 Principal checklist

Voluntary student activities of a religious nature in schools (VSA)

VSA is not part of Special religious education or the curriculum. It is considered any activity of a religious nature, including those provided by religious organisations and includes student and/or volunteer led prayer groups.

Principals may choose to allow VSA to operate within their school, when it aligns with local community expectations. This checklist is available for principals to use to ensure policy and procedures are addressed prior to VSA being delivered. Please retain for your records.

The principal and nominee should be familiar with:

* The [Religious Education Policy](https://education.nsw.gov.au/policy-library/policies/religious-education-policy) and [Other activities of a religious nature in schools document](https://schoolsequella.det.nsw.edu.au/file/ef3d9746-f038-47f4-8907-6a6fa3cb74ca/1/2019-Other-Activities-of-a-Religious-Nature-in-Schools.pdf).
* The [Controversial Issues in Schools Policy](https://education.nsw.gov.au/policy-library/policies/controversial-issues-in-schools) and [Controversial Issues in Schools Procedures](https://education.nsw.gov.au/policy-library/associated-documents/controversial-procedures.pdf).

| The principal should: | Completed |
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| Have written parental permission for all students attending VSA and provide translated materials as appropriate. |[ ]
| Have a list of the names and contact details for all VSA volunteers/teachers entering the school. |[ ]
| Ensure appropriate Child Protection checks have been completed for all VSA volunteers/teachers entering the school. Student led groups do not require Child Protection checks. |[ ]
| Have a list of the names of students who lead VSA at the school. |[ ]
| Have a process to monitor the content of the VSA activities undertaken. |[ ]
| Have discussed the materials to be used at the school with the students/volunteers/teachers leading the VSA, prior to commencement. |[ ]
| Plan supervision of VSA and consider the impact of supervision across the school. |[ ]
| Communicate the organisation of VSA to staff and make them aware of their responsibilities. |[ ]
| Maintain an attendance register for all students participating in VSA. |[ ]
| Plan appropriate activities for students not attending VSA when it is a whole stage/school activity. |[ ]
| Inform parents/caregivers of the planned activities for students not attending the activity when it is a whole stage/school activity. |[ ]
| Include information about VSA in the school newsletter, on the school website or usual school procedures to communicate details to parents/caregivers, including updates as changes occur. |[ ]
| Understand that breakfast or lunch supplied by a religious organisation as a community service, is not considered a VSA, unless there is an attempt to proselytise or convert non-adherents. |[ ]
| Inform parents/caregivers of the details about who is supplying a community service breakfast or lunch if provided by a religious organization. |[ ]

For further advice, please visit the [SRE and SEE](https://education.nsw.gov.au/teaching-and-learning/curriculum/learning-across-the-curriculum/religion-and-ethics) website or email the SRE and SEE officer.

Related policies: Child Protection Policy,  [WHS Policy](https://education.nsw.gov.au/policy-library/policies/work-health-and-safety-whs-policy) and  [Multicultural Education Policy](https://education.nsw.gov.au/policy-library/policies/multicultural-education-policy).