BADEN POWELL COLLEGE

SCHOOL ADMINISTRATION SYSTEMS

Policy 2022

POLICY:
The purpose of this policy is to define the mandatory systems of record for school administration processes and information.

SUMMARY:
Victorian government schools must use the named systems of record to record and maintain data, information and records as set out in the table below.

This is to ensure that:

- information available to schools, regional and corporate stakeholders is accurate, up to date and fit for purpose for decision-making
- privacy, security and integrity of information is suitably protected and maintained, in accordance with applicable legislation and regulation and applicable Departmental policies
- information shared with authorised parties is from a reliable, authoritative source
- duplication and replication of information is substantially reduced

Note that this policy replaces the previous CASES21 Policy.

DETAILS:
Victorian government schools must use the Department-provisioned systems of record to record and maintain data, information and records as follows:

Student Administration:

Process	Systems of Record	Description
Enrolment Capture	CASES21	Computerised Administrative System Environment for Schools (CASES21) captures all data and records when enrolling a student at a school.
Census	CASES21	Census collection — February and August student enrolment, computers and staffing.
Student Transition	CASES21	Transfer of all data and records pertaining to a student from one school to another. Destination Data for years 9 to 12 students.
Student Achievement	CASES21	Recording of Teacher Judgements from Foundation to Year 10.
	EOI	English Online Interview (EOI) — Assessing English Skills of students between Foundation and Year 2.
Attendance and Absence Recording	CASES21	Recording of attendance for each student is captured in Compass and transferred into CASES 21 and this includes the explanation reason.
	SAL	Student Activity Locator (SAL) — records all out of school activities including contact information of the venue and staff member

Process	Systems of Record	Description
		responsible attending the excursion for emergency management purposes
Health and Wellbeing Information	CASES21	Capture of fundamental health and welfare data for a student, including Medicare number, doctor's contact details, support services and medical conditions. Sickbay and related medical responses and occupational health events.
	HART	Health Activity Reporting Tool (HART). Recording occasions of service by visiting School Nurses. Holds data captured through the School Entrant Health Questionnaire
	SOCS	Student Online Case System (SOCS). Recording Student Support Services cases, assessments and interventions
	PSDMS	Program for Students with Disabilities Management System (PSDMS). Used to record/manage/report applications for students with a disability and high needs who attend government schools.
Discipline, Merit and Behaviour	CASES21	Diary entries recording student specific observations and behaviours.
Incidents, Events and Consent Recording	CASES21	Diary entries recording school or student incidents or activities. Recording of consent provided for a student to be involved in an activity, or for the school to take action under defined circumstances.
	IRIS	Incident Reporting Information System (IRIS) — Recording of critical incidents and responses, including restraint of a student.
Student and Family Profile Records Maintenance	CASES21	Ensuring that information held regarding a student and their family is up to date, comprehensive and accurate. Maintenance of records of secondary families, court orders and related conditions.

School Management:

Process	Systems of Record	Description
Finance Accounting and Budgeting	CASES21	Planning, recording and controlling of all financial activities.
	SRP	Student Resource Package (SRP) — Tracking and reporting against funded programs.
	SPOT	Strategic Planning Online Tool (SPOT) records all strategic planning documents in one location as part of the FISO (Framework Improving Student Outcomes) improvement cycle, including management of Equity Funds.
	Schools Targeted Funding Portal	A Portal used by schools to request reimbursements for key school targeted funding processes, for example, new initiatives.
Finance – Receivables and Payables	CASES21	Recording of all cash and non-cash revenue from debtors. Recording of all cash and non-cash outgoings to creditors.
	CSEF	Camps, Sports and Excursions Fund (CSEF) record/manage applications for eligible students to receive financial support to participate in camps, sports and excursions.

Process	Systems of Record	Description
Procurement and Purchasing	CASES21	Records of requisitions, approvals, purchases and receipting of goods and services.
Facilities, Assets and Maintenance	CASES21	Recording asset value and quantity.
	SMS/Atrium	School Maintenance System (SMS)/Atrium — Managing work orders for maintenance and repairs, inspections, buildings and all essential services.
	DETclean	Regional School Council Contract Cleaning Management System
Human Resources and Payroll	eduPay	Departmental HR and payroll system for all staff including staff paid locally at school. Includes leave and leave balances, bank and taxation, contact information, payslips, PDP review, LearnED training catalogue as well as associated payroll management reports and functions.
	ROL	Recruitment Online (ROL) Departmental online job advertisement and recruitment system for Victorian school job vacancies including Executive Class, Principals, Assistant Principals, Teachers and Education Support Staff.
	SLP	School Local Payroll (SLP) within eduPay. Processed within eduPay for locally paid staff that includes casual staff as well as staff employed by the school council. Staff who have existing access to eduPay and ROL will have the required access to undertake SLP transactions.
	Edusafe	System where all staff incidents/accidents are recorded.

External Systems:
Schools may implement systems and/or subscribe to information services which provide additional capabilities for student and school administration. Examples include online services for parents and carers, assessment or grading tools, financial services or banking services ('External Systems'). Where a school implements one or more External System, they must ensure that any data, information or records generated or maintained in these systems is updated into the relevant Systems of Record, in line with student and school administration policy for the relevant function.

Student and School Administration:
Student and School Administration is the collective term for the policies, processes and systems which enable the day to day running of a school. These are broadly grouped into four major domains, being:

School Management:
Administrative operational activities of a school including; finance and accounting, procurement, facilities and asset management, human resource management, risk management, and ancillary services.

Student Administration:
Activities centred around a student and their family including; enrolment and transition, attendance, census, achievements, maintaining student and family profiles, health and wellbeing, recording incidents, events and consent.

Systems of Record:
The systems and databases which are considered to contain data and records where the integrity, validity and security of this information is vital to deliver required reporting functions. For this policy, 'Systems of Record' applies to the 'School Management' and 'Student Administration' domains as defined above.

External Systems:
The following systems and services used by Baden Powell College and are not provisioned or directly supported by the Department are Compass, Edval Timetabling, Seesaw and Class Dojo. All have been accreditated through the Privacy Impact Assessment.

Related policies

- Information Security — InfoSafe
- Privacy and Information Sharing
- Records Management — School Records
- Schools' Privacy Policy

Relevant legislation

- Freedom of Information Act 1982 (Vic)
- Health Records Act 2001 (Vic)
- Privacy and Data Protection Act 2014 (Vic)
- Public Records Act 1973 (Vic)

EVALUATION:
This policy is reviewed as aprt of the Baden Powell College 3 year review cycle.

This policy was last ratified by School Council in....	**March 2022**