



Policy and Procedure Register

Department of Education

Policy instruments updates

The policy instrument updates list provides information on recent changes to the Policy and Procedure Register, decommissioned policy instruments, new policy instruments and significantly reviewed policy instruments.

New policy instruments

Policy instrument title	Instrument number
Information security policy	20.
National Disability Insurance Scheme (NDIS) provider access to state schools policy	12.
National Disability Insurance Scheme (NDIS) provider access to state schools procedure	12.
Occupational violence prevention procedure	23.
Domestic travel procedure	19.
Donations and bequests procedure	17.
Credit procedure	17.
Fundraising policy	17.
Revenue policy	17.
Business continuity management framework	12.
Business continuity management policy	12.
Implementing a business continuity management procedure	12.
Health, safety and wellbeing incident management procedure	08.
Social media policy	29.
Leave policy	21.
Purchased leave and deferred salary scheme procedure	21.
Recognition of qualifications procedure	21.
Maintenance of areas outside the school grounds procedure	20.
Managing employee complaints policy	08.
Employee performance, professional development and recognition policy	08.
Preventing workplace bullying, sexual harassment and unlawful discrimination policy	08.
Recruitment and selection policy	07.
Policy Management Framework	18.
Policy and procedure management policy	18.
Policy and procedure development and improvement cycle procedure	18.
School alerts procedure	15.
Unique student identifier procedure	25.

Decommissioned policy instruments

Policy instrument title	Decommissioned date	Replaced by

Health and safety incident investigation procedure	08/10/2018	Health, safety and wellbeing incident mana
Health and safety incident recording, notification and management procedure	08/10/2018	Health, safety and wellbeing incident mana
Remote Area Incentives Scheme (RAIS) procedure	24/07/2018	Remote Area Incentive Scheme (RAIS) - gu
Communication Allowance for Teacher Aides procedure	17/07/2018	Communication allowance - Teacher aides
Adult supervision of pre-set learning procedure	04/07/2018	Adult supervision of pre-set learning - fact
Non-contact Time - Primary, Special and Early Childhood Teachers procedure	02/07/2018	Non-contact time - factsheet
Bus and Playground Duty for Teacher Aides procedure	29/06/2018	Bus and playground duty - teacher aides -
Relief Provisions for School Support Staff procedure	29/06/2018	Relief replacement of school based non-te
Management of the Teacher Relief Scheme (TRS) procedure	29/06/2018	Teacher Relief Scheme - Sick Special Emer factsheet
Purchased Leave procedure Deferred Salary Scheme procedure	21/06/2018	Purchased leave and deferred salary schen
Workplace Harassment, Sexual Harassment and Violence procedure	08/06/2018	Preventing workplace bullying, sexual hara: discrimination policy

Upcoming procedures

The upcoming procedures list contains procedures for information purposes only to enable affected stakeholders for implementation. These new or substantially reviewed procedures are scheduled for implementation in the

The implementation date is clearly identified for each procedure on this list.

In the interim, it is important for staff and stakeholders to continue to refer to the current version published Procedure Register.

Policy instrument title	Implementation date	Version number

Significantly reviewed policy instruments

The following policy instruments have recently undergone a review process and a revised version has been p

Policy instrument title	Imple date
Roll marking in state schools	18/01/
Distance education enrolment fees procedure	17/01/
Parental leave procedure	14/01/
Working with Children Check - Blue Cards procedure	08/01/
Flexible arrangements for school students procedure	07/01/

Student protection procedure	02/01/
Information sharing under the Child Protection Act 1999	29/10/
Developing a business continuity plan procedure	12/10/
Supporting students' mental health and wellbeing procedure	05/10/
Reasonable adjustments procedure	04/10/
Pre-Prep/Kindergarten in state schools in identified Indigenous communities procedure	05/09/
Use of ICT systems procedure	22/08/
Reporting contact with lobbyists procedure	17/07/
Student dress code procedure	13/07/
School cleaners emergency call out procedure	29/06/
Management of teacher secondments to non-teaching roles including Education officers - special duties (FOSD) procedure	26/06/
Employee separation procedure	22/06/
Relocation of classified teachers (school leaders and heads of program) procedure	22/06/
Recruitment of classified teacher positions (school leaders and heads of program) procedure	22/06/
Management of salary related overpayments procedure	19/06/
Making and managing a public interest disclosure procedure	18/06/
Reporting fraud and corruption procedure	15/06/
Unattach from position procedure	15/06/
Relinquish from position procedure	15/06/
Annual school banding and position classification evaluation for principals and heads of special education services (HOSSES) procedure	14/06/
Recognition of prior service - teachers procedure	13/06/
Criminal history check procedure	11/06/
Managing employee complaints procedure	08/06/
Transfer at level procedure	08/06/
Health, safety and wellbeing committees procedure	07/06/
Managing first aid in the workplace procedure	01/06/
Senior education and training (SET) planning procedure	30/05/
Home education in Queensland procedure	29/05/
Managing delegations, authorisations and administrative approvals procedure	25/01/
Student dress code procedure	17/01/
Allocation of state education procedure	17/01/
Exemptions from compulsory schooling and compulsory participation procedure	17/01/
School councils procedure	17/01/
Mature age student applications procedure	16/01/
School excursions and international school study tours procedure	16/01/
Management of contagious conditions procedure	15/01/
Animals in Queensland state schools procedure	11/01/
Parents and Citizens' Associations procedure	04/01/