

## **COMMUNICATION PROCEDURES & SCHEDULE**

### **Rationale**

- It is essential that staff members of the school communicate information in accordance with established protocols to preserve the professionalism of the school, 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 Tarneit West Primary School (Interim Name) 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 non-teaching, and to new staff members as part of the induction process.

### **Implementation**

- Our school has a policy of open and cooperative communication. This practice however recognises that staff members have legal, departmental, local, professional and social obligations with regards the communication of information.
- Parents 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.
- The Information Privacy Act 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 Department of Education's Freedom of Information Unit.
- Information sought by police, including interviews of students must be directed to the principal.
- Requests from Department of Health & Human Services child protection unit personnel regarding students or families will be complied with at all times.

- 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 Community to an open meeting of 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.
- We will provide a minimum of two comprehensive written reports, one parent-teacher interview for students in June with an option for a second in December and additional interviews upon request.
- Tarneit West Primary School (Interim Name) will identify those aspects of its policies and procedures which must be communicated to staff and parents.
- The school will identify the staff training that is required and who will be responsible for providing the training.
- The school will develop a schedule for dissemination of this information and for the associated training.
- Please refer also to the school's Freedom of Information Policy, the Police & DHS Interviews Policy, the Reporting to Parents Policy and the Information Privacy Policy.

#### **Evaluation**

- This policy will be reviewed as part of the school's review cycle or if guidelines change (currently there is no A-Z Index reference).

<b><u>Ratification</u></b>	<b><u>Review Date</u></b>	<b><u>Policy Number</u></b>	<b><u>Version Number</u></b>	<b><u>Date Produced</u></b>
October 2017	2018	20	1	September 2017

Reference:  
Nil



<b>Mandatory Reporting (Child Protection)</b>	Staff	Yes	Annually New staff as part of the induction process	Member of the Leadership Team Induction Coordinator
<b>Child Safe Policy</b>	Parents Staff	Yes	Copy to parents on enrolment Annually New staff as part of the induction process	Principal Assistant Principal Member of the Leadership Team Induction Coordinator
<b>Complaints, Parents</b>	Parents	Yes	Newsletter articles beginning each semester	ES Staff
<b>Emergency Management Plan</b>	Staff Parents	Yes Yes	Practice emergency procedures once per term Newsletter articles after each drill	Emergency Management Coordinator ES Staff
<b>Information Privacy Policy</b>	Parents Staff	No Yes	Copy of policy on enrolment Annual briefing New staff as part of the induction process	Principal / Assistant Principal Member of the Leadership Team Induction Coordinator
<b>Medical Emergencies</b>	Staff	Yes	Annual briefing New staff as part of the induction process	Member of the Leadership Team Induction Coordinator
<b>Photographing &amp; Filming Children</b>	Parents	Yes	Copy of policy on enrolment Reminder newsletter articles beginning each semester and before school photos are taken	Principal / Assistant Principal ES Staff
<b>Yard Duty / Supervision</b>	Parents Staff	Yes – please do not discuss students issues with staff on yard duty Yes	Newsletter articles beginning each semester New staff as part of the induction process	ES Staff Induction Coordinator
<b>Gifts, Benefits &amp; Hospitality Policy</b>	Staff School Council	Yes Yes	New staff as part of the induction process Annually	Induction Coordinator Principal
<b>Vision, Mission &amp; Values, School Philosophy, etc.</b>	Staff Parents	Yes Yes	New staff as part of the induction process Displayed strategically throughout the school and discussed if required with prospective parents	Induction Coordinator Principal / Assistant Principal

<b>Risk Management</b>	Staff	Yes	New staff as part of the induction process	Induction Coordinator
<b>Dangerous Goods / Hazardous Substances</b>	Staff	Yes – what chemicals may or may not be brought into the school	New staff as part of the induction process	Induction Coordinator
<b>Health Care Policy</b>	Parents	No	When a student with a specific medical need presents for enrolment	Principal / Assistant Principal
<b>Mobile Phones, Use by Children</b>	Parents Students Staff	Yes	Copy of policy available on the website  Reminder newsletter articles beginning each semester Class teachers to brief students as part of the yearly commencement procedures New staff as part of the induction process	Principal / Assistant Principal  ES Staff  Class Teachers  Induction Coordinator
<b>Homework</b>	Parents Students Staff	Yes	Copy of policy on enrolment Information about work requirements as applicable	Principal / Assistant Principal  ES Staff
<b>Duty of Care</b>	Staff	Yes	Annual briefing with a copy of this policy provided and placed on the intranet  New staff as part of the induction process	Member of the Leadership Team  Induction Coordinator
<b>Parent Payments</b>	Parents	Yes	Policy and information re school payments for the following year at least six weeks before the end of the school year	School Council Principal
<b>Bullying &amp; Harassment</b>	Parents Staff	Yes Yes	Copy of policy on enrolment Annual briefing  New staff as part of the induction process	Principal / Assistant Principal Member of the Leadership Team Induction Coordinator
<b>Student Engagement, Wellbeing and Inclusion</b>	Parents Staff	Yes Yes	Copy of policy on enrolment  Annual briefing and induction	Principal / Assistant Principal Member of the Leadership Team

				Induction Coordinator
<b>Smoking Ban</b>	Parents	Yes	Copy of policy on enrolment Annual briefing	Principal / Assistant
	Staff	Yes	New staff as part of the induction process	Principal Member of the Leadership Team Induction Coordinator
<b>Uniform/Dress Code</b>	Parents	Yes	Copy of policy on enrolment	Principal / Assistant Principal
<b>Staff Leave</b>	Staff	Yes	New staff as part of the induction process	Induction Coordinator