

Policy and Procedure Register updates – Summary of changes to:

DEi incident management procedure

1. Reason for new/updated policy or procedure <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
To outline the process for managing all incidents involving a student where the incident occurs outside school hours and where the activity is not organised by the school.		
2. Summary of changes		
The procedure has been reviewed to ensure currency and to improve readability. No changes have been made to responsibilities or overall process steps.		
The following changes have been made:		
<ul style="list-style-type: none"> Replaced Smart Services Queensland (SSQ) by 1800 QSTUDY services due to planned change of provider in near future. Re-structured by incident level 		
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.	Nil.	Nil.
4. Communication and support for implementation		
Routine internal communication channels – OneSchool Homepage, OnePortal Bulletin Board, DoE News, DDG SS to RDs email, ISP News to principals.		
Procedure contact:		
International Student Programs		
Department of Education International		
Phone: 1800 316 540 (inside Australia) +61 7 3513 5301 (outside Australia)		
Email: EQInternational@qed.qld.gov.au		