EASTERN CHINESE LANGUAGE SCHOOL INC. 新金山东区中文学校

Register of Policies and Procedures 2026

Document no.	ECLS-REG-01	**Version**	1.0
Policy owner	Principal (maintained by the Secretary)	**Approved by**	School Committee
Date approved	____ / ____ / 2026	**Next review**	November 2027
Applies to	All ECLS policies, procedures, plans and key forms	**Status**	Draft for Committee approval

This register lists the policies and procedures in place at Eastern Chinese Language School Inc., their owner, current version, approval status and review date. It is reviewed at every Committee meeting (standing item 7) and updated whenever a policy is approved or revised. Policies are reviewed **at least every two years**, and child safety policies also after any significant incident.

Status key: *Current*: approved and in force. The School Committee reviewed and approved the school's policies at its annual policy review on 25 January 2026. Policies ECLS-POL-01, 02, 05, 07, 09, 10 and 11 correspond to policies approved at that meeting and were revised in October 2026 for endorsement. ECLS-POL-03, 04, 06, 08 and 12 are new (October 2026) and are for approval at the next Committee meeting. *Draft 2026*: new form or template prepared October 2026. Older versions on the school website are to be replaced by the policy shown.

A. Governance, finance and records

No.	Policy / document	DE request items	Owner	Version / date	Status	Approved (minute ref.)	Next review	Location
CH-01	School Charter 2026 (governance, roles and summary school policies)	3, 4	Principal	v1, 16/05/2026	Current		May 2027	Compliance / Charter; website
ECLS-POL-01	Governance, Committee and Delegations Policy	2, 4	Chairperson / Principal	v1.2, Oct 2026 (v1.0 25/01/2026)	Current; v1.2 to endorse	25/01/2026	Jan 2028	Policies folder
ECLS-POL-02	Financial Management Policy and Procedures (expenses, fees, receipting, record keeping)	5, 9	Treasurer / Principal	v1.2, Oct 2026 (v1.0 25/01/2026)	Current; v1.2 to endorse	25/01/2026	Jan 2028	Policies folder

No.	Policy / document	DE request items	Owner	Version / date	Status	Approved (minute ref.)	Next review	Location
ECLS-POL-03	Department of Education Funding Use Policy	6, 7, 8, 9	Principal / Treasurer	v1.0, Oct 2026	Draft: new, for Committee approval		2 yrs after approval	Policies folder
ECLS-POL-04	Information Privacy and Records Management Policy	5	Principal	v1.0, Oct 2026	Draft: new, for Committee approval (replaces 2019 *Information Privacy and Records Policy*)		2 yrs after approval	Policies folder; website
—	Tuition Fees 2026 and refund rules	5	Principal	Nov 2025	Current		Nov 2026 (2027 fees)	Website
ECLS-FORM-01	School Committee Meeting Agenda and Minutes Template	2	Secretary	v1.0, Oct 2026	Draft 2026		Nov 2028	Policies / Forms
—	Expense Claim Form; Timesheet templates	5, 9	Operations Manager	2026	Current		—	Admin / Finance

B. Child safety

No.	Policy / document	DE request items	Owner	Version / date	Status	Approved (minute ref.)	Next review	Location
CS-01	Child Safety Policy (based on CLS Child Safety Policy & Procedures V7)	10	Child Safety Officer / Principal	Aug 2026	Current		Aug 2027	Compliance; website
CS-02	Child Safety Code of Conduct	11, 15	Principal	Aug 2026 (2026 version dated 3 Jan 2026)	Current		Jan 2027	Compliance; website

No.	Policy / document	DE request items	Owner	Version / date	Status	Approved (minute ref.)	Next review	Location
CS-03	Code of Conduct Acknowledgement Register 2026 / Principal Declaration	15	Principal	2026	Current (signatures to complete)		Annual	Compliance
CS-04	Child Safe Officer Job Description	12	Principal	2026	Current		Annual	Compliance
ECLS-FORM-06	Child Safety Officer Appointment Record 2026	12	Principal	v1.0, Oct 2026	Draft 2026 (to sign)		Annual	Policies / Forms
ECLS-FORM-05	Statement of Commitment to Child Safety (bilingual poster)	13	Principal	v1.0, Oct 2026	Draft 2026 (to sign and display)		Annual	Displayed on site; website
ECLS-POL-05	Complaints Management Policy and Procedure	14	Principal	v1.1, Oct 2026 (v1.0 25/01/2026)	Current (replaces 2019 *Parent Complaints Procedure*); v1.1 to endorse	25/01/2026	Jan 2028	Policies folder; website
CS-05	Complaints Form (CLV V3)	14	Principal	2026	Current		—	Compliance; office
ECLS-POL-06	Staff Screening, WWCC/VIT Monitoring and Child Safety Training Procedure	16, 18, 19, 20, 21	Principal / CSO / Ops Manager	v1.0, Oct 2026	Draft: new, for Committee approval		2 yrs after approval	Policies folder
ECLS-FORM-03	Staff and Volunteer Induction Pack	16, 17	Principal / CSO	v1.0, Oct 2026	Draft 2026		Annual	Policies / Forms
ECLS-FORM-04	WWCC/VIT Expiry Monitoring Log and Reminder Templates	19, 20	Operations Manager	v1.0, Oct 2026	Draft 2026		Annual	Policies / Forms
CS-06	Child Safety Incident Report Form (CLV)	10	CSO	2026	Current		—	Compliance

C. Safe environment

No.	Policy / document	DE request items	Owner	Version / date	Status	Approved (minute ref.)	Next review	Location
ECLS-POL-07	Visitors, Contractors and Volunteers Policy	22	Principal	v1.1, Oct 2026 (v1.0 25/01/2026)	Current (replaces 2019 *Visitor and Parental Volunteer Policy*); v1.1 to endorse	25/01/2026	Jan 2028	Policies folder; website
ECLS-FORM-02	Visitors Register	23	Operations Manager	v1.0, Oct 2026	Draft 2026 (start using)		—	Front desk
ECLS-POL-08	Student Supervision, Recess and Outdoor Activities Policy	24	Principal / School Coordinator	v1.0, Oct 2026	Draft: new, for Committee approval		2 yrs after approval	Policies folder
ECLS-POL-09	Digital Technology, Mobile Devices and Photography Policy	25	Principal / CSO	v1.1, Oct 2026 (v1.0 25/01/2026)	Current (replaces 2019 *Cyber Safety* and *Photograph Release* policies); v1.1 to endorse	25/01/2026	Jan 2028	Policies folder; website
CS-07	Cyber Safety Use Agreement (CLV)	25	Principal	2026	Current		Annual	Compliance; enrolment pack
ECLS-POL-10	Student Arrival, Pick-up and Collection Policy	26	Principal	v1.1, Oct 2026 (v1.0 25/01/2026)	Current (replaces 2019 *Student Collection Policy*); v1.1 to endorse	25/01/2026	Jan 2028	Policies folder; website
—	Student Early Collection Form (CLV)	26	Operations Manager	2024	Current		—	Office

D. Emergency management, health and safety

No.	Policy / document	DE request items	Owner	Version / date	Status	Approved (minute ref.)	Next review	Location
EM-01	Emergency Management Plan 2026: East Doncaster campus	28	Principal	Approved 8 Aug 2026	Current		7 Aug 2027	Compliance; office
EM-02	Critical Incident Management Plan	28	Principal	2026	Current		Annual	Compliance
EM-03	First Aid Policy	27	First Aid Officer	2026	Current		2027	Compliance
EM-04	First aid certificates and register (09_firstaid)	27	First Aid Officer	Oct 2026	Current		Monthly check	Accreditation 2026 folder
ECLS-POL-11	OH&S Policy and Child Health and Safety Procedures	29	Principal	v1.1, Oct 2026 (v1.0 25/01/2026)	Current; v1.1 to endorse	25/01/2026	Jan 2028	Policies folder
EM-05	Risk Management Register	29	Principal	2026	Current		Each term	Compliance
—	Accidents and Critical Incidents Report Form; Student Health Support Plan; Medication forms (CLV)	27, 29	First Aid Officer	2026	Current		—	Compliance

E. Enrolment, attendance and education

No.	Policy / document	DE request items	Owner	Version / date	Status	Approved (minute ref.)	Next review	Location
ECLS-POL-12	Student Enrolment, Attendance and Reporting Procedure	30–36	Principal / Ops Manager	v1.0, Oct 2026	Draft: new, for Committee approval (replaces 2019 *Enrolment and Withdrawal Procedures* and *Student Attendance Policy*)		2 yrs after approval	Policies folder; website
—	Student Enrolment Form (online, 2026)	31	Operations Manager	Oct 2026	Current		Annual	Accreditation 2026 / 10_enrolment
—	Student Progress Report template	34	School Coordinator	2026	Current		Annual	Accreditation 2026 / 11_progress
—	ECLS VCE Student Handbook 2026	36	Principal	Apr 2026	Current		Annual	VCE Audit 2026
—	Behaviour Management, Anti-Bullying, Students with Disability, Equal Opportunity, Hot Weather and SunSmart policies (in the Charter; 2019 versions on website)	—	Principal	Charter 2026	Current (website versions to be updated)		May 2027	Charter; website

Certified as the current register of policies and procedures:

Principal: _____ Date: ____ / ____ / 2026 Chairperson: _____ Date: ____ / ____ / 2026