

# STEWARDSHIP REVIEW CYCLE

## Victorian Registration and Qualifications Authority (VRQA) Minimum Standards and Child Safety Standards Review Cycle:

### Background:

*The Victorian Registration and Qualifications Authority (VRQA) is established under the Education and Training Reform Act 2006 (the Act) as Victoria's independent education and training regulator. The Act and the Education and Training Reform Regulations 2017 require that schools and school boarding premises comply with the minimum standards and other requirements for registration. This includes compliance with Ministerial Order No. 1359 – Implementation of the Child Safe Standards – managing the risk of Child Abuse in Schools and School Boarding Premises.*

*The VRQA regulates for quality learning outcomes. The minimum standards are the foundation for ensuring schools and school boarding premises provide students with a quality education in safe and well governed environments*

In the Ballarat Diocese schools will be reviewed in a four-year cycle (Appendix 1) to ensure that they are compliant with VRQA minimum standards which provide a foundation for quality schools through competent governance, solid financial management, an effective curriculum, effective teachers and safe environments for children and young people. These reviews will be organised by the Victorian Catholic Education Authority (VCEA), supported by DOBCEL staff. An external Reviewer will investigate that the school has in place policies and procedures that include strategies to identify and address risk relating to school and boarding school premises.

**NB. RIMPJP schools are responsible for ensuring the OHS reviews, Facilities and Maintenance Planning and Master Plan reviews are implemented.  
DOBCEL will organise VRQA and CSS reviews only.**

## Occupational Health and Safety Review (OHS):

Included in the four-year Stewardship Cycle of review is the OHS review. The OHS review contains two important components - a formal documentation review and a physical walkthrough/inspection of the school grounds. The DOBCEL OHS Coordinator will spend one day at the school, with either the Business Manager or CARSO.

As a result of this day, a detailed report covering twenty-eight key areas will be presented to the school. The report will include imagery and recommendations for improvements and any actions required to make the school compliant. The OHS Coordinator is available to assist schools, particularly around documentation gaps.

### Key areas to be covered are:

OHS Management	Chemical Management	Consultation
Animals in Schools	Induction and Training	Confined Spaces
Contractors and Volunteers	Emergency Management	Incident Reporting
Working Alone	Risk Assessment	Equipment/Machinery
Injury Management	Manual Handling	OHS Noticeboard
Electrical	Psychosocial Safety	Working at Heights
Environmental	First Aid	Asbestos
Slip/Trip/Falls	Smoking/Vaping	Footwear
Playgrounds	Tree Management	Traffic Management

## Master Plan Review:

A Masterplan is a 'blueprint' or plan of the desired future configuration of a school's facilities, e.g. it defines building areas, grassed playing areas, car park locations, and vehicle and pedestrian access points etc. The Masterplan is the product of a consultative method for determining future property development requirements that reflect a shared vision. It also provides a connection between the school's educational philosophy and the built environment by connecting the schools vision for: learning and teaching, curriculum needs and directions, class structures and integration of technology etc. to the provision of facilities.

This ensures that the:

- Educational and functional area information are clearly defined
- Drawings identify stages of development
- Cost estimates are known and can be analysed according to the scope of the project

The strategy to implement the master plan is in line with:

- Changes to learning and teaching
- Increased / decreased enrolments
- Traffic movement including vehicular and pedestrian circulation around and on site
- 'Design in the Workplace', occupational health and safety regulations and other issues
- Accessibility which conforms with the Building Code of Australia and Disability and Discrimination Act requirements
- Cash flow – an examination of the school's capacity to service loans

## Facilities and Maintenance Review:

Future facilities and maintenance planning and provision is audited as part of the stewardship four-year cycle, to ensure that the physical environment is maintained and sustainable and that effective stewardship of the resources. It will build in strategies and solutions that assist in protecting and managing the whole environment.

Building maintenance can be defined as a combination of technical and associated procedures to retain a building in, or restore a building to, a state where it can fulfil its required function satisfactorily.

Maintenance of school buildings is sometimes regarded as unproductive and is consequently neglected. Maintenance expenditure is usually kept to a minimum, and the long-term effects of this approach are ignored or misunderstood. Neglect of maintenance results in rapidly increasing deterioration of materials, which can adversely affect the occupants, and the contents of buildings. All elements of a building deteriorate at different stages, depending on the material, construction method and environmental conditions.

If a building has not been maintained it can also have an adverse impact in the event of an insurance claim.