POLICY & COMMUNICATION POLICY & PROCEDURES

Policy & Guidance

- The policies of the school guide and describe the main processes, functions and operations of the school. The development and review of policies is part of an agreed process to ensure that key stakeholders are part of the consultation and review process. It is important that all community members can access school policies and procedures. (Please refer to the school's *Policy Development & Review Policy*.)

Purpose

- To ensure that Footscray North Primary School's policies frame and accurately reflect the school operations, directions, and goals and meet all legislative, compliance and duty of care requirements.
- To ensure that relevant policies are communicated to staff, parents/carers and the general community as appropriate.

Implementation

- Policies describe the rationale, aims and implementations of the operations and directions of the school as a whole.
- The process of considering school policies will be managed by the Principal, will be a continuous cycle and will use a transparent and consultative process.
- New policies will be added and modified to reflect the growth and evolution of the curriculum.
- All policies will use the school policy layout (DET template or A-Z Index), meet legislative and compliance requirements, and have a designated review period.
- When developing a new policy, the Principal will consult with appropriate personnel in order to draft the initial policy statement. The draft policy may be circulated for comment to the appropriate committee/s, to staff members, to parents/carers and to students before ratification by School Council.
- Policies will be developed taking into account DET policies, memos and circulars relating to a particular policy area.
- A database of policies and a review schedule to provide a timeline for reviews on an annual, two-yearly or on a three-yearly basis is to be maintained.
- When reviewing an existing school policy as per the cycle, the Principal will consult with staff and the appropriate forum (e.g. Leadership) and to School Council for consultation and ratification if applicable.
- Changes as a result of policy developments and/or reviews will be advised to students if appropriate, staff and parents/carers.
- Staff will be given opportunity to provide input into the policy development or review process.
- The focus of all school policies must remain the needs of students and school operations.
- Any concerns relating to the structure of the school should be directed to the Principal or School Council President.
- Relevant policies will also be loaded onto the intranet and school website for community observation.

- 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 (currently no specific DET reference reference).

A mandatory policy for VRQA purposes

School Council Approval No Longer Required

Reference:
Nil

Communication Schedule

POLICY	STAFF	STUDENTS	PARENTS/CARERS	GENERAL COMMUNITY	REVIEW DATE
Excursion, Incursion and Camping Policies and Procedures	• Brief during 1st PL day/staff meeting • Staff Induction and Information Handbook. • Policy Manual • Intranet		• All policies mentioned in the newsletter and available on request • School website	• School website	2023
Student Care and Supervision Policies e.g. Anaphylaxis Asthma First Aid Health Care Needs Medication Duty of Care Yard Duty	• Brief during 1st PL day/staff meeting • Staff Induction and Information handbook. • Policy Manual • Intranet		• All policies mentioned in the newsletter and available on request • School website	• School website	Annual review or 2023
Student Wellbeing, Engagement and Attendance Policies	• Brief during 1st PL day/staff meeting	• JSC and House Captains/ Vice Captains	• All policies mentioned in the newsletter and available on request	• School website	Annual review or 2023

Student Welfare Policy Protecting Children – Reporting & Other Legal Responsibilities And Child Safe Policies Bullying Prevention & Response Running Away from School	• Staff Induction and Information Handbook. • Policy Manual • Intranet • Staff meetings		• School website • Information Package for new students • Information Nights		
Digital Technologies: ICT and Acceptable Use, Internet Usage & Devices Policy	• Brief during 1st PL day/staff meeting • Staff Induction and Information Handbook. • Policy Manual • Intranet • CyberSmart session	• Class lesson • ICT Student Leaders • Assemblies • CyberSmart sessions	• All policies mentioned in the newsletter and available on request • School website • CyberSmart session	School website School Newsletter	2023
Administration Policies e.g. Complaints, Information & Privacy Gifts, Benefits & Hospitality Dangerous Goods & Hazardous Substances Parent Payments Uniform/Dress Code Passwords	• Brief during 1st PL da/staff meeting • Staff Induction and Information Handbook. • Policy Manual • Intranet				Annual review or 2023