

Care, Safety and Welfare of Students Framework

Advice to principals regarding MACS board-approved policies and forms – January 2024



Melbourne Archdiocese
Catholic Schools

The Melbourne Archdiocese Catholic Schools (MACS) board and Executive Director have approved changes in the Care, Safety and Welfare of Students Framework and associated policies, templates, procedures and forms following preliminary review of the framework. The policies are listed below.

Principals should note or action the following:

- all board-approved policies and associated documents are labelled v [version number].0 – [year of approval], e.g., v2.0 – 2024
- the current, approved policy version must be used by schools/colleges and published on the school/college website where indicated
- policies/documents must be contextualised by the school/college where indicated
- existing school policies/documents should be checked to ensure they are the current, approved versions
- actions must be completed by the dates indicated below, if no date is indicated the change should be made as soon as practicable
- school communities should be notified of any new or amended policies and procedures via usual modes of school communication.

| Board-approved document name | Previous version or document (if different to the board-approved document) | Change | Actions required |
|--|--|---|--|
| Anaphylaxis Management Procedures for MACS Schools – 2023 (further update December 2023) | New | Separation of policy and procedure December – Minor amendment to update current training packages and information about autoinjectors | Principals are to note the new procedures that apply across MACS schools Not for publication on the school website Principals are to advise parents that new or amended policies and procedures are in effect Principals must ensure the current procedure is in use Recent changes are highlighted – please remove before publication |



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|---|--|---|---|
| Anaphylaxis Policy – Template for Schools – 2023 (further update December 2023) | [School] Anaphylaxis Policy – v2.0 – 2022 | Minor amendments and rebranding Requirement to detail school-based procedures December – Minor amendment to update current training packages and information about autoinjectors | Principals are to contextualise this document for their school and include relevant school-based information The contextualised policy is to be published on the school’s website Principals are to advise parents that new or amended policies and procedures are in effect Principals must ensure the current policy is in use Recent changes are highlighted – blue – please remove before publication |
| Individual Anaphylaxis Management Plan – 2023 (further update December 2023) | Individual Anaphylaxis Management Plan – 2021 | Minor amendments and rebranding December – Inclusion of provision for principal to sign plan | Update and contextualise the plan using the updated MACS template Principals are to advise parents that new or amended policies and procedures are in effect Principals must ensure the current plan is in use |
| Excursions, Camps and Travel Policy – MACS Schools – 2023 | N/A | New policy | Publish the policy on the school website Principals are to advise parents that new or amended policies and procedures are in effect |



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|---|--|---------------|--|
| Camps Procedures – MACS Schools – 2023 | N/A | New procedure | <p>Update the procedure with details of the school’s Child Safety Policy where required</p> <p>Publish the updated procedure on the school website</p> <p>Principals are to advise parents that new or amended policies and procedures are in effect</p> |
| School Excursions Procedures – 2023 | N/A | New procedure | <p>Update the procedure with details of the school’s Child Safety Policy where required</p> <p>Publish the updated procedure on the school website</p> <p>Principals are to advise parents that new or amended policies and procedures are in effect</p> |
| International Travel Procedures – MACS Schools – 2023 | N/A | New procedure | <p>Update the procedure with details of the school’s Child Safety Policy where required</p> <p>Publish the updated procedure on the school website</p> <p>Principals are to advise parents that new or amended policies and procedures are in effect</p> |



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|--|--|---------------|--|
| School Camps Checklist (including interstate travel) – Template for Schools – 2023 | N/A | New checklist | <p>Contextualise the checklist using the MACS template</p> <p>Use the checklist in preparation for school camps</p> <p>Principals are to advise parents that new or amended policies and procedures are in effect</p> |
| School Excursions Checklist – Template for Schools – 2023 | N/A | New checklist | <p>Contextualise the checklist using the MACS template</p> <p>Use the checklist in preparation for school excursions</p> <p>Principals are to advise parents that new or amended policies and procedures are in effect</p> |
| International Travel Checklist – Template for Schools – 2023 | N/A | New checklist | <p>Contextualise the checklist using the MACS template</p> <p>Use the checklist in preparation for school international travel</p> <p>Principals are to advise parents that new or amended policies and procedures are in effect</p> |



| Board-approved document name | Previous version or document (if different to the board-approved document) | Change | Actions required |
|--|--|---|---|
| Supervision Policy for MACS Schools – 2023 | Supervision Policy – Template for Schools – 2022 | <p>Minor amendments, reformatting and separation of policy and procedure</p> <p>Supervision requirements for offsite activities and adventure activities now located in Excursions, Camps and Travel Procedures</p> | <p>Update and contextualise the policy using the updated MACS template</p> <p>Publish the contextualised policy on the school website</p> <p>Principals are to advise parents that new or amended policies and procedures are in effect</p> |
| Supervision Procedures – Template for Schools – 2023 | Supervision Policy – Template for Schools – 2022 | <p>Minor amendments, reformatting and separation of policy and procedure</p> <p>Supervision requirements for offsite activities and adventure activities now located in Excursions, Camps and Travel Procedures</p> | <p>Update and contextualise the policy using the updated MACS template</p> <p>Publish the contextualised policy on the school website</p> <p>Principals are to advise parents that new or amended policies and procedures are in effect</p> |

