the Department's Parent Payment Policy	Enrolment packs Parent information nights Newsletters	
<a href="#">Personal Property</a>	Mandatory	DET	Not required		3 to 4 years	Annual communication to school community (eg newsletter)	School website (or other online parent/carer/student access) Staff Handbook/Manual Staff briefing/meeting as required	Enrolment packs Parent information nights Newsletters
<a href="#">Petty Cash</a>	Mandatory (if school running a petty cash system)	DET	Approval required		1 to 2 years	Must be available to all staff who handle petty cash	Staff Handbook/Manual Staff briefing/meeting (as required)	
<a href="#">Photographing, Filming and Recording Students</a>	Mandatory	DET	Not required		3 to 4 years	Annual communication to school community (eg newsletter) Induction processes	School website (or other online parent/carer/student access) Staff Handbook/Manual Staff briefing/meeting as required Enrolment packs	Parent information nights Newsletters Student forums/communication tools
<a href="#">Privacy</a>	Mandatory	DET	N/A		N/A	Whole of DET policy <b>must</b> be linked to on your school website Induction processes	School website (or other online parent/carer/student access) Staff Handbook/Manual Staff briefing/meeting as required Enrolment packs	Parent information nights Newsletters Student forums/communication tools
<a href="#">Private Vehicle Use</a>	No local policy required - schools should refer to whole of DET policy	N/A	N/A		N/A	Induction processes	Staff Handbook/Manual Staff briefing/meeting as required eg annually	
<a href="#">Procurement</a>	No local policy required - schools should refer to whole of DET policy	N/A	N/A		N/A	Induction processes for relevant staff	Staff Handbook/Manual Staff briefing/meeting as required for relevant staff	

<a href="#">Records Management</a>	No local policy required - schools should refer to whole of DET policy	N/A	N/A		N/A	Induction processes	Staff Handbook/Manual Staff briefing/meeting as required eg annually	
<a href="#">Respect For School Staff</a>	Optional	N/A	Not required		3 to 4 years	Policy is optional so no 'required' communication method	School website (or other online parent/carer/student access) Newsletters Induction processes Staff Handbook/Manual	Signage at front office Parent information nights Enrolment packs
<a href="#">Restraint and Seclusion</a>	No local policy required - schools should refer to whole of DET policy	N/A	N/A		N/A	Induction processes	Staff briefing/meeting as required eg annually Staff Handbook/Manual (link to DET policy)	Link to DET policy on school website
<a href="#">School Purchasing Card</a>	Mandatory (if school has a purchasing card)	DET	Approval required		1 year	Must be available to all staff who are involved with or responsible for a school purchasing card	Induction processes for relevant staff Staff Handbook/Manual for relevant staff	
<a href="#">Sexual Harassment - staff</a>	No local policy required - schools should refer to whole of DET policy	N/A	N/A		N/A	Induction processes	Staff briefing/meeting as required eg annually Staff Handbook/Manual (link to DET policy)	OHS Noticeboard
<a href="#">Staff Dress Code</a>	Optional	N/A	Not required		3 to 4 years	Policy is optional so no 'required' communication method	Induction processes Staff briefing/meeting as required eg annually Staff Handbook/Manual	
<a href="#">Statement Of Values And School Philosophy</a>	Mandatory	Minimum Standards	Approval required		3 to 4 years	School website (or other online parent/carer/student access)	Induction processes Staff Handbook/Manual	Enrolment packs Parent information nights Newsletters Student forums/communication tools
<a href="#">Student Drivers</a>	Optional	N/A	Consultation recommended		3 to 4 years	Policy is optional so no 'required' communication method	School website (or other online parent/carer/student access) Induction processes Staff Handbook/Manual	Enrolment packs Parent information nights Newsletters Student forums/communication tools
<a href="#">Student Wellbeing And Engagement</a>	Mandatory	Minimum Standards	Consultation required		1 to 2 years	School website (or other online parent/carer/student access) Induction processes	Staff Handbook/Manual Staff briefing/meeting (regularly)	Enrolment packs Parent information nights Newsletters Student forums/communication tools
<a href="#">Sunsmart</a>	Optional	N/A	Approval required		3 to 4 years	Policy is optional so no 'required' communication method	School website (or other online parent/carer/student access) Induction processes Staff Handbook/Manual	Enrolment packs Parent information nights Newsletters Student forums/communication tools
<a href="#">Uniform And Dress Code</a>	Optional	DET	Approval required		3 to 4 years	School website (or other online parent/carer/student access)	Newsletters Student forums/communication tools Staff Handbook/Manual Staff briefing/meeting (as required)	Enrolment packs Parent information nights
<a href="#">Visitors</a>	Mandatory	Minimum Standards	Consultation recommended		3 to 4 years	School website (or other online parent/carer/student access)	Staff Handbook/Manual Staff briefing/meeting (as required)	Newsletters
<a href="#">Volunteers</a>	Mandatory	Minimum Standards	Consultation recommended		3 to 4 years	Induction processes for relevant staff	School website (or other online parent/carer/student access)	Enrolment packs Parent information nights Newsletters
<a href="#">Working With Children And Suitability Checks - staff</a>	No local policy required - schools should refer to whole of DET policy	N/A	N/A		N/A	Induction processes for relevant staff	Staff Handbook/Manual	School website - link to DET policy
<a href="#">Workplace Bullying</a>		No local policy - whole of DET policy	N/A		N/A	Induction processes for relevant staff	Staff Handbook/Manual	School website - link to DET policy
<a href="#">Yard Duty And Supervision - Secondary School</a>	Mandatory	Minimum Standards	Not required		1 year	Induction processes Staff briefing/meeting as required	Staff Handbook/Manual	
<a href="#">Yard Duty And Supervision - Primary School</a>	Mandatory	Minimum Standards	Not required		1 year	Induction processes Staff briefing/meeting as required	Staff Handbook/Manual	
<a href="#">Yard Duty And Supervision - Parents and Students</a>	Mandatory	Duty of Care DET Policy	Not required		1 year	School website (or other online parent/carer/student access)	Staff Handbook/Manual	Parent information nights Newsletters