

Policy and Procedure Register updates – New procedure:

Temporary closure and re-opening of state schools procedure

1. Reason for new/updated policy or procedure <i>(select all that apply)</i>		
<input type="checkbox"/> Change of policy/procedure requirements	<input checked="" type="checkbox"/> Audit/review recommendation	
<input type="checkbox"/> Change to legislation/delegations	<input type="checkbox"/> Due for review	<input type="checkbox"/> Other
<ul style="list-style-type: none"> • A review into the department’s response to the February-March 2022 flood event included a recommendation to update instructions on the closure of schools in a disaster or emergency. • School closure processes have previously been included in the <i>Chief Executives Directive No. 1 2019, Temporary closure and re-opening of state schools in disaster or emergency situations</i>. • This new procedure replaces the directive and makes school closure processes: <ul style="list-style-type: none"> ○ consistent with other procedures ○ easy to find for end-users ○ included in governance arrangements including cyclical procedure review. 		
2. Summary of changes		
<ul style="list-style-type: none"> • The new procedure reflects the roles, obligations and processes that applied within the previous directive. From an end-user perspective, there are no practical changes in how school closures and re-openings are managed. • To improve ease of use, the new procedure includes: <ul style="list-style-type: none"> ○ updated and simplified language for ease of understanding and application ○ improved guidance and detail for making key decisions ○ support for human rights considerations, as required by the Human Rights Act ○ clarification of circumstances and steps where bulk-closures are required, and • The procedure will be effective from the start of Term 4, 2024. 		
3. Impacts to roles and responsibilities		
Does the new/updated content change staff roles/responsibilities <i>in any way?</i>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>If yes, select the type of change: (select all that apply)</i>		
<input type="checkbox"/> Revised responsibilities	<input type="checkbox"/> New/additional responsibilities	<input type="checkbox"/> Removed responsibilities
Position title	Summary of change	Page #
Nil		
4. Communication and support for implementation		
As the new procedure mirrors the processes and requirements of the former Directive, there is no new or additional workload implications for principals (other than the need to consider human rights in making a decision to temporarily close a school, noting that while this is not stipulated in the current Directive, it is already a requirement by the Human Rights Act).		

A checklist will be developed to assist principals in closing and opening schools, and embed considerations for human rights.

For further assistance, please contact:

Disaster and Emergency Management Team

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