

# Reach Boarding System alignment with VRQA Readiness Tool School Boarding Premises Registration



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In preparation for Victorian schools' requirements to complete the VRQA School Boarding registration process Reach has assessed the Readiness Tool provided by the VRQA to assist

schools completing the deeming process of self-assessment. We have identified alignments where Reach assists schools to comply with the VRQA registration requirements and standards.

## Compliance with the Worker Screening Act 2020

- Staff Profiles can be populated with Attributes
- Attributes can be configured as Qualifications or Requirements
- Expiry dates or required dates assigned to Attributes to monitor their state (Coming in Term 4 2021)
- Documents can be uploaded to staff profiles

## Acceptance Policy

- Codes of Conduct can be stored as documents on portals
- Policy documents or Codes Of Conduct can be published as content on Reach portals and in mobile app (Reach Content Management Release Sept 2021)
- In future (Jan 2022), Reach will be able to monitor if Codes of Conduct or Policy documents have been opened and acknowledged with records of date and status reportable in Reach on individual profiles and as aggregated reports
- Documents published to the Reach portal can be managed for restricted access or visibility by user types

## Register of Students

- Medical profile of student in student profile
- Date of creation in Reach is an automatic system field
- Date of acceptance can be stored as a User Defined Field
- Date of cease acceptance can be stored as a User Defined Field
- Registered school student is attending can be stored as a User Defined Field

## Record of location of students

- Kiosk screen, SISO records, Leave and Rollcalls provide details complete records of student movements and status
- SISO reports can provide historic records of all movements by individuals or groups of students
- Student daily timeline shows the location status of a student for any day on their life at the school, it also shows all activities that a student has been involved in for the day (movements, rollcalls, pastoral records, etc)
- SISO timeline shows the location status of a student for any day in their life at the school in addition to any other students who were at the same location at the same time
- Leave reports show the completed formal request and approval of all leave
- Audit log report shows complete details of all leave items including full details of all notifications sent to parents & guardians, the delivery status of the notification, whether it was opened or clicked and the IP address where these activities occurred.
- Reach applies sign in and sign out protocols as required by the school. This can include requirements for students to be signed in or out by staff members for all location movements

## Duty of Care

- Anaphylaxis management policy
- Medical conditions of students can be stored in student profiles
- User Defined Fields can be used to provide visibility of this medical state to all staff in Kiosk screens
- Sticky Notes can be used to ensure there is a compulsory medical check of student at every sign in or sign out on Reach Kiosks (eg: confirm student has their EpiPen or Ventilator with them before sign out)

## Emergency Management Plan

- Reach maintains a list of all contacts for students, including parents, guardians and Emergency Contacts
- Emergency activation shares an immediate list to all staff the details of all students, their last known location and their contact details
- Maps can be uploaded to Reach as documents and shared using Content Management module
- Reach Response (available in Nov 2021) will enable individual response plans to be configured in Reach including notification profiles for all members of the boarding community and external contacts (eg: Emergency Services)
- Reach Response will enable GPS tracking of individuals in an emergency to monitor or confirm their safety

## Student Behaviour Management (discipline)

- Pastoral records by category can be stored in Reach
- Pastoral points can be used to monitor or score behaviour over time
- Restrictions & gating allow for leave restrictions, device confiscations, detentions, etc to be applied and monitored

## Anti-bullying and harassment

- Content Management module allows for publishing of policy documents
- Lists module can be used to create a form for submission by students that will notify staff

## On site supervision arrangements

- Staff Kiosk can monitor staff who are On Duty or Off Duty status
- Rostering module being published in Oct 2021 will provide for detailed staff scheduling and time recording
- SISO rules, Leave approval rules apply supervision protocols for location movements and leave approvals

## Offsite supervision

- Leave requests include Host records, approvals and contact details
- Recreation Events manager can record recreation event supervisor details, provide lists of students attending the recreation events and record rollcalls at the recreation events
- Leave request notifications ensure details of leave events can be shared with all stakeholders
- Return time tracking and late return tracking of student on leave. Late return alerts on Kiosk screen and Airport screen
- Confirmations feature in Leave is being released in Term 4. This is designed for unaccompanied student travel and will prompt students, parents or hosts for a confirmation that there is safe arrival or pickup of student (eg: Has your flight arrived safely?, Have you collected Student from Airport?)
- Safe Travel Plans module being added to Reach Voyage module for the automatic generation of Safe Travel Plans (Oct 2021)

## Accident and Incident register

- Pastoral notes or Medical notes can be used to record accidents or incidents

## First Aid

- Medical conditions can be recorded to student profiles
- Medical documents (eg: Asthma Plan or Medication Prescriptions) can be uploaded to student profiles
- Student medical details can be recorded in student profiles
- Student medical notes can be generated to student profiles
- Medications management is an elaborate module that can be used to manage the safe scheduling, administering, recording and reporting of prescription and over the counter medications to students. This includes safety features such as contraindications that help to prevent accidental medication conflicts or overdosing and dual sign off for some medication as required.
- Sticky notes can be used to ensure medical protocols are followed as student move in and out of the boarding precinct
- User Defined Fields can be used to enhance visibility of specific medical conditions to staff
- Student groups can be used to record groupings of students suffering from a specific medical condition
- Meals dashboard monitors meal requirements of students with a medical condition that impact their meal type

## Managing complaints & grievance

- Lists module can be used to provide forms that can be submitted by students or parents

## Building Facilities & Grounds

- In Term 1 of 2022 Reach is introducing the concept of Entities. These are non-people identities in Reach that can be used to track and record information on facilities, assets, etc. This will allow for records to be kept for each individual identity (eg: a building, a piece of equipment) and to utilise other Reach modules to capture historic information against the entity profiles (eg: Safety checks completed on equipment, building inspections, etc). This will form part of the new Grading module being released in term 4 2021.