Tips to effectively use the School Compliance Checklist:

- **Focus on items due each term** by accessing the checklist early in the term and allocate responsibility for items to appropriate staff.

- **Complex items may be marked as partially compliant** while the school is working on compliance.

- Items not applicable to the school (for example, School Owned Camps) should be marked **not applicable**.

- For **multi-campus** schools, compliance status for each item applies to **all campuses**, i.e., one campus is fully compliant and one campus is partially compliant, so the item should be marked partially compliant.

- Schools can **also support each other to build compliance**. For example, schools could link with schools that are fully compliant with the relevant item to enable sharing of knowledge. Schools can also work collaboratively as a group of schools, cluster, or network to “share the load” of becoming compliant.

- **The person responsible, document location and comments** boxes in the compliance detail screen are not part of the compliance requirements, but are for **internal school use only**, and are designed to assist schools in managing relevant documentation.

- **If unsure of the requirements** for a particular item, contact the program area person listed, well before the due date. Contact details are provided on each individual compliance item.

- To lighten the workload, principals can delegate staff to work on sections of the checklist by giving editor access. Remember the principal is required to approve all compliance items in order to complete the checklist.