**Victorian Schools Animal Ethics (VSAEC) Non-Compliance Standard Operating Procedure**

Allegation of non-compliance of animal ethics in schools made to VSAEC

**Minor**

* VSAEC members to determine recommended actions
* Supervising teacher and school principal informed
* Allegation, assessment and recommended actions reported in VSAEC minutes
* School required to provide update to VSAEC about implementation of the actions within timeframe determined by VSAEC

\*Depending on the degree of non-compliance VSAEC may:

* Caution the school
* Suspend the activity
* Withdraw approval for the activity

**Major**

* Activity must cease immediately
* Supervising teacher and school principal informed
* Allegation, assessment and recommended actions reported in VSAEC minutes
* School required to provide update VSAEC about the actions taken to cease the activity and the arrangements made for the animals involved within timeframe determined by VSAEC

**School compliant**

* Person making allegation is informed
* School is informed
* No further action taken

**School not compliant**

* Degree of non-compliance is assessed by VSAEC\*

If yes, VSAEC seeks written explanation of the allegation from school, considers the response and any other relevant information (e.g. from person making the claim), and Chair makes a decision on compliance

In consultation with VSAEC members, Chair to determine if allegation should be investigated