

## Policy and Procedure Register updates – Summary of changes to:

### Animals in Queensland state schools procedure

<b>1. Reason for new/updated policy or procedure</b> <i>(select all that apply)</i>		
<input checked="" type="checkbox"/> Change of policy/procedure requirements	<input type="checkbox"/> Audit/review recommendation	
<input type="checkbox"/> Change to legislation/delegations	<input checked="" type="checkbox"/> Due for review	<input type="checkbox"/> Other
A scheduled review has been completed to ensure content is up-to-date and to clearly articulate the responsibilities of, and processes for, school staff.		
<b>2. Summary of changes</b>		
<b>Procedure updates</b>		
<ul style="list-style-type: none"> <li>• Addition of responsibility for principals to ensure participating staff and volunteers are aware of their obligations under the <i>Student protection procedure</i> and meet the requirements of the <i>Working with children authority procedure</i>.</li> <li>• Addition of finance and asset management responsibilities and processes for the purchase of animals, and updated recordkeeping requirements.</li> <li>• Addition of responsibilities and processes to manage conflicts of interest for staff who may obtain any direct or indirect benefit (financial or otherwise) from the supply, use or disposal of animals used by the school.</li> <li>• Updated inclusive education practices.</li> <li>• Addition of the need for practices to comply with Standard Operating Procedures (SOPs) if applicable.</li> <li>• Addition of responsibilities and processes specific to activity leaders, including ensuring that staff are suitably qualified to conduct the activity for which animals will be used.</li> <li>• Addition of responsibilities for the Queensland Schools Animal Ethics Committee (QSAEC) to outline their role.</li> <li>• Addition of requirements about using wildlife for education purposes in a classroom, including obtaining an Educational Purposes Permit and QSAEC approval if relevant.</li> <li>• Updates to the section <i>When QSAEC approval is not required</i> to ensure: <ul style="list-style-type: none"> <li>○ appropriate resources (human, facilities, financial, training) are available to meet animal welfare and wellbeing needs; and</li> <li>○ staff provide students who have genuine ethical, religious or cultural concerns and objections to an animal activity with an alternate activity to a comparable standard as the animal-use activity.</li> </ul> </li> <li>• Updated Process step for staff to ensure general biosecurity obligations and local council regulations are met.</li> <li>• Addition of Process step to obtain an animal owner's written consent for the use of privately-owned animals for scientific purposes and submit evidence of that with a QSAEC application.</li> <li>• Addition of a Process section <i>Review of QSAEC-approved animal-use activity</i> to provide information on audit activities and compliance support.</li> <li>• Addition of a flowchart outlining the process for animal-use activities in schools.</li> </ul>		

<b>3. Impacts to roles and responsibilities</b>		
Does the new/updated content change staff roles/responsibilities <i>in any way</i> ?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, select the type of change: (select all that apply)</i>		
<input checked="" type="checkbox"/> Revised responsibilities <input checked="" type="checkbox"/> New/additional responsibilities <input type="checkbox"/> Removed responsibilities		
<b>Position title</b>	<b>Summary of change</b>	<b>Page #</b>
Principals	<p>New responsibilities and processes for:</p> <ul style="list-style-type: none"> <li>• student protection and working with children authority procedures</li> <li>• finance and asset management</li> <li>• conflict of interest.</li> </ul>	2, 4, 5
Staff	<p>New responsibilities and processes for:</p> <ul style="list-style-type: none"> <li>• finance and asset management</li> <li>• conflict of interest</li> <li>• compliance with SOPs</li> <li>• obtaining an owner's written consent for the use of privately-owned animals for scientific purposes</li> <li>• obtaining an Educational Purposes Permit for the keeping of native wildlife in a classroom for educational purposes.</li> </ul> <p>Updated responsibilities and processes for:</p> <ul style="list-style-type: none"> <li>• inclusive education practices</li> <li>• staff implemented controls to include the disposal of carcasses in accordance with local council regulations</li> <li>• biosecurity obligations</li> <li>• recordkeeping.</li> </ul>	3 - 7
Activity leaders (staff nominated as responsible for QSAEC approved animal-use activities)	<p>New responsibilities and processes for:</p> <ul style="list-style-type: none"> <li>• decision-making processes for QSAEC approval and conducting activities</li> <li>• QSAEC reporting and recordkeeping requirements.</li> </ul>	3, 5 - 7
<b>4. Communication and support for implementation</b>		
<p>Schools will be advised about the revised procedure via the upcoming procedure register site, DoE News, OnePortal Bulletin Board, regional communication channels, and by email for schools with Queensland Schools Animal Ethics Committee animal-use approvals.</p> <p>Other stakeholders will be advised by email.</p>		
<p><b>For further assistance, please contact:</b></p> <p>For general information on animals in schools, please contact your <a href="#">closest regional office</a>.</p> <p>For specific information about the Queensland Schools Animal Ethics Committee and scientific animal use, please email <a href="mailto:animal.ethics@qed.qld.gov.au">animal.ethics@qed.qld.gov.au</a>.</p>		