

COMMUNICATION PROCEDURES & SCHEDULE POLICY

Policy & Guidance

• It is essential that the school communicates information in a timely manner to all stakeholders in accordance with established protocols, to protect the rights of individuals, to uphold our duty of care to students and to comply with departmental and legal requirements.

Purpose

- To ensure that the communication of information at Footscray North Primary School is carried out correctly and in a manner that complies with school, departmental and legal requirements.
- To ensure all stakeholders are provided with information in a timely and effective manner.
- To ensure appropriate ongoing training is provided to all staff, teaching and nonteaching, and to new staff members as part of the induction process.

Implementation

- The school has a policy of open and cooperative communication. However, this practice
 recognises that the school has legal, departmental, local, professional and social
 obligations with regard to the communication of information.
- Parents/carers are readily able to communicate with teachers face-to-face at any
 mutually agreeable time throughout the school year, electronically by sending an email
 through to the school's email account, or in written format directly to the teacher.
- We value and actively seek input from all in our school community with the primary approach to seeking parental input through the members of School Council.
- Broader consultation throughout the school community will be undertaken where required and this consultation will be inclusive and non-discriminatory.
- It is important to note that consultation does not mean decision making. Nor does it
 equate that decision-making will simply be based on popularity of ideas or weight of
 numbers.
- DET employees are free to make public comment on issues relating to education, but in doing so, must be wary not to make comments that can be construed as negative criticism of our school, School Council, our community, staff or community members.
- As a matter of professional courtesy, and as a requirement of Section 3.6 of the Teaching Services (Conduct of Duties) Order 1998 staff will communicate with the Principal before making public comment or formal statement on educational issues or that bears on the organisation or program of the school or place of work. The Principal and School Council President will ensure that each other are informed.
- In providing advice to students, teachers should limit their advice to areas within their professional knowledge, ensure it is given in situations arising from a role specified by the Principal and ensure such advice is correct an in line with the most recent available statements. Please refer to the school's *Duty of Care Policy*.
- The *Privacy & Data Protection Act 2014* and the *Health Records Act* require that schools protect the interests of individuals with regard to their personal information and respect

- the individual's right to control how their personal information is used, and for what purpose.
- The school will only collect consensual information that it requires about individuals, and will only communicate and disclose information for the purposes for which it was collected.
- Any person seeking information from the school that falls outside the school's previous practices must be directed to the Principal who may require that a formal written Freedom of Information request be made.
- All such Freedom of Information requests will be referred to the Manager, Freedom of Information and Privacy Unit.
- Information sought by police, including interviews of students must be directed to the Principal.
- Requests from Department of Health & Human Services (DHHS) Child Protection Unit
 personnel regarding students or families will be complied with at all times. Please refer
 to the school's Police & DHHS Interviews Policy.
- The school will comply with court subpoenas to provide information at all times, but will not respond to requests from lawyers seeking information without DET approval.
- Action may be taken by individuals, the Department or organisations against staff members who choose to communicate information improperly.
- The school will table its Annual Report to the School Community at an open meeting of the School Council as soon as all components are finalised. This report will subsequently be made available to all in our community through the school's website. The content of the Annual Report will reflect the requirements of the DET.
- School Council records, other than documents provided to the DET or Regional Office, are not available to the general community. Please refer to the school's School Council Liability & Legal Proceedings Policy.
- We will provide a minimum of two comprehensive written reports, one parent/carer teacher interview for students in June with an option for a second in December and additional interviews upon request.
- The school will identify those aspects of its policies and procedures which must be communicated to staff and parents/carers. Please refer to the attached Communication Schedule.
- The school will identify the staff training that is required and who will be responsible for providing the training.
- Staff members may not communicate to students or parents/carers by any form of social media. Please refer to the school's *Staff Code of Conduct (General) Policy.*
- Please refer also to the Policy Development & Review Policy.
- The school has developed a schedule for dissemination of this information and for the associated training. Please see below.

Evaluation

 This policy will be reviewed as part of the school's review cycle or if guidelines change (no specific DET reference).

Mandatory for VRQA Purposes

Communication Schedule

AREA	FOR WHOM INTENDED	TRAINING / INFORMATION REQUIRED	WHEN / HOW	ву whom
School Policies	Bullying Prevention & Response Child Safe Homework Privacy & Information Sharing Parent Payments Photographing, Filming & Recording Children Mobile Phones – Student Use Smoking Ban Student Wellbeing & Engagement	No	Copies of policies to parents on enrolment	Principal / Assistant Principal
	Uniform/Dress Code Also accessible on the website Parents upon request - all or a single policy Staff – accessible through the school server	PD for new staff members	As part of the induction process	Leadership Team
Anaphylaxis Management	Staff Parents	Yes, if a student at risk	Once per semester New staff as part of the induction process Copy of policy to parents	Staff member with up-to-date training Principal /
	Tarents	enrols	Newsletter item advising all parents	Assistant Principal ES Staff
Asthma Management	Staff	Yes	The free one-hour Asthma Education session at least every three years New staff as part of the induction process	Asthma Foundation Induction Coordinator
Sun & UV Protection	Parents Staff Students	Yes	Newsletter articles during Term 3, beginning of Terms 4 & 1	ES Staff
First Aid for Students & Staff	Staff	Yes	General principles as applicable to Footscray North PS – early Term 1 and new staff as part of the induction process CPR every two years Level 1 First Aid training	First Aid Coordinator Provider e.g. St John's Ambulance
Medication	Parents Staff	Yes	Newsletter articles beginning each semester New staff as part of the induction process	ES Staff Induction Coordinator
Protecting Children - Reporting & Other Legal Obligations	Staff/Volunteers	Yes	Annually – online modules New staff/volunteers as part of the induction process	Member of the Leadership Team Induction Coordinator

Child Safe Policies	Parents	Yes	Copy to parents on	Principal
			enrolment	Assistant Principal
	Ct-ff h /- h - t	W	Annually	Member of the
	Staff/Volunteers	Yes	Now staff/valuntaers as	Leadership Team
			New staff/volunteers as	Induction Coordinator
			part of the induction	Coordinator
Complaints,	Parents	Yes	Process Newsletter articles on	ES Staff
Parents	raients	163	how to make complaints	L3 Stall
raieiits			at this school beginning	
			each semester	
Emergency &	Staff	Yes	Practice emergency	Emergency
Critical Incident			procedures once per term	Management
Management			Newsletter articles after	Coordinator
	Parents	Yes	each drill	ES Staff
Privacy &	Parents	No	Copy of policy on	Principal /
Information			enrolment	Assistant Principal
Sharing Policy				Member of the
	Staff	Yes	Annual briefing	Leadership Team
				Induction
			New staff as part of the	Coordinator
Dhata ayan biya	Davasta	Vac	induction process	Duin sin al /
Photographing,	Parents	Yes	Copy of policy on enrolment	Principal /
Filming & Recording Children			Reminder newsletter	Assistant Principal
Recording Cilidren			articles beginning each	ES Staff
			semester and before	L3 Stail
			school photos are taken	
Supervising	Parents	Yes – please do not	Newsletter articles	ES Staff
Students		discuss student issues	beginning each semester	
		with staff on yard duty		
			New staff as part of the	Induction
	Staff	Yes	induction process	Coordinator
Gifts, Benefits &	Staff	Yes	New staff as part of the	Induction
Hospitality Policy			induction process	Coordinator
	School Council	Yes	Annually	Principal
Vision, Mission &	Staff	Yes	New staff as part of the	Induction
Values			induction process	Coordinator
	Parents	Yes	Displayed strategically	
			throughout the school	Principal /
			and discussed if required	Assistant Principal
Dick Managamant	Staff	Voc	with prospective parents New staff as part of the	Induction
Risk Management - Schools	Stall	Yes	induction process	Coordinator
Dangerous Goods/	Staff	Yes – what chemicals	New staff as part of the	Induction
Hazardous	Stati	may or may not be	induction process	Coordinator
Substances		brought into the school		330141114101
Health Care Needs	Parents	No	When a student with a	Principal /
Policy			specific medical need	Assistant Principal
,			presents for enrolment	
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Mobile Phones –	Parents	Yes	Copy of policy on	Principal /
Student Use			enrolment	Assistant Principal
	Students		Reminder newsletter	ES Staff
			articles beginning each semester	
	Staff		Class teachers to brief	Class Teachers
	Stan		students as part of the	Class reachers
			yearly commencement	
			procedures	
			New staff as part of the	Induction
			induction process	Coordinator
Homework	Parents	Yes	Copy of policy on	Principal /
			enrolment	Assistant Principal
	Students		Information about work	EC C: ((
	Staff		requirements as applicable	ES Staff
Drug	Staff	Yes	Annual briefing	Member of the
Education/Use				Leadership Team
			New staff as part of the	Induction
	0. 66		induction process	Coordinator
Duty of Care	Staff	Yes	Annual briefing with a	Member of the
			copy of this policy provided and placed on	Leadership Team
			the intranet	
			the intranet	
			New staff as part of the	Induction
			induction process	Coordinator
Parent Payments	Parents	Yes	Policy and information re	School Council
			school payments for the	Principal
			following year at least six weeks before the end of	
			the school year	
Bullying	Parents	Yes	Copy of policy on	Principal /
Prevention &			enrolment	Assistant Principal
Response			Annual briefing	Member of the
	Staff/Volunteers	Yes		Leadership Team
			New staff/volunteers as	Induction
			part of the induction	Coordinator
Student Wellbeing	Parents	Yes	process Copy of policy on	Principal /
& Engagement	Tarchis	103	enrolment	Assistant Principal
~			Annual briefing	Member of the
	Staff	Yes		Leadership Team
			New staff as part of the	Induction
			induction process	Coordinator
Smoking Ban	Parents	Yes	Copy of policy on	Principal /
			enrolment	Assistant Principal
	Staff	Yes	Annual briefing	Member of the Leadership Team
	Stall	163	New staff as part of the	Induction
			induction process	Coordinator
Uniform/Dress	Parents	Yes	Copy of policy on	Principal /
Code			enrolment	Assistant Principal
Staff Leave	Staff	Yes	New staff as part of the	Induction
			induction process	Coordinator

Passwords Policy	Staff	Yes	Twice yearly briefing with copy on the intranet New staff/volunteers as part of the induction process	ICT Coordinator
Running Away from School	Staff	Yes	Twice yearly briefing New staff/volunteers as part of the induction process	Principal / Assistant Principal