



Communication Procedures

(Last DET Update: N/A)

First Developed May 2015

Reviewed September & November 2015

Updated February & April 2016

Reviewed May 2017

1. Background and Information

Rationale

- It is essential that staff at the College communicate information in accordance with established protocols to preserve the professionalism of the College, to protect the rights of individuals, to uphold our duty of care to students, and to comply with departmental and legal requirements.

Further Information

- Please refer also to the College's *Reporting to Parents Policy*.

2. Carranballac College Communications Policy (August 2017)

Purpose

- To ensure that the communication of information is carried out correctly and in a manner that complies with College, 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 as part of the induction process.

Implementation

- Carranballac P-9 College will identify those aspects of its policies and procedures which must be communicated to staff and parents.
- The College will identify the staff training that is required and who will be responsible for providing the training.
- The College will develop a schedule for dissemination of this information and for the associated training.
- Our College 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 College year, electronically by sending an email through to the College's email account, or in written format directly to the teacher.
- We value and actively seek input from all in our College community with the primary approach to seeking parental input through the members of College council.
- Broader consultation throughout the College community will be undertaken where required and this consultation will be inclusive and non-discriminatory.
- 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 College, School Council, our community, staff or community members.
- 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 College 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 College 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 College that falls outside the College'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 Human Services child protection unit personnel regarding students or families will be complied with at all times.
- The College 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 College 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 College's website. The content of the Annual Report will reflect the requirements of the DET.

Ratification and Review

- This policy will be reviewed as part of the College's review cycle or if guidelines change.

This policy was first ratified by School Council on 1st August 2017

3. Communication Schedule

AREA	FOR WHOM INTENDED	TRAINING / INFORMATION REQUIRED	WHEN / HOW	BY WHOM
<ul style="list-style-type: none"> · School Policies · Bullying · Child Safe · Homework · Information · Privacy · Parent Payments · Photographing & Filming Students · Mobile Phones, Student Use · Smoking Ban · Student Engagement · Uniform/Dress Code 	Parents upon request - all or a single policy Staff – accessible through the College server	No PD for new staff members	Copies of policies to parents on enrolment Also accessible on the website As part of the induction process	Principal / Assistant Principal Leadership Team
Anaphylaxis	Staff Parents	Yes Yes, if a student at risk enrolls	Once per semester New staff as part of the induction process Copy of policy to parents Newsletter item advising all parents	Staff member with up-to-date training Principal / Assistant Principal ES Staff
Asthma	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 end of Term 3, beginning of Terms 4 & 1	ES Staff
First Aid	Staff	Yes	General principles as applicable to Carranballac P-9 College – early Term 1	First Aid Coordinator Provider e.g. St John's Ambulance

			and new staff as part of the induction process CPR every two years Level 1 First Aid training	
Medication	Parents Staff	Yes	Newsletter articles beginning each semester New staff as part of the induction process	ES Staff Induction Coordinator
Mandatory Reporting	Staff	Yes	Annually New staff as part of the induction process	Member of the Leadership Team Induction Coordinator
Child Safe Policy	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
Complaints & Concerns, Parents	Parents	Yes	Newsletter articles beginning each semester	ES Staff
Emergency Management Plan	Staff Parents	Yes Yes	Practice emergency procedures once per term Newsletter articles after each drill	Emergency Management Coordinator ES Staff
Information Privacy Policy	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
Medical Emergencies	Staff	Yes	Annual briefing	Member of the

			New staff as part of the induction process	Leadership Team Induction Coordinator
Photographing & Filming Students	Parents	Yes	Copy of policy on enrolment Reminder newsletter articles beginning each semester and before College photos are taken	Principal / Assistant Principal ES Staff
Yard Duty / Supervision	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
Gifts, Benefits & Hospitality Policy	Staff School Council	Yes Yes	New staff as part of the induction process Annually	Induction Coordinator Principal
Vision, Mission & Values	Staff Parents	Yes Yes	New staff as part of the induction process Displayed strategically throughout the College and discussed if required with prospective parents	Induction Coordinator Principal / Assistant Principal
Risk Management	Staff	Yes	New staff as part of the induction process	Induction Coordinator
Dangerous Goods / Hazardous Substances	Staff	Yes – what chemicals may or may not be brought into the College	New staff as part of the induction process	Induction Coordinator
Health Care Policy	Parents	No	When a student with a specific medical need presents for enrolment	Principal / Assistant Principal

Mobile Phones	Parents	Yes	Copy of policy on enrolment	Principal / Assistant Principal
	Students		Reminder newsletter articles beginning each semester	ES Staff
	Staff		Class teachers to brief students as part of the yearly commencement procedures New staff as part of the induction process	Class Teachers Induction Coordinator

Homework	Parents Students Staff	Yes	Copy of policy on enrolment Information about work requirements as applicable	Principal / Assistant Principal ES Staff
Drug Education/Use	Staff	Yes	Annual briefing New staff as part of the induction process	Member of the Leadership Team Induction Coordinator
Duty of Care	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
Parent Payments	Parents	Yes	Policy and information re College payments for the following year at least six weeks before the end of the College year	School Council Principal
Bullying	Parents	Yes	Copy of policy on enrolment Annual briefing	Principal / Assistant Principal
	Staff	Yes	New staff as part of the induction process	Member of the Leadership Team Induction Coordinator
Student Engagement	Parents	Yes	Copy of policy on enrolment Annual briefing	Principal / Assistant Principal
	Staff	Yes	New staff as part of the induction process	Member of the Leadership Team Induction Coordinator

Smoking Ban	Parents	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
	Staff	Yes		
Uniform/Dress Code	Parents	Yes	Copy of policy on enrolment	Principal / Assistant Principal