

Policy Directory 2022

Policy Name	Date Policy written	Date Policy needs reviewing (3 year cycle)	School council ratification required YES NO
Access to Reports & Other Information About a Student Policy (Other Policies)	Aug 2019	Aug 2022	No
Accident Recording and Reporting Policy (VRQA Policies)	Aug 2019	Aug 2022	No
Administration of Medication Policy (VRQA Policies)	Aug 2019	Aug 2022	No
Admission Policy (Other Policies)	Aug 2019	Aug 2022	No
Advertising Policy (Other Policies)	Aug 2019	Aug 2022	Can be noted by SC, but not required
Anaphylaxis Management Policy (VRQA Policies) (Other Policies)	Aug 2019	Aug 2020 (annually)	Can be noted by SC, but not required
Annual Report Policy (VRQA Policies)	July 2019	July 2022	No
Archives and Record Management Policy (Other Policies)	Aug 2019	Aug 2022	No
Asbestos (Handling of) Policy (Other Policies)	Aug 2019	Aug 2020 (Annually)	No
Assessment Policy (VRQA Policies)	July 2019	July 2022	No
Assets Management Policy (Finance Policies)	Aug 2019	Aug 2022	No
Asthma Management Policy (VRQA Policies)	Aug 2019	Aug 2020 (annually)	Can be noted by SC, but not required
Attendance Policy (Other Policies) (No folder)	Jan 2021	Jan 2024	No
Banning, Search and Seizure Policy	Aug 2019	Aug 2022	No

(Other Policies)			
Bullying Prevention Policy (VRQA Policies)	June 2019	June 2020 (Annually)	Yes (Jul 2019)
Camp and Excursions Policy (including school specific procedures) (VRQA Policies)	Aug 2019	Aug 2022	Yes
Camping Policy (Other Policies)	Sep 2019	Sep 2020 (Annually)	No
Canteen Operations Policy (Finance Policies)	Aug 2019	Aug 2022	No
Care Arrangements for Ill Children Policy (VRQA Policies)	July 19	July 2022	No
Cash Handling Policies (Finance Policies)	Mar 2019	Feb 2022	Yes
Ceremonies Policy (ANZAC & Remembrance Days) (Other Policies)	Aug 2019	Aug 2022	Yes
Child Safe Policy (Standard 2) (Child Safe Policies) (Other Policies)	May 2019	May 2021 (Review every 2 years according to VRQA requirements)	Yes (Aug 2019)
Child Safe Code of Conduct (Standard 3) (Child Safe Policies) (VRQA Policies)	May 2019	May 2021 (Review every 2 years according to VRQA requirements)	Yes (Aug 2019)
Child Safety - Responding and Reporting Obligations & Procedures (VRQA Policies)	June 2019	June 2022	No
Children at Risk Policy (VRQA Policies)	July 2019	July 2022	No
Collection of Children Policy (Other Policies)	Aug 2019	Aug 2022	No
Commitment to Child Safety (Standards 1 & 2) (Child Safe Policies) (Other Policies)	Aug 2019	Aug 2021 (Reviewed every 2 years according to	Yes (Aug 2019)

		VRQA Requirements)	
Communication Procedures & Schedule Policy (VRQA Policies)	July 2019	July 2022	No
Communications Policy (No Folder)	Aug 2020	Aug 2023	No
Complaints Policy (VRQA Policies)	July 2019	July 2022	Yes (Aug 2019)
Conducting Research Policy (Other Policies)	August 2019	August 2022	No
Consultation Policy (School Specific Policies)	Aug 2019	Aug 2020 (annually)	No
Contract Cleaning Policy (Other Policies)	Aug 2019	Aug 2022	Can be noted by SC, but not required
Contractor Management Policy (Other Policies)	Aug 2019	Aug 2022	Can be noted by SC, but not required
Copyright & Intellectual Property Policy (Other Policies)	Aug 2019	Aug 2022	No
Curriculum Framework Policy (VRQA Policies) (Other Policies)	Aug 2019	Aug 2022	No
Dangerous Goods & Hazardous Substances Policy (Other Policies)	Aug 2019	Aug 2022	Can be noted by SC, but not required
Data Analysis and Use Policy (VRQA Policies)	July 2019	July 2022	No
Diabetes Management Policy (Other Policies)	Aug 2019	Aug 2022	No
Digital Technologies (Internet, Social Media and Devices) Policy (VRQA Policies) (Other Policies)	Aug 2019	Aug 2022	Yes
Discipline, Student (DET Overview) Policy (VRQA Policies)	Aug 2019	Aug 2022	Yes

Duty of Care Policy (Other Policies)	July 2019	July 2022	No
Electronic Funds Management Policy (Finance Policies)	Aug 2019	Aug 2020 (annually)	Yes (Mar 2017)
Emergency & Critical Incidents Policy (VRQA Policies) (Other Policies)	Aug 2019	Aug 2020 (Annually)	No
Emergency & Incident Reporting Policy (VRQA Policies)	July 2019	July 2022	No
Emergency Management Planning Policy (Other Policies)	July 2019	July 2020 (Annually)	No
Employment Policy (VRQA Policies)	July 2019	July 2022	No
Enrolment Policy (Including school specific procedures) (VRQA Policies) (Other Policies)	Aug 2019	Aug 2022	No
Epilepsy & Seizure Policy (Other Policies)	Aug 2019	Aug 2022	No
Fetes & Fairs Policy (Other Policies)	Aug 2019	Aug 2022	Can be noted by SC, but not required
First Aid Policy (VRQA Policies)	July 2019	July 2022	Can be noted by SC, but not required
First Aid Register Policy (VRQA Policies)	July 2019	July 2020 (Annually)	No
Framework for Improving Student Outcomes Policy (VRQA Policies)	July 2019	July 2022	No
Fraud & Corruption Policy (Other Policies)	July 2019	July 2022	Can be noted by SC, but not required
Freedom of Information (Fol) Policy (Other Policies)	July 2019	July 2022	No
Fundraising Policy (Finance Policies)	Aug 2019	Aug 2022	Yes
Gender Identity Policy	Aug 2019	Aug 2022	Can be noted by SC,

(Other Policies)			but not required
Gifts, Benefits & Hospitality (Other Policies)	July 2019	July 2022	Can be noted by SC, but not required
Governance & Management (Other Policies)	Aug 2019	Aug 2022	Can be noted by SC, but not required
Head Lice Management Policy (Other Policies)	July 2019	Aug 2022	No
Health Care Needs Policy (Other Policies)	Aug 2019	Aug 2022	No
Healthy Eating - School Services Policy (Other Policies)	July 2019	Aug 2022	No
Hire of School's Facilities Policy (Including school specific procedures) (Other Policies)	July 2019	July 2019	Can be noted by SC, but not required
Home Schooling Policy (Other Policies)	Aug 2019	Aug 2022	No
Homework Policy (Other Policies)	Aug 2019	Aug 2022	Yes
Immunisation and Exclusion Infectious Diseases Policy (Child Safe Policies)	Apr 2020	Apr 2023	No
Inclusion and Diversity (Includes Equal Opportunity and Harassment) Policy (VRQA Policies) (Other Policies)	Aug 2019	Aug 2022	Yes (Sep 2019)
Incursions (Safety of Children Working with External Providers) Policy (VRQA Policies)	July 2019	July 2022	Yes
Information & Privacy Policy (Other Policies)	July 2019	July 2022	No
International Student's Program Policy (Other Policies)	Aug 2019	Aug 2022	Can be noted by SC, but not required
Investment Policy (Finance Policies)	Aug 2019	Aug 2020 (annually)	Yes
Koorie Education Policy (Other Policies)	Aug 2019	Aug 2022	No

Medical & First Aid Emergencies Policy (Other Policies)	Aug 2019	Aug 2022	No
Naming of a School Policy (Other Policies)	Aug 2019	Aug 2022	Can be noted by SC, but not required
OHS Management System Policy (Other Policies)	Aug 2019	Aug 2022	No
Out-Of-Home Care (Homelessness) Policy (Other Policies)	Aug 2019	Aug 2022	No
Parent Disputes Policy (Other Policies)	July 2019	July 2022	Can be noted by SC, but not required
Parent Helpers Program Policy (No Folder)	2014	2017	No
Parent Payments Policy (Finance Policies)	Aug 2019	Aug 2020 (annually)	Yes
Passwords Policy (Other Policies)	Aug 2019	Aug 2022	No
Personal Devices - Parent Payment and Access (Finance Policies)	Aug 2019	Aug 2022	Yes
Personal Mobile Devices Policy (Other Policies)	July 2019	July 2022	Yes (Sep 2019)
Petty Cash Policy (Finance Policies)	Aug 2019	Aug 2020 (annually)	Yes
Photographing, Filming and Recording Students Policy (Other Policies)	July 2019	July 2022	No
Playground Equipment Safety Policy (Other Policies)	July 2019	July 2022	No
Police & DHHS Interviews Policy (Other Policies)	July 2019	July 2022	No
Policy Communication Procedures & Schedule Policy (VRQA Policies)	July 2019	July 2022	No
Policy Development & Review Policy (Other Policies)	Aug 2019	Aug 2022	Can be noted by SC, but not required

Presentations Policy (School Specific Policies)	Aug 2019	Aug 2022	No
Procedures for Verifying & Recording with Children (Suitability) Checks and VIT Registration Policy (VRQA Policies)	July 2019	July 2022	No
Procedures when an Allegation of Child Abuse is Made (Standard 5) (Child Safe Policies)	Aug 2019	Aug 2021 (Review every 2 years according to VRQA requirements)	Can be noted by SC, but not required
Professional Learning Policy (VRQA Policies)	July 2019	July 2022	No
Promotion of Students Policy (Other Policies)	Aug 2019	Aug 2022	No
Protocols for Visits by Members of Parliament Policy (Other Policies)	July 2019	July 2022	No
Purchasing (Procurement) Policy (Finance Policies)	Aug 2019	Aug 2020 (annually)	No
Record Keeping Procedures & Policy (VRQA Policies)	July 2019	July 2022	No
Registers (Maintenance of) Policy (VRQA Policies)	July 2019	July 2022	No
Relationships with the Media Policy (Other Policies)	Aug 2019	Aug 2020	No
Reporting Student Achievement & Progress to Parents Policy (VRQA Policies)	June 2019	June 2022	No
Responding to Student Sexual Offending Policy (Other Policies)	July 2019	July 2022	No
Responding to Violent & Dangerous Child Behaviour of Concern (Restraint) Policy (Other Policies)	July 2019	July 2022	No
Risk Management Policy (VRQA Policies)	June 2019	June 2022	No

School Council Elections Policy (Other Policies)	Aug 2019	Aug 2022	Can be noted by SC, but not required
School Council Legal Framework Policy (Other Policies)	Aug 2019	Aug 2022	Can be noted by SC, but not required
School Council Meetings Policy (Other Policies)	Aug 2019	Aug 2022	Can be noted by SC, but not required
School Council Subcommittees & Working Parties Policy (Other Policies)	Aug 2019	Aug 2022	Can be noted by SC, but not required
School Hours Policy (Other Policies)	Aug 2019	Aug 2022	No
School Maintenance Policy (Other Policies)	Aug 2019	Aug 2022	No
School Purchasing Card Policy (Finance Policies)	Jan 2019	Jan 2020 (annually)	Yes
Screening, Supervision and Training for New & Existing Personnel (Standard 4) (Child Safe Policies) (Other Policies)	Aug 2019	Aug 2021 (Review every 2 years according to VRQA requirements)	Yes (Aug 2019)
Security Risk Management Policy (Other Policies)	June 2019	June 2022	Can be noted by SC, but not required
Smoking Ban Policy (Other Policies)	Aug 2019	Aug 2022	No
Social Media Usage Policy (Other Policies)	2020	2023	No
Sponsorship Policy (Including Specific School Procedures) (Other Policies)	Aug 2019	Aug 2022	Can be noted by SC, but not required
Staff Code of Conduct (General) Policy (Rights and Responsibilities) (Other Policies)	Aug 2019	Aug 2022	No
Staff Leave Policy (Other Policies)	Aug 2019	Aug 2022	No
Statement of Values and School Philosophy (VRQA Policies)	June 2019	June 2022	Yes

(Other Policies)			
Strategies to Embed an Organisational Culture of Child Safety (Standard 1) (Child Safe Policies)	May 2019	May 2021 (Review every 2 years according to VRQA requirements)	Yes (Aug 2019)
Strategies to Identify & Reduce the Risks of Child Abuse (Standard 6) (Child Safe Policies)	Aug 2019	Aug 2021 (Review every 2 years according to VRQA requirements)	Yes (Aug 2019)
Strategies to Promote the Participation & Empowerment of Children (Standard 7) (Child Safe Policies) (Other Policies)	Aug 2019	Aug 2021 (Review every 2 years according to VRQA requirements)	Yes (Aug 2019)
Students Dress Code Policy (Other Policies)	May 2019	May 2020 (Annually)	Yes
Student Engagement, Wellbeing and Attendance Policy (Other Policies)	Aug 2019	Aug 2022 (Has updated 2021 in title, but states review for 2022 in policy)	No
Students Running Away From School Policy (VRQA Policies)	June 2019	June 2022	No
Student Wellbeing & Engagement Policy (VRQA Policies)	June 2019	June 2022	
SunSmart Policy (Other Policies)	Aug 2019	Aug 2022	Yes (Sep 2019)
Support for Families Experiencing Hardship Policy (In relation to parent payments) (Finance Policies)	Aug 2019	Aug 2022	No
Swimming Instruction/Water Safety Policy (Other Policies)	July 2019	July 2022	No
Teaching & Learning Philosophy Policy (VRQA Policies)	June 2019	June 2022	Yes

Transfers, Student Policy (Other Policies)	July 2019	July 2022	No
Using Digital Technology to Support Learning Policy (Other Policies)	Aug 2019	Aug 2022	No
Vision, Mission & Values Policy (VRQA Policie)	June 2019	June 2022	Yes
Visitors to the School Policy (Other Policies)	May 2019	May 2022	Yes (Sep 2019)
Volunteers to the School Policy (Other Policies)	May 2019	May 2022	Yes (Sep 2019)
Wellbeing & Learning Policy (VRQA Policies)	June 2019	June 2022	No
Wembley Primary School Keeping Children Safe Resource Kit (Child Safe Policies)	Aug 2019	Aug 2022	Yes (Aug 2019)
Wembley Social Media Policy (Other Policies)	Aug 2020	Aug 2023	No
Wembley Student Engagement, Wellbeing & Attendance Policy (VRQA Policies)	Aug 2019	Aug 2022	Yes
Working with Children (Suitability) Checks - Staff Policy (VRQA Policies)	July 2019	July 2022	No
Working with Children (Suitability) Checks - Volunteers and Visitors Policy (VRQA Policies)	July 2019	July 2022	No
Yard Duty & Supervision Policy (VRQA Policies)	May 2019	May 2020 (Annually)	Can be noted by SC, but not required