Monivae
College Hamilton

ENROLMENT PROCEDURE

PURPOSE
This Enrolment Procedure sets out the detailed processes to be followed by Monivae College (the School) when receiving, assessing, deciding upon and administering enrolment applications.

The procedure supports the Enrolment Policy by ensuring that enrolment practices are applied consistently, fairly and transparently, while enabling the School to meet its duty of care obligations, uphold its Catholic identity, and comply with all relevant legislative and regulatory requirements, including the Victorian Registration and Qualifications Authority (VRQA) Minimum Standards and, where applicable, CRICOS obligations.

SCOPE
This procedure applies to all enrolment pathways administered by the School, including:

- Day enrolment (Years 7–12)
- Boarding enrolment (Years 7–12)
- Sports Academy Program enrolment (Years 7–12)
- Learning Enrichment and Extension Program (LEEP) enrolment (Year 7)
- International enrolment under the School's CRICOS registration
- Enrolment of students transferring from interstate schools

It applies to all staff involved in enrolment administration, assessment, review and decision-making.

PROCEDURE STATEMENT
This procedure sets out the mandatory processes and requirements to be followed by Monivae College in the administration of enrolment applications. It provides operational guidance to ensure that enrolment decisions are made consistently, lawfully and in accordance with the Enrolment Policy, the School's MSC ethos, and all applicable legislative and regulatory obligations.

All staff involved in enrolment administration and decision-making must comply with this procedure.

1. **Principles Governing Enrolment Practice**
   1.1. All enrolment activities at Monivae College must be conducted in accordance with the following principles. These principles guide decision-making at every stage of the enrolment process and must be applied consistently across all enrolment pathways, including day, boarding, specialist programs and international enrolments.
   Best Interests of the Student
   1.2. Enrolment decisions are made in the best interests of the student as the paramount consideration. This includes careful consideration of the student's:
      - physical, emotional and psychological wellbeing
      - learning needs, academic readiness and capacity to engage with the curriculum
      - safety and supervision requirements

- capacity to participate fully in the educational, pastoral, co-curricular and faith life of the School

1.3. The School will not offer enrolment where it reasonably forms the view that it cannot provide a safe, supportive or appropriate educational environment for the student within its available resources.

Duty of Care and Student Safety

1.4. The School's duty of care obligations extend to all prospective and enrolled students. Enrolment decisions must therefore consider:

- the safety and wellbeing of the applicant
- the safety and wellbeing of other students, staff and the broader School community
- the School's capacity to meet identified medical, behavioural, learning or wellbeing needs

1.5. Where concerns are identified, the School may require additional documentation, specialist reports or further consultation prior to determining whether an enrolment offer can be made.

Fairness, Transparency and Procedural Consistency

1.6. The enrolment process must be administered in a manner that is:

- fair and equitable
- transparent in its criteria and expectations
- applied consistently across applicants

1.7. Families are to be provided with clear and accurate information about:

- enrolment requirements and processes
- assessment criteria
- the discretionary nature of enrolment decisions

1.8. The School does not guarantee enrolment based on application timing, sibling status, program eligibility or prior association alone.

Non-Discrimination and Equal Opportunity

1.9. Enrolment decisions must comply with all applicable anti-discrimination and equal opportunity legislation.

1.10. The School does not unlawfully discriminate on the basis of:

- disability
- race or ethnicity
- sex or gender identity
- family status
- religious belief (subject to the School's right to uphold its Catholic and MSC ethos).

1.11. Where a student has a disability or additional needs, the School will consider whether reasonable adjustments can be made, having regard to:

- the nature of the student's needs
- the impact on the student and others
- the School's resources and operational capacity
- health, safety and duty of care considerations.

Reasonable Adjustments and Capacity Considerations

1.12. The School endeavours to support students with diverse learning and wellbeing needs where reasonable adjustments can be made.

1.13. In determining whether adjustments are reasonable, the School will consider:

- advice from specialist staff and external professionals
- the extent of adjustments required
- the sustainability of supports over time
- the impact on teaching, learning and supervision environments

1.14. The School is not required to make adjustments that would impose unjustifiable hardship or compromise safety, educational integrity or wellbeing.

Full and Accurate Disclosure

1.15. The integrity of the enrolment process relies on full and accurate disclosure by parents.

1.16. Parents are required to disclose all relevant information known to them at the time of application and throughout the enrolment process, including:

- medical conditions
- learning difficulties
- psychological or behavioural concerns
- court orders, parenting arrangements or pending litigation

1.17. Non-disclosure or misrepresentation of material information may result in:

- an enrolment offer being withdrawn
- termination of enrolment after acceptance

Catholic Identity and Mission Alignment

1.18. Monivae College is a Catholic school in the Missionaries of the Sacred Heart (MSC) tradition.

1.19. Enrolment at the School is based on a shared understanding that:

- students will participate in Religious Education, retreats and liturgical life
- families will support the MSC ethos and values of the School
- enrolment represents a partnership grounded in respect and shared commitment

1.20. While enrolment is open to families of all faith backgrounds, acceptance is conditional upon this understanding and support.

Discretion and Capacity Management

1.21. Enrolment decisions are made in the context of:

- available places
- cohort balance and composition
- staffing and resource capacity
- boarding and program availability

1.22. No applicant has an automatic right to enrolment.

1.23. The Principal retains absolute discretion in determining:

- whether an offer is made
- the timing of offers
- wait-pool placement and movement

1.24. The School is not required to disclose reasons for non-acceptance or wait-pool status.

Accurate Records and Regulatory Compliance

1.25. All enrolment processes must support compliance with:

- VRQA Minimum Standards for School Registration
- CRICOS requirements (where applicable)
- Commonwealth and State reporting obligations

1.26. Accurate, complete and secure enrolment records must be maintained at all times.

Respectful Engagement with Families

1.27. All enrolment interactions must be conducted professionally, respectfully and in good faith.

1.28. Staff involved in enrolment must:

- communicate clearly and consistently
- avoid providing assurances beyond their authority
- refer complex matters to the Registrar or Principal

2. Roles and Responsibilities

Registrar

2.1. The Registrar is responsible for the operational administration of all enrolment processes. This includes:

- acting as the primary point of contact for enrolment enquiries and applications
- ensuring enrolment documentation, forms and systems are current and compliant
- receiving, recording and verifying enrolment applications and supporting documentation
- confirming receipt of applications and advising families of next steps
- coordinating enrolment interviews and assessments
- referring applications requiring further consideration to the appropriate School personnel
- maintaining the register of enrolments
- maintaining accurate, complete and confidential enrolment records
- communicating enrolment outcomes in accordance with School protocols

2.2. The Registrar must ensure that no enrolment offer is issued unless all procedural requirements have been satisfied or expressly waived by the Principal.

Principal

2.3. The Principal:

- retains ultimate authority and absolute discretion in all enrolment, boarding and program decisions
- determines whether an offer of enrolment is made, deferred or declined
- approves wait-pool placement and offers
- determines whether additional conditions or information are required prior to making an offer
- considers appeals and makes final determinations

2.4. The Principal is not required to provide reasons for enrolment decisions unless otherwise required by law.

School Executive and Specialist Staff

2.5. Where relevant, members of the School Executive and specialist staff may be consulted to:

- assess the School's capacity to meet identified learning, medical or wellbeing needs
- advise on reasonable adjustments
- assess boarding or program suitability
- support duty of care decision-making

2.6. Their advice informs, but does not determine, enrolment outcomes.

3. Enrolment Application Process

Application Submission and Acknowledgement

3.1. All applications must be submitted via the School's approved enrolment platform or method.

3.2. Upon receipt, the Registrar will:

- confirm receipt of the application
- record the application in the School's enrolment management system
- check that required documentation and payment have been received

3.3. Incomplete applications may not progress until all required information is provided.

3.4. Receipt of an application constitutes an expression of interest only and does not guarantee the offer of a place at the School.

Verification of Documentation

3.5. The Registrar will verify documentation to ensure:

- identity and age eligibility
- legal entitlement to reside and study in Australia
- academic history and learning needs
- compliance with Court Orders or parenting arrangements

3.6. Where documents are missing, unclear or inconsistent, the School may request clarification or further evidence.

Application Fee

3.7. The application fee is non-refundable, does not guarantee enrolment and is applied in accordance with the Fee Schedules and Business Notices.

4. Disclosure and Information Requirements

4.1. Parents must provide full, frank and ongoing disclosure of all matters relevant to the prospective student's enrolment.

4.2. Disclosure must include, but is not limited to:

- diagnosed or suspected medical conditions
- learning difficulties or disabilities
- psychological or behavioural concerns
- learning plans or adjustments previously provided
- Court Orders, parenting plans or restrictions
- pending litigation relevant to the student

4.3. Disclosure obligations continue after application submission and prior to commencement.

4.4. Failure to disclose relevant information may result in:

- delay in processing the application
- withdrawal of an enrolment offer
- termination of enrolment after acceptance

4.5. These actions may be taken where non-disclosure compromises the School's duty of care or capacity to provide appropriate support.

5. Pre-Enrolment Questionnaire and Interview

5.1. As part of the enrolment process, parents are required to complete a Pre-Enrolment Questionnaire. The information provided assists the School in assessing the student's learning, wellbeing and support needs and in determining the School's capacity to meet those needs.

5.2. An enrolment interview is conducted by the Principal or a delegated authority. The interview provides an opportunity to discuss the student's educational background, interests and needs, and to ensure alignment with School expectations.

5.3. Applications may be deferred or declined where required information has not been provided or where the School forms the view that it cannot appropriately support the student.

6. Assessment and Decision Making

6.1. Enrolment applications are assessed holistically, taking into account academic progress, wellbeing and safety considerations, learning support requirements, cohort balance, School capacity, and suitability for boarding or specialist programs where applicable. No single factor is determinative.

6.2. In making enrolment decisions, the School considers its available staffing, facilities and resources, as well as the potential impact of enrolment on existing students and the broader School community.

6.3. The Principal retains final discretion in all enrolment decisions.

7. Enrolment of Students from Interstate Schools

7.1. Where a prospective student has previously been enrolled in a school outside Victoria, Monivae College must comply with the Interstate Student Data Transfer Note (ISDTN) requirements.

7.2. The Registrar is responsible for identifying interstate transfers at the application stage and initiating the ISDTN process prior to confirmation of enrolment.

7.3. Information obtained through the ISDTN process is used to support continuity of learning, wellbeing and duty of care.
7.4. Enrolment may be deferred until all required interstate transfer information has been received and reviewed.
7.5. All information is managed in accordance with privacy and consent requirements.

8. Program Specific Assessments

Boarding

8.1. Students seeking boarding enrolment must first be enrolled at the School. Boarding applications require completion of a Boarding Application Form and an interview with the Head of Boarding.
8.2. Suitability assessments consider the student's maturity, independence, wellbeing needs and capacity to comply with boarding expectations.

Sports Academy Program and Learning Enrichment and Extension Program (LEEP)

8.3. Admission to the Sports Academy Program and LEEP is subject to additional program-specific assessment processes.
8.4. Selection is based on demonstrated suitability, including academic effort, behaviour, wellbeing and capacity to meet program demands.
8.5. Acceptance into a specialist program is contingent upon ongoing enrolment at the School and compliance with program requirements.

9. Offer, Acceptance and Conditions

9.1. An offer of enrolment is made at the discretion of the Principal and may be subject to conditions.
9.2. An enrolment is confirmed only when the relevant Enrolment Agreement has been signed by all required parties, all conditions have been satisfied and required fees have been paid.
9.3. The School reserves the right to withdraw an offer of enrolment where conditions are not met or where material information has not been disclosed.

10. Wait-Pool Management

10.1. Where applications exceed available places, the School may establish a wait-pool for a particular year level or intake.
10.2. Placement in a wait-pool does not guarantee an offer of enrolment.
10.3. Movement within a wait-pool is not sequential and is determined at the discretion of the Principal based on School needs and capacity.
10.4. The School does not disclose wait-pool rankings or likelihood of offer.

11. Non-Acceptance of Enrolment

11.1. Where Monivae College determines that it will not offer a place to an applicant, the School will formally notify the parent or guardian in writing. Notification of non-acceptance will be provided by way of an Unsuccessful Enrolment Application Letter, issued by the Registrar or Principal, as appropriate.
11.2. Non-acceptance of an enrolment application may occur for a range of reasons, including but not limited to the School's capacity constraints, cohort composition, program availability, suitability considerations, or the School's assessment of its capacity to meet the student's learning, wellbeing or safety needs.
11.3. Non-acceptance does not imply any adverse finding in relation to the applicant or their family.
11.4. The School is not required to provide detailed reasons for the non-acceptance of an enrolment application beyond the formal notification. The School does not disclose wait-pool positions, rankings or likelihood of future offers.

11.5. Where appropriate, the School may advise families of alternative options, including placement in a wait-pool or consideration for a future intake, subject to School capacity and discretion.

11.6. Families who wish to seek a review of a non-acceptance decision may do so in accordance with the Appeals Process set out in this Enrolment Procedure.

12. Register of Enrolments

12.1. Monivae College maintains an electronic Register of Enrolments in SAS in accordance with VRQA Minimum Standards.

12.2. The Register of Enrolments is maintained electronically and includes, at a minimum:

- student's full name, date of birth, age and residential address
- parent(s) or guardian(s) names and contact details
- date of enrolment and year level
- Victorian Student Number (VSN)
- medical information required for emergency management
- emergency contact details
- sacramental information (where applicable)
- court orders, parenting arrangements or care restrictions (where applicable)
- details of previous schools attended
- date and reason for leaving the School (where applicable)

12.3. The Registrar is responsible for the accuracy and maintenance of the Register.

12.4. The Register must be retained in accordance with records management and legislative requirements after a student leaves the School.

12.5. Enrolment records must be stored securely and accessed only by authorised personnel.

13. Termination of Enrolment

13.1. In certain limited circumstances a termination of enrolment may occur. An example is where the relationship between a school and a family has irretrievably broken down due to significant and/or repeated breaches of the school's Parent Code of Conduct, the school's Enrolment Agreement, and relevant school policies.

13.2. Parents are, as a condition of enrolment, expected to read, sign, and comply with the Code of Conduct, the school's Enrolment Agreement, and relevant school policies.

13.3. Parents who breach the Code of Conduct, Enrolment Agreement, and/or school policies will be contacted by the Principal or delegate.

13.4. Appropriate action, which may include limiting or reducing access to the school grounds, attending school functions or school-based activities or, setting mandatory parameters concerning methods and timing of communication, or imposing an Immediate or Ongoing School Community Safety Order is at the discretion of the Principal and other authorised persons.

13.5. A termination of enrolment based on parental/guardian/carer conduct must be approved by the Principal, and such approval is provided only in the following circumstances:

- a breach of the Code of Conduct on the part of a parent has previously occurred
- the parent/guardian/carer has, because of that previous breach, been warned that any subsequent breach of the Code of Conduct by them (or the family) may result in a termination of enrolment
- a further breach of the Code of Conduct occurs, either by the parent, or by another family member in relevant circumstances.

13.6. A termination of enrolment may also occur where, on a single occasion, a parent has engaged in conduct which constitutes a serious breach of the Parent Code of Conduct (involving for example, conduct which poses a serious risk to staff or student health and safety.) In these circumstances, it will not be necessary for a warning to be given before consideration is given to termination of enrolment.

13.7. A decision to withdraw or terminate the enrolment of a student may be made by the Principal, upon consideration of the following:

- an objective assessment of all presenting circumstances, including the nature and gravity of the conduct and whether the parent has been given any previous warnings
- procedural fairness in the decision-making process, including an opportunity for the student and their family to be heard and all relevant information considered.

13.8. The Principal will inform the MSC Director and Chair of the Board of any decision to terminate an enrolment.

14. Student Conduct

14.1. Students are also, as a condition of enrolment, expected to read and comply with the school's Student Code of Conduct (Code of Conduct).

14.2. The consequences for student misbehaviour, serious and/or persistent breaches of the student code of conduct are outlined in the Student Behaviour Management Policy and Procedures.

14.3. The Suspension, Negotiated Transfer, and Expulsion of Students Policy and Procedures detail the management of suspension, expulsion, and appeals processes.

14.4. In accordance with applicable legislation and the school's Child Safety and Wellbeing Policy, the Police, 'Families and Children's Services' within the Department of Families, Fairness and Housing (DFFH), Social Security Regulator (SSR), Commission for Children and Young People (CCYP), and/or any other relevant bodies will be informed of any unlawful breaches of these Codes of Conduct.

15. Overseas Student Procedures

15.1. Monivae College enrols overseas students in accordance with its CRICOS registration and the requirements of the Education Services for Overseas Students Act 2000 (Cth) and associated regulations.

15.2. Overseas student enrolment is subject to the School's capacity to meet the student's academic, wellbeing, accommodation and welfare needs and to ensure compliance with all visa and regulatory obligations.

15.3. The detailed processes governing the application, assessment, acceptance, welfare arrangements, fee management, monitoring, reporting and termination of overseas student enrolments are set out in the Overseas Student Enrolment Procedure**,** which must be read in conjunction with this Enrolment Procedure.

15.4. Overseas students are required to meet all eligibility, documentation and fee requirements prior to confirmation of enrolment.

15.5. The School retains discretion to decline or withdraw an overseas student enrolment where enrolment would be inconsistent with the School's duty of care obligations or regulatory requirements.

16. Prior to Commencement

16.1. Once an enrolment has been accepted, and prior to a student commencing at Monivae College, parents or guardians are required to provide all information reasonably required by the School to prepare for the student's arrival and to meet duty of care, child safety and regulatory obligations.

16.2. This may include the completion of medical and emergency contact forms, confirmation of any ongoing health or wellbeing needs, provision of government reporting data, and submission of any outstanding documentation required under the Enrolment Agreement. Where applicable, families must also finalise boarding arrangements and provide any additional information required to support the student's transition into boarding life.

16.3. The School will provide families with information to support commencement, including details regarding orientation programs, uniform requirements, academic and co-curricular programs, and start-of-term arrangements.

16.4. A student's commencement may be deferred where required information or documentation has not been provided.

17. Record Keeping and Privacy

17.1. Monivae College maintains accurate, complete and secure enrolment records for all students in accordance with the Victorian Registration and Qualifications Authority Minimum Standards and applicable privacy and records management legislation.

17.2. Enrolment records are collected and retained for the purpose of administering enrolment, meeting duty of care obligations, supporting student wellbeing and learning, and complying with State and Commonwealth reporting requirements.

17.3. Access to enrolment records is restricted to authorised personnel and managed in a manner that protects confidentiality and privacy.

17.4. Information collected through the enrolment process may be disclosed to government authorities where required by law, including for funding, regulatory and compliance purposes.

17.5. Enrolment records are retained and disposed of in accordance with the School's Records Management Policy and legislative retention requirements.

18. Appeals Process

18.1. Monivae College is committed to ensuring that enrolment decisions are administered fairly, consistently and in accordance with the principles of procedural fairness. While the School retains discretion in enrolment decisions, families are entitled to seek a review of a decision where they believe the enrolment process has not been applied in accordance with this Enrolment Procedure.

18.2. An appeal relating to an enrolment decision or boarding decision must be lodged in writing with the Registrar within fourteen (14) days of the decision being communicated in writing by the School. Appeals received outside this timeframe may not be considered unless exceptional circumstances are demonstrated.

18.3. An appeal must clearly outline the grounds upon which the appeal is made and should include any relevant supporting information. Appeals are not an opportunity to re-argue the merits of enrolment or to seek preferential treatment, but rather to request a review of whether the enrolment process was applied appropriately and fairly.

18.4. Upon receipt of an appeal, the Registrar will acknowledge the appeal in writing and refer the matter to the School Executive for review. The School Executive may consult with relevant staff members and review all documentation associated with the original application and decision, including any additional information provided as part of the appeal.

18.5. The School Executive will consider whether the enrolment decision was made in accordance with the Enrolment Policy and this Enrolment Procedure, whether all relevant information was considered, and whether procedural fairness was afforded to the applicant. The review process does not guarantee that the original decision will be overturned.

18.6. Following consideration, the School Executive will make a recommendation to the Principal. The Principal will determine the outcome of the appeal and may uphold, vary or set aside the original decision. The Principal's determination is final.

18.7. The outcome of the appeal will be communicated to the family in writing within fourteen (14) days of receipt of the appeal, where practicable. The School is not required to provide detailed reasons for the outcome beyond confirming whether the appeal has been upheld or dismissed.

18.8. Nothing in this process limits a family's right to raise concerns under the School's Grievance Policy where the matter relates to conduct, communication or process, rather than the substantive outcome of an enrolment decision.

COMMUNICATION

This procedure is communicated to staff involved in enrolment administration and decision-making and is made available to prospective and current families via the Monivae College website and the College intranet (Knowledge Banks).

The procedure is implemented in conjunction with the Enrolment Policy, Enrolment Agreement, Fee Schedules and Business Notices, and all supporting procedures, including the Overseas Student Enrolment Procedure.

Staff are responsible for ensuring that information provided to families is accurate, consistent and aligned with this procedure, and that any updates or amendments are communicated in a timely manner.

DEFINITIONS

Key word/abbreviation	Definition
Application	An Application is a formal request made by a parent or guardian for a student to be considered for enrolment at Monivae College, submitted via the School's approved enrolment platform and accompanied by all required documentation and payment of the application fee.
Boarding	Boarding refers to the residential accommodation and associated pastoral, wellbeing and supervision services provided by Monivae College for enrolled students residing in the School's Boarding Premises during term time.
Boarding Premises	Boarding Premises are the approved residential facilities operated by Monivae College for boarding students, including all accommodation, common areas and supervision arrangements.
CRICOS	CRICOS refers to the Commonwealth Register of Institutions and Courses for Overseas Students, under which Monivae College is registered to enrol overseas students.
Domestic Student	A Domestic Student is a student who is an Australian citizen or permanent resident, or who otherwise holds a visa that entitles them to study in Australia at domestic fee rates.
Enrolment Agreement	The Enrolment Agreement is the legally binding agreement between Monivae College and a student's parent or guardian that sets out the terms and conditions of enrolment, including disclosure obligations, behavioural expectations and financial responsibilities.
International / Overseas Student	An International or Overseas Student is a student who holds, or intends to hold, a student visa (subclass 500) and is enrolled at Monivae College under the School's CRICOS registration.

Interstate Student Data Transfer Note (ISDTN)	The Interstate Student Data Transfer Note is the mandatory national protocol used to transfer student information when a student moves between schools in different Australian states or territories.
Learning Enrichment and Extension Program (LEEP)	The Learning Enrichment and Extension Program (LEEP) is a selective academic program offered to eligible Year 7 students, designed to extend learning for students with demonstrated academic ability and strong learning dispositions.
Parent / Guardian	A Parent or Guardian is a person who has legal parental responsibility for a student, including a guardian or carer appointed under a court order.
Principal	The Principal is the Principal of Monivae College or a delegated authority acting on behalf of the Principal.
Reasonable Adjustments	Reasonable Adjustments are modifications or supports provided by the School to assist students with a disability or additional needs, where such adjustments are reasonable having regard to available resources, duty of care obligations and legislative requirements.
Registrar	The Registrar is the staff member responsible for the administration and coordination of enrolment processes in accordance with the Enrolment Policy and this Procedure.
Register of Enrolments	The Register of Enrolments is the official electronic record of all students enrolled at Monivae College, maintained in accordance with VRQA Minimum Standards and records management requirements.
Sports Academy Program	The Sports Academy Program is a specialist program offered to students in Years 7 to 10, focused on the development of sporting excellence alongside academic, wellbeing and behavioural expectations.
School Executive	Principal, Deputy Principal and Business Manager.
Wait-Pool	A Wait-Pool is a group of applicants who meet eligibility criteria but cannot be offered a place due to capacity constraints, managed in accordance with this procedure and at the discretion of the Principal.

GOVERNANCE

Parent policy	Enrolment Policy
Supporting procedures	Overseas Student Enrolment Procedure Boarding Admissions Procedure Sports Academy Admissions Procedure Learning Enrichment and Extension Program (LEEP) Admissions Procedure
Supporting schedules	Enrolment Application Form Pre-Enrolment Questionnaire Enrolment Agreement Fee Schedules and Business Notices

Associated procedures	Grievance (School Community) Procedure Student Behaviour Management Policy and Procedures Suspension, Negotiated Transfer and Expulsion of Students Policy and Procedures Records Management Policy and Procedures Privacy and Data Protection Policy Child Safety and Wellbeing Policy
Related legislation	Education and Training Reform Act 2006 (Vic) Education Services for Overseas Students Act 2000 (Cth) Education Services for Overseas Students Regulations 2019 (Cth) Victorian Registration and Qualifications Authority Minimum Standards for School Registration Equal Opportunity Act 2010 (Vic) Disability Discrimination Act 1992 (Cth) Disability Standards for Education 2005 (Cth) Privacy Act 1988 (Cth) Child Wellbeing and Safety Act 2005 (Vic) Ministerial Order 1359 – Implementing the Child Safe Standards
Approval	Board of Directors 23.02.2026
Date Effective	23.02.2026
Review Date	This procedure is to be kept for three(3) years until review, unless there is a significant legislative or organisational change requiring earlier review. The master copy is kept in Knowledge Banks in read-only in PDF form. All printed copies are uncontrolled.
Version	2.0

VERSION CONTROL

Version #	*Date*	*Changes Made*
1.0	*01.06.2018*	*Initial release*
2.0	*18.11.2025*	*Comprehensive review and rewrite to include termination clauses.*