Proformas for document audits for schools that are members of registration systems

The following proformas (A to C) list the documentation that a non-government school must maintain during any period of registration in order to demonstrate compliance with the requirements for registration and accreditation.

Proforma A: requirements for registration and accreditation

Proforma B: requirements for schools with boarding facilities

Proforma C: requirements for approving an outside tutor and/or accessing an external provider

The requirements for registration and accreditation for schools from a registration system are detailed in the *Registration Systems and Member Non-government Schools (NSW) Manual* (the Manual).

By listing the required documentation as detailed in the manual, the proformas provide a useful checklist for schools undertaking a self-review or document audit process. They aim to assist a school identify the policies and procedures currently in place at the school to meet the requirements. Once completed, the proformas provide a record of the location of these policies and procedures.

The proformas are intended to supplement, not replace, the Manual. The Manual provides a full description of the requirements.

Proforma A: Identifying existing member school's documentation that meets the requirements for registration and accreditation

Policies, procedures, processes and other documentation required as evidence of compliance for each requirement as listed in the *Registered and Accredited Individual Non-government Schools (NSW) Manual*	**Manual reference**	**Does the school have this documentation?**				
		Yes	**No**	**n/a**	**If yes, school document name, location and date last revised**	**Responsible staff member**
Proprietor						
evidence that either the approved authority or each individual non-government member school's proprietor is a legal entity approved by the Minister (eg memorandum, constitution, article of association, a trust deed or incorporation document)	5.1					
evidence that a legally binding relationship exists between the approved authority and the member school	5.1					
Staff – Teaching staff responsible for delivering the curriculum						
a non-government school must have a teacher accreditation authority that has been approved under NESA's TAA guidelines	5.2.1					
records of teachers that have been employed and their accreditation details	5.2.1					
a plan for providing alternate qualified teaching staff in the event that regular teaching staff are unavailable	5.2.1					
evidence that demonstrates how the school will support teachers in attaining and maintaining accreditation	5.2.1					
Curriculum – Primary and Years 7–10 (registration only)						
timetables for each Year/class showing allocation of time and teaching staff for each KLA	5.3.1.1 5.3.1.2					
the scope and sequence of learning/units of work in relation to the outcomes of NESA syllabuses for each KLA for each Year	5.3.1.1 5.3.1.2					
an assessment plan indicating how students' performance in each KLA is assessed, monitored and recorded	5.3.1.1 5.3.1.2					
an overview of the process for reporting student achievement	5.3.1.1 5.3.1.2					

Policies, procedures, processes and other documentation required as evidence of compliance for each requirement as listed in the *Registered and Accredited Individual Non-government Schools (NSW) Manual*	**Manual reference**	**Does the school have this documentation?**				
		Yes	**No**	**n/a**	**If yes, school document name, location and date last revised**	**Responsible staff member**
Curriculum – Primary and Years 7–10 (registration only) *(continued)*						
evidence that the school, if registered or exempt from registration only, informs parents of students in writing each year that the school is not eligible to enter candidates for the RoSA and indicates the consequences for potential candidates for that credential of the school not being accredited (7-10 only)	5.3.1.2					
the system and/or member school must have resources and equipment available for providing the required KLAs/courses	5.3.1.1 5.3.1.2					
Curriculum – Years 11 and 12 (registration only)						
timetables for each Year/class showing allocation of time and teaching staff for each course	5.3.1.3					
the scope and sequence of learning/units of work in relation to the outcomes of NESA syllabuses for each course for each Year	5.3.1.3					
an assessment plan indicating how students' performance in each course is assessed, monitored and recorded	5.3.1.3					
courses of study for each student each year that comply with a pattern of study for Year 11 and Year 12 as described on the *ACE* website for candidates for the HSC (ACE 8005)	5.3.1.3					
an overview of the process for reporting student achievement	5.3.1.3					
evidence that the school, if registered or exempt from registration only, informs parents of students in writing each year that the school is not eligible to enter candidates for the HSC and indicates the consequences for potential candidates for that credential of the school not being accredited	5.3.1.3					
the system and/or member school must have resources and equipment available for providing the required KLAs/courses	5.3.1.3					

Policies, procedures, processes and other documentation required as evidence of compliance for each requirement as listed in the *Registered and Accredited Individual Non-government Schools (NSW) Manual*	**Manual reference**	**Does the school have this documentation?**				
		Yes	**No**	**n/a**	**If yes, school document name, location and date last revised**	**Responsible staff member**
Curriculum – School of a kind						
documentation to certify that each student undertaking such education is a foreign national or a child of a foreign national, or a child of a kind as prescribed by the Regulations	5.3.4					
documentation that indicates how the curriculum delivered by the school meets the needs of the students	5.3.4					
timetables for each Year/class showing the allocation of time and teaching staff for each learning area/course	5.3.4					
the scope and sequence of learning/units of work in relation to each learning area/course for each Year/class	5.3.4					
an assessment plan indicating how students' performance in each learning area/course is assessed, monitored and recorded	5.3.4					
an overview of the process for reporting student achievement	5.3.4					
evidence, where applicable, if the school is a secondary school that is registered or exempt from registration only, the school informs the parents of students in writing each year that the school is not eligible to enter candidates for the award of the RoSA and/or HSC and indicates the consequences for potential candidates for that credential of the school not being accredited	5.3.4					
the system and/or member school must have resources and equipment available for providing the learning area/courses	5.3.4					
evidence, where applicable, that where the school is registered to provide education for children who are foreign nationals or the children of foreign nationals, the teaching staff hold qualifications deemed appropriate by the relevant education authority (or equivalent) to teach the curriculum being delivered	5.3.4					
Accreditation – Record of School Achievement						
timetables showing the allocation of time and teaching staff for each Year/class	7.1					
documentation to indicate the total number of hours allocated to each course	7.1					

Policies, procedures, processes and other documentation required as evidence of compliance for each requirement as listed in the *Registered and Accredited Individual Non-government Schools (NSW) Manual*	**Manual reference**	**Does the school have this documentation?**				
		Yes	**No**	**n/a**	**If yes, school document name, location and date last revised**	**Responsible staff member**
Accreditation – Record of School Achievement *(continued)*						
the scope and sequence for each course mapped against the content and outcomes of the relevant NESA syllabus for each course	7.1					
assessment policies and procedures that comply with the requirements of the *ACE* website and in NESA Official Notices, including statements of school procedures and records in relation to the allocation of grades in each Year 10 course	7.1					
confirmation that the school has policies for disability provisions in accordance with the *ACE* website	7.1					
an overview of the process for reporting student achievement	7.1					
the system and/or member school must have resources and equipment available for providing the required KLAs/courses	7.1					
Accreditation – Higher School Certificate						
timetables showing the allocation of time and teaching staff for each Year/class	7.2.1					
documentation to indicate the total number of hours allocated to each Preliminary/HSC course	7.2.1					
the scope and sequence for each course mapped against the content and outcomes of the relevant NESA syllabus	7.2.1					
assessment policies and procedures which comply with the requirements of the *ACE* website and NESA Official Notices in relation to: - the allocation of grades in each Preliminary course	7.2.1					
- organisational details of the school's assessment program for each course, giving the number and types of assessment tasks, components and weightings and scheduling of the tasks						
- marking, recording and reporting student achievement in assessment tasks						
- administrative arrangements associated with absence from an assessment task, late submission of tasks due to illness/misadventure, malpractice and invalid/unreliable tasks						
- student appeals against assessment rankings						

Policies, procedures, processes and other documentation required as evidence of compliance for each requirement as listed in the *Registered and Accredited Individual Non-government Schools (NSW) Manual*	**Manual reference**	**Does the school have this documentation?**				
		Yes	**No**	**n/a**	**If yes, school document name, location and date last revised**	**Responsible staff member**
Accreditation – Higher School Certificate *(continued)*						
- 'N' determinations	7.2.1					
- providing students with written advice about the school's requirements for assessment in each course	7.2.1					
confirmation that the school has policies for disability provisions in accordance with the *ACE* website	7.2.1					
an overview of the process for reporting student achievement	7.2.1					
the system and/or member school must have resources and equipment available for providing the required KLAs/courses	7.2.1					
Accreditation – Quality of the educational program for the Record of School Achievement and the Higher School Certificate						
records to demonstrate student achievement over the period of accreditation	7.3.1					
records over the period of accreditation to demonstrate the standard of teaching of courses at the school	7.3.2					
have the facilities required for each course of study offered for the RoSA and/or HSC, taking into account: - the number of students in each course	7.3.3					
- any specialist requirements of the course						
- the range of student learning needs						
- if the facilities are off-site, an ongoing arrangement that ensures the availability of the off-site facilities for the duration of the course						
Premises and buildings						
written evidence that all school premises and/or buildings comply with all relevant legislation	5.4					
policies for assessing and monitoring the current standard and state of repair of the school's premises and buildings, making reference to current building requirements	5.4					
details of annual fire safety statements which comply with Part 9 Division 5 of the *Environmental Planning and Assessment Regulation 2000*	5.4					

Policies, procedures, processes and other documentation required as evidence of compliance for each requirement as listed in the *Registered and Accredited Individual Non-government Schools (NSW) Manual*	**Manual reference**	**Does the school have this documentation?**				
		Yes	**No**	**n/a**	**If yes, school document name, location and date last revised**	**Responsible staff member**
Premises and buildings *(continued)*						
confirmation that the school has policies and procedures to meet the requirements of the *Disability Discrimination Act 1992* in terms of the school's buildings and premises	5.4					
Facilities						
have the facilities, required for each course of study offered, taking into account: - the number of students undertaking the course	5.5					
- any specialist requirements of the course						
- the range of student learning needs						
- if the facilities are off-site, an ongoing arrangement that ensures the availability of the off-site facilities for the duration of the course						
documentation to indicate that the school assesses and monitors the current standard and state of repair of facilities, taking into account the *Explosives Act 2003* and the *Work Health and Safety Act 2011*	5.5					
Safe and supportive environment – Legislative obligations						
policies and procedures to ensure that staff who have direct contact with students are informed annually of their legal responsibilities related to child protection and other relevant school expectations	5.6.1					
policies and procedures to ensure that requirements to prevent, identify, report and investigate allegations of reportable conduct in compliance with the *Children's Guardian Act 2019* are made known to staff annually	5.6.1					
policies and procedures to ensure that all persons engaged in child-related work at the school, as defined by the *Child Protection (Working with Children) Act 2012*, have a working with children check clearance from the Office of the Children's Guardian, as required	5.6.1					
policies and procedures to ensure that evidence of working with children check clearances is maintained for all persons in child-related work at the school as required under the *Child Protection (Working with Children) Act 2012*	5.6.1					

Policies, procedures, processes and other documentation required as evidence of compliance for each requirement as listed in the *Registered and Accredited Individual Non-government Schools (NSW) Manual*	**Manual reference**	**Does the school have this documentation?**				
		Yes	**No**	**n/a**	**If yes, school document name, location and date last revised**	**Responsible staff member**
Safe and supportive environment – Legislative obligations *(continued)*						
policies and procedures to prevent, identify and respond to reportable matters in accordance with legislative requirements	5.6.1					
policies and procedures to ensure that all staff who are mandatory reporters under the *Children and Young Persons (Care and Protection) Act 1998* are informed annually of their obligations and the process that the school has in place in relation to mandatory reporting	5.6.1					
policies and procedures that set clear guidelines and expectations for stakeholders regarding complaints or allegations of staff misconduct or reportable conduct	5.6.1					
policies and procedures to publish the school's complaint handling procedures regarding allegations of staff misconduct or reportable conduct	5.6.1					
Safe and supportive environment – Student welfare						
have in place and implement policies and procedures in relation to security, with specific reference to: - students	5.6.2					
- buildings and facilities						
- evacuation procedures						
have in place and implement policies and procedures in relation to supervision, with specific reference to protocols and guidelines, including risk management, for students undertaking on-site and off-site activities	5.6.2					
have in place and implement policies and procedures in relation to codes of conduct for members of the school community, with specific reference to: - rights and responsibilities of students and staff within the school community	5.6.2					
- behaviour management						
- anti-bullying including contact information for School Liaison Police and/or Youth Liaison Officers and other support services available in the school community						
- if relevant, staff supervision of any student leadership system if it provides authority for students to discipline or direct other students at the school	5.6.2					

Policies, procedures, processes and other documentation required as evidence of compliance for each requirement as listed in the *Registered and Accredited Individual Non-government Schools (NSW) Manual*	**Manual reference**	**Does the school have this documentation?**				
		Yes	**No**	**n/a**	**If yes, school document name, location and date last revised**	**Responsible staff member**
Safe and supportive environment – Student welfare *(continued)*						
- management and reporting of serious incidents and emergencies	5.6.2					
have in place and implement policies and procedures in relation to complaints or grievances, with specific reference to processes for raising and responding to matters of concern identified by students and/or parents	5.6.2					
have in place and implement policies and procedures in relation to pastoral care, with specific reference to: - personnel responsible for pastoral care including access to counselling	5.6.2					
- identification of and provision of support for students with special needs						
- health and the distribution and monitoring of medication						
- response to serious incidents and emergencies						
maintain a student enrolment and attendance register	5.6.2					
have in place and implement policies and procedures in relation to student attendance, with specific reference to: - processes for monitoring attendance data - intervention strategies to improve unsatisfactory attendance including implementing strategies designed to improve learning and student engagement in school and learning	5.6.2					
have in place and implement policies and procedures in relation to communication, with specific reference to formal and informal mechanisms available between stakeholders interested in a student's education and wellbeing	5.6.2					
Discipline						
have in place and implement policies related to the discipline of students, including but not limited to the suspension, expulsion and exclusion of students, that are based on procedural fairness	5.7.1					

Policies, procedures, processes and other documentation required as evidence of compliance for each requirement as listed in the *Registered and Accredited Individual Non-government Schools (NSW) Manual*	**Manual reference**	**Does the school have this documentation?**				
		Yes	**No**	**n/a**	**If yes, school document name, location and date last revised**	**Responsible staff member**
have in place and implement policies related to the discipline of students that either expressly prohibit corporal punishment or clearly and exhaustively list the school's discipline methods so as to plainly exclude corporal punishment	5.7.2					
have in place and implement policies related to the discipline of students that do not explicitly or implicitly sanction the administering of corporal punishment by non-school persons, including parents, to enforce discipline at the school	5.7.2					
Attendance						
a register of enrolments that includes the following information for each student: - name, age and address - the name and contact telephone number of parent(s)/guardian(s) - date of enrolment and, where appropriate, the date of leaving the school and the student's destination - for students older than six (6) years, previous school or pre-enrolment situation - where the destination of a student under 17 years of age is unknown, evidence that the Department of Education has been notified of the student's name, age, last known address, last date of attendance, parents' names and contact details, an indication of possible destination, other information that may assist officers to locate the student, and any known work health and safety risks associated with contacting the parents or student	5.8					
the register of enrolments is retained for a minimum period of five (5) years before archiving	5.8					
have in place and implement policies and procedures to: - monitor the daily attendance/absence of students - identify absences from school and/or class(es) - follow up unexplained absences - notify parent(s) and/or guardian(s) regarding poor school and/or class attendance - transfer unsatisfactory attendance information to student files	5.8					

Policies, procedures, processes and other documentation required as evidence of compliance for each requirement as listed in the *Registered and Accredited Individual Non-government Schools (NSW) Manual*	Manual reference	Does the school have this documentation?				
		Yes	No	n/a	If yes, school document name, location and date last revised	Responsible staff member
Attendance *(continued)*						
maintain a register of daily attendance that includes the following information for each student: - daily attendance which may be recorded by noting daily absences - absences - reason for absence documentation to substantiate reason for absence	5.8					
the register of daily attendance retained for a minimum period of seven (7) years after the last entry was made **Note:** The common code approved by the Minister must be used	5.8					
have in place and implement policies and procedures for exercising the Minister's delegation under section 25 of the Education Act	5.8					
maintain records of the exercise of the above delegation including copies of all certificates issued under the delegation	5.8					
Management and operation of the school						
Responsible persons – fit and proper person or body documented processes of notification and disclosure by which the school, or the system where the system operates member schools, can provide assurance to NESA that each person defined under the Act as a responsible person, and any other person or body having similar functions in relation to the management or operation of the school as those of a responsible person is a fit and proper person or body	5.9.1					
Responsible persons – notification related to previous refusal or cancellation of registration documented processes of notification and disclosure by which the system and/or member school can assure NESA that any refusal or cancellation in relation to a non-government school or proposed non-government school in the past five (5) years has not been largely attributable to the actions of a responsible person for a school	5.9.2					

Policies, procedures, processes and other documentation required as evidence of compliance for each requirement as listed in the *Registered and Accredited Individual Non-government Schools (NSW) Manual*	**Manual reference**	**Does the school have this documentation?**				
		Yes	**No**	**n/a**	**If yes, school document name, location and date last revised**	**Responsible staff member**
Management and operation of the school *(continued)*						
Proper governance – policies and procedures policies and procedures for the proper governance of the school in relation to: - a school charter or document identifying the governance structure of the school and the respective authority, role and responsibilities of each of the school's responsible persons and any other person or body concerned in the management of the school	5.9.3.1					
- a delegations schedule to o identify the respective authority within the governance structure o describe the process for withdrawing a delegated authority						
- a document to set out supervisory arrangements and reporting requirements for the school's responsible persons including any governing body and school executive						
- a code of conduct for the school's responsible persons						
- maintenance of records of governance decisions and actions made by the school's responsible persons, including minutes of formal meetings of the school's responsible persons, on and from 1 September 2014 and retaining such records for a minimum period of seven (7) years before archiving						
- documentation describing the school's process to facilitate the school's compliance with all relevant legislation and reduce any risk of non-compliance						
- a document describing the school's risk management framework or plan for developing, implementing and reviewing risk management strategies in relation to strategic direction, governance, operation and finance and the associated risk register						
from 1 July 2016, the maintenance of details of persons who are responsible persons for the school including each person's name, role, date of commencing and, when relevant, date of ceasing to be a responsible person for the school within twenty-eight (28) days of a change being made and maintaining these records for a period of seven (7) years from the date of each entry before archiving or disposing.	4.6					

Policies, procedures, processes and other documentation required as evidence of compliance for each requirement as listed in the *Registered and Accredited Individual Non-government Schools (NSW) Manual*	**Manual reference**	**Does the school have this documentation?**				
		Yes	**No**	**n/a**	**If yes, school document name, location and date last revised**	**Responsible staff member**
Management and operation of the school *(continued)*						
Proper governance – conflict of interest policies and procedures in relation to dealing with conflict of interest with specific reference to: - an overarching statement defining conflict of interest within the context of the school's governance structure	5.9.3.2					
- documented processes for o an annual declaration by each responsible person for the school in relation to any actual, perceived or potential conflict o maintaining records of the annual declaration of each responsible person for the school on and from 1 September 2014 and retaining such records for a period of seven (7) years before archiving or disposing o requiring each responsible person at formal meetings of the school's responsible persons to raise any actual, perceived or potential conflict with regard to items on the agenda for the meeting and for recording in the minutes of the meeting any conflict that is raised o each responsible person with a conflict of interest (including but not limited to a pecuniary interest or a related party transaction) mitigating the ensuing risk in a way that is acceptable to the other responsible persons involved (for example, by absenting themselves from participating in any associated decision-making or advisory role)	5.9.3.2					
Proper governance – related party transactions register policies and procedures related to related party transactions: - requiring each responsible person for the school to disclose any related party transactions made on behalf of the school's proprietor or governing body	5.9.3.3					
- maintaining a register of all related party transactions on and from 1 September 2014 and retaining such records for a period of seven (7) years before archiving or disposing. The degree of materiality of the transaction will determine the degree of the detail required to be included in the register						
- arranging for an external audit of the school's register of all related party transactions on an annual basis						

Policies, procedures, processes and other documentation required as evidence of compliance for each requirement as listed in the *Registered and Accredited Individual Non-government Schools (NSW) Manual*	**Manual reference**	**Does the school have this documentation?**				
		Yes	**No**	**n/a**	**If yes, school document name, location and date last revised**	**Responsible staff member**
Management and operation of the school *(continued)*						
- retaining a record of each external audit report of the register of all related party transactions on and from 1 September 2014 and retaining such records for a period of seven (7) years before archiving	5.9.3.3					
- notifying NESA if the contract or arrangement with the school's external auditor is terminated by the school or external auditor prior to the expiry of the term of the contract or arrangement and the reason(s) for that termination.						
Proper governance – professional learning for responsible persons policies and procedures for the ongoing professional learning of the school's responsible persons with specific reference to: - the mandatory completion of a minimum twelve (12) hours of professional learning with regard to governance for each responsible person for the school over each three (3) year period from the time of commencing as a responsible person; to be delivered by a NESA approved training provider	5.9.3.4					
- relevant professional learning for responsible persons with responsibilities for areas of governance requiring particular qualifications, skills or expertise, for example in relation to finance, compliance, risk management and/or education, delivered by a NESA approved training provider						
- maintaining a register of professional learning and training undertaken by each responsible person for the school including the following details for each year: o name of responsible person o role or position of responsibility o professional learning (date, nature, provider and hours)						
- retaining the register of professional learning on and from 1 September 2014, including relevant records such as evidence of completion of professional learning, and retaining such records and each entry into the register from the date of entry for a minimum period of seven (7) years before archiving or disposing						
Proper governance – induction of new responsible persons policies and procedures for the induction of new responsible persons with specific reference to:	5.9.3.5					

Policies, procedures, processes and other documentation required as evidence of compliance for each requirement as listed in the *Registered and Accredited Individual Non-government Schools (NSW) Manual*	**Manual reference**	**Does the school have this documentation?**				
		Yes	**No**	**n/a**	**If yes, school document name, location and date last revised**	**Responsible staff member**
Management and operation of the school *(continued)*						
- an induction process for new responsible persons including, at a minimum, the mandatory successful completion of a NESA approved training program by a NESA approved training provider in relation to proper governance prior to taking up the role of responsible person or within three (3) months of becoming a responsible person for the school	5.9.3.5					
- a school-based induction program to provide each new responsible person with a copy of the following documents: o a copy of all the school's documents, policies and procedures specified at 5.9.3.1 of the Manual and any other key policy document for the school o the school's most recent audited financial statements o recent minutes of meetings of the school's responsible persons						
- maintaining evidence that each new responsible person has received a copy of all of the documents specified above						
- maintaining a register of the induction process identifying the following details for each new responsible person o name o date of becoming a responsible person for the school o position of responsibility o details of any qualification and/or experience relevant to the particular position of responsibility o details of the successful completion of a NESA approved training program in relation to proper governance (date(s), provider, nature of training)						
- retaining the register of induction on and from 1 September 2014 and retaining each entry into the register from the date of entry for a minimum period of seven (7) years before archiving or disposing						

Policies, procedures, processes and other documentation required as evidence of compliance for each requirement as listed in the *Registered and Accredited Individual Non-government Schools (NSW) Manual*	Manual reference	Does the school have this documentation?				
		Yes	No	n/a	If yes, school document name, location and date last revised	Responsible staff member
Management and operation of the school *(continued)*						
Proper governance – external independent attestation audit of annual financial statements provide evidence that the audit and accompanying certificate: - have been completed by an auditor recognised by CPA Australia, Chartered Accountants Australia and New Zealand, the Institute of Public Accountants or another recognised accounting body approved by NESA - comply with any other requirements imposed by Commonwealth or NSW Government agencies providing funding to the school	5.9.3.6					
Proper governance – external independent attestation audit of annual financial statements *(continued)* - have not been completed by a person or body with whom the school has another business relationship in addition to audit services or with whom any of the responsible persons of the school has a conflict of interest	5.9.3.6					
policy and procedures for notifying NESA if the contract or arrangement with the school's external auditor is terminated by the school or external auditor prior to the expiry of the term of the contract or arrangement and the reason(s) for that termination	5.9.3.6					
The school's audited and certified annual financial statements in relation to any period on and from 1 September 2014 are to be available for inspection and are to be retained for a minimum period of seven (7) years after the end of the period to which the annual financial statements refer before archiving or disposing	5.9.3.6					
Financial viability - a certification or warrant by the registration system or another body or person approved by NESA for that purpose.to demonstrate the current financial viability of the school	5.9.4					
- policies and procedures to assess the school's financial viability at regular intervals, retain records and notify NESA where required						

Policies, procedures, processes and other documentation required as evidence of compliance for each requirement as listed in the *Registered and Accredited Individual Non-government Schools (NSW) Manual*	**Manual reference**	**Does the school have this documentation?**				
		Yes	**No**	**n/a**	**If yes, school document name, location and date last revised**	**Responsible staff member**
Management and operation of the school *(continued)*						
Notifications to NESA documented processes by which a return is made by the school to the system authority so that the system can provide returns to NESA to meet the requirements of the Education Act	5.9.5					
Educational and financial reporting						
participation in annual reporting to publicly disclose the educational and financial performance measures and policies of the member school as identified by the Minister in an online or appropriate electronic form provided to NESA no later than 30 June in the year following the reporting year	5.10.1					
the provision of data to the Minister, if requested by the Minister in order to report to Parliament on the effectiveness of schooling in the State and that such data will be provided to NESA in an online or appropriate electronic form within three (3) months of being notified that the information is required	5.10.2					

Schools with boarding facilities						
See Proforma B	5.11.3					

Proforma B: Identifying existing member school's documentation that meets the requirements for schools with boarding facilities

Policies, procedures, processes and other documentation required as evidence of compliance for each requirement as listed in the *Registered and Accredited Individual Non-government Schools (NSW) Manual*	Manual reference	Does the school have this documentation?				
		Yes	No	n/a	If yes, school document name, location and date last revised	Responsible staff member
Schools with boarding facilities – education and welfare						
have in place and implement policies and procedures that include: - the aims and organisation of boarding at the school	5.11.1					
- the enrolment policy, if different from the day school enrolment policy						
- any special aspects of the school's boarding facilities, for example co-educational, week-day only boarding						
- a description of the facilities and support services provided for boarders						
- how the school's policies for boarding relate to day school policies						
- communication mechanisms						
Schools with boarding facilities – accommodation						
evidence that the school: - assesses and monitors the standard and state of repair of boarding premises, buildings and facilities, taking into account the requirements of relevant legislation including the Explosives Act 2003 and the Work Health and Safety Act 2011	5.11.2					
- undertakes and maintains details of annual fire safety statements that comply with Part 9 Division 5 of the Environmental Planning and Assessment Regulation 2000						
- maintains written evidence that any school premises and/or buildings first occupied after 2003 comply with all legislation relevant at the time of occupation						
- maintains written evidence that any school premises and/or buildings that are the subject of a development application after 2003 comply with all legislation relevant at the time of occupation						

Policies, procedures, processes and other documentation required as evidence of compliance for each requirement as listed in the *Registered and Accredited Individual Non-government Schools (NSW) Manual*	**Manual reference**	**Does the school have this documentation?**				
		Yes	**No**	**n/a**	**If yes, school document name, location and date last revised**	**Responsible staff member**
Schools with boarding facilities - accommodation *(continued)*						
- has policies and procedures to meet the requirements of the Disability Discrimination Act 1992 in terms of the school's boarding buildings and premises	5.11.2					
- for buildings that are subject of a development consent or erected since 1997, will have evidence of relevant council approval in relation to Class 3 of the BCA						
Schools with boarding facilities – boarders' rights and responsibilities						
have in place and implement policies and procedures that include: - codes of conduct for members of the boarding community describing the rights and responsibilities of boarders and, if relevant, staff supervision of any student leadership system if it provides authority for students to discipline or direct other students at the school	5.11.3					
- management of student behaviour including but not limited to processes for suspension, expulsion and exclusion based on procedural fairness						
- a process for handling complaints that describes how matters of concern can be raised and a process for responding to those concerns						
Schools with boarding facilities – child protection						
have in place and implement policies and procedures to: - ensure that all staff directly involved with the supervision of boarders are informed annually of their legal responsibilities related to child protection and other relevant school expectations	5.11.4					
- ensure that requirements to prevent, identify, report and investigate allegations of reportable conduct in compliance with the *Children's Guardian Act 2019* are made known to staff annually						
- ensure that the school meets the requirements of the *Child Protection (Working with Children) Act 2012* in relation to working with children check clearances for all persons in child-related work, as required						
- ensure that the school has documented processes for being assured that any external provider accessed by the school complies with the *Child Protection (Working with Children) Act 2012*						

Policies, procedures, processes and other documentation required as evidence of compliance for each requirement as listed in the *Registered and Accredited Individual Non-government Schools (NSW) Manual*	**Manual reference**	**Does the school have this documentation?**				
		Yes	**No**	**n/a**	**If yes, school document name, location and date last revised**	**Responsible staff member**
Schools with boarding facilities – child protection *(continued)*						
- prevent, identify and respond to reportable matters in accordance with legislative requirements	5.11.4					
- ensure that all staff who are mandatory reporters under the *Children and Young Persons (Care and Protection) Act 1998* are informed annually of their obligations and the manner in which the school expects them to comply						
- set clear guidelines and expectations for stakeholders regarding complaints or allegations of staff misconduct or reportable conduct						
- publish the school's complaint handling procedures regarding allegations of staff misconduct or reportable conduct						
- ensure that all staff have up-to-date handbooks and undertake professional development as determined by the principal						
Schools with boarding facilities – risk of harm						
have in place and implement policies and procedures that include supervision, with specific reference to: - identification of staff with allocated responsibility for students over a twenty-four (24) hour period	5.11.5					
- monitoring the whereabouts of students over a twenty-four (24) hour period						
- protocols and guidelines, including risk management, for boarders undertaking on-site and off-site activities						
- protocols for leave and travel arrangements						
Schools with boarding facilities – boarders' physical wellbeing and development						
have in place and implement policies and procedures that include: - supplying food that meets the Australian Dietary Guidelines	5.11.6					
- catering that complies with the requirements of the NSW Food Act 2003						
- facilities, personnel and programs for physical activity						

Policies, procedures, processes and other documentation required as evidence of compliance for each requirement as listed in the *Registered and Accredited Individual Non-government Schools (NSW) Manual*	**Manual reference**	**Does the school have this documentation?**				
		Yes	**No**	**n/a**	**If yes, school document name, location and date last revised**	**Responsible staff member**
Schools with boarding facilities - boarders' physical wellbeing and development *(continued)*						
have in place and implement policies and procedures for health care that include: - twenty-four (24) hour access to emergency medical assistance	5.11.6					
- training of all staff directly involved in the supervision of boarders to the equivalent of Provide First Aid (HLTAID003)						
- monitoring the physical health of boarders						
- consent from and notification of parents/guardians regarding the administering of first aid and medical care						
- managing communicable and infectious diseases						
- managing immunisation and screening						
- distribution and monitoring of medication						
- care of ill boarders						
- ancillary health services, including facilities and personnel available on- site and off-site and how to access these services						
have in place and implement policies and procedures to provide for and monitor boarders' personal development and emotional wellbeing that include: - personnel responsible for pastoral care	5.11.7					
- identification of and support for students with special needs						
- homework and access to assistance with homework						
- access to counselling where required						
- provision for parent/guardian–student communication						
Schools with boarding facilities – day-to-day management						
have in place and implement policies and procedures to protect boarders that include: - security of the boarding school and its students, buildings and facilities for twenty-four (24) hours each day - response to serious incidents and emergencies	5.11.8					

Proforma C: Identifying existing member school's documentation that meets the requirements for registration and accreditation for schools using or accessing outside tutors and/or external providers

Policies, procedures, processes and other documentation required as evidence of compliance for each requirement as listed in the *Registered and Accredited Individual Non-government Schools (NSW) Manual*	**Manual reference**	**Does the school have this documentation?**				
		Yes	**No**	**n/a**	**If yes, school document name, location and date last revised**	**Responsible staff member**
Outside tutors						
documented process used to verify an outside tutor's capacity to teach a course	5.2.2					
documented process used to ensure that in accessing an outside tutor the school continues to comply with the requirements under *the Child Protection (Working with Children) Act 2012*	5.2.2					
evidence that the school, if accredited, continues to comply with the requirements of the ACE website for approved study with an outside tutor	5.2.2					
For each outside tutor approved by the school: - evidence that originals of the outside tutor's qualifications and/or evidence of experience and/or expertise have been seen by the principal or the principal's (or equivalent's) authorised delegate	5.2.2					
- evidence that the school has sought and obtained satisfactory reports from referees concerning the outside tutor's suitability as an outside tutor						
- details of the process undertaken by the school to verify an outside tutor's capacity to teach a course and the outcome of that process						
- evidence of a working with children check clearance as required under the *Child Protection (Working with Children) Act 2012* in relation to the outside tutor and the outcome of that process						
- procedures to ensure that curriculum requirements are being met and will continue to be met for the course(s) of study delivered by the outside tutor						
policies and procedures to ensure the safety and welfare of these students and to promote their personal and social development	5.6.2					
documented processes to maintain records to demonstrate that each student's overall pattern of study meets the eligibility requirements for the RoSA or HSC	7.3.2					

Policies, procedures, processes and other documentation required as evidence of compliance for each requirement as listed in the *Registered and Accredited Individual Non-government Schools (NSW) Manual*	**Manual reference**	**Does the school have this documentation?**				
		Yes	**No**	**n/a**	**If yes, school document name, location and date last revised**	**Responsible staff member**
Outside tutors *(continued)*						
a written statement from the outside tutor that their course delivery and assessment program will be in accordance with NESA syllabuses, the ACE website and NESA Official Notices	7.3.2					
a written statement from the outside tutor that the course delivery and assessment program will be in accordance with NESA syllabuses, the requirements of the ACE website and NESA Official Notices						
External providers						
documentation to indicate that the school has documented processes for being assured that any external provider accessed by the school complies with the *Child Protection (Working with Children) Act 2012* in relation to each person in child-related work as defined by the Act	5.2.3					
records of the students undertaking course(s) with an external provider	5.2.3					
records to demonstrate the suitability of the external provider(s) to deliver the course(s) including, where relevant, evidence of certification of the provider(s) by appropriate agencies	5.2.3					
record of the agreement between the school and the external provider including identification of respective responsibilities of the school and provider(s)	5.2.3					
procedures to ensure that curriculum requirements are being met and will continue to be met for course(s) delivered by external provider(s)	5.2.3					
records to demonstrate that the outsourced course(s) comprise a minority of each student's pattern of study for each Stage of learning, unless otherwise approved	5.2.3					
policies and procedures in relation to external provider(s) to ensure the safety and welfare of students and to promote their personal and social development	5.6.2					
documented processes to maintain records to demonstrate that each student's overall pattern of study meets the eligibility requirements for the RoSA or HSC	7.3.2					
a written statement from each external provider that their course delivery and assessment program will be in accordance with NESA syllabuses, the ACE website and NESA Official Notices	7.3.2					