



ELTHAM
Primary School

We are Learners. We are Connected. We are Resilient.

COMMUNICATION OF SCHOOL POLICIES AND PROCEDURES POLICY

PURPOSE

The purpose of this policy is to ensure the school community at Eltham Primary School are made aware of, and have access to (where applicable) to key policies and procedures of the school.

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.

The school principal is responsible for operational school policies, procedures and decisions.

There are a **small** number of policies that must be developed and approved by the school council because of legal requirements or Department policy (e.g. Uniform and Student Dress Code, all finance policies, Child Safe etc).

SCOPE

This policy applies to all policies and procedures that ensure the efficient and safe operation of Eltham Primary School. It is the goal to ensure that Eltham Primary School policies frame and accurately reflect the school operations, directions, and goals and meet all legislative, compliance with Victorian Registrations and Qualifications Authority (VRQA), and duty of care requirements.

Schools should take steps to ensure effective implementation of local policies, and Eltham Primary School will provide the following minimum steps:

Consultation with key stakeholders in the school community when updating or introducing new policies. There are **very few** policies that require school council approval. However, even where a policy does not require school council approval, it is open to the school principal to choose to consult with and/or seek approval from their school council if they consider this to be appropriate.

Consultation may include, but is not limited to:

- circulating draft policies amongst staff, parents and teachers for comment
- including notices in your school newsletter inviting input into policy development
- discussion about draft policies amongst a working group of school council
- workshops with student representative groups.

Publish school policies so that they are accessible to Eltham Primary School community. Inclusion of key policies on the school website, or other communication channels used by Eltham Primary School including enrolment packs, staff handbooks, induction packs, newsletters and student diaries.

Communicate school policies to all school staff to ensure that they are well understood and consistently applied. Ensure that key policies are regularly referenced in school decision-making processes and staff meetings and easily accessible. All relevant policies will be included in staff induction and any staff handbooks published by Eltham Primary School.

Review the effectiveness of school policies and collect data to help to measure their success. Examples of data that Eltham Primary School may choose to collect include:

- student survey results
- parent survey results
- incident registers.

POLICY IMPLEMENTATION

Eltham Primary School will ensure:

- School 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 on 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 new school and new programs.
- All policies will use the school policy layout, 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, 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 list of policies and a review schedule to provide a timeline for reviews either annually or on a three-year basis is to be maintained.
- When reviewing an existing school policy as per the three-year review cycle, the principal will consult with staff and the appropriate Committee/s, and to School Council for approval (where applicable).
- Changes as a result of policy developments and / or reviews will be widely advised to students, staff and parents.
- Staff will be given opportunity to provide input into the policy development or review process (where applicable).
- The focus of all school policies must remain the needs of students and school operations. *Reference the school's Supervision and Duty of Care Policy*
- Any concerns relating to the structure of the school should be directed to the principal
- Relevant policies will also be available on the school intranet and school website

FURTHER INFORMATION AND RESOURCES

Related School Policies

- Managing Concerns and Complaints Policy
- Supervision and Duty of Care Policy

Related DET Resources

https://www.eduweb.vic.gov.au/EduSafe/login.aspx?ReturnUrl=%2fedusafe%2fDefault.aspx&_cks=1

APPENDIX

Policy Responsibilities and Schedule for communication

REVIEW CYCLE

THIS VERSION FIRST ISSUED	LAST UPDATED	STATUS	DUE FOR REVIEW
2018	2018	This policy will be reviewed as part of the review cycle and/or if necessary due to changes in regulations or circumstances	2021

Eltham Primary School - Policy Responsibilities and Schedule (All relevant policies available from front office on request)

Policy	Communication Procedures and schedule for members of the school community					
	Staff	Students	Parents & General Community	Source of Requirement	School Council Approval	Policy Review Cycle
Attendance Policy	Annual induction Staff handbook School website COMPASS school network Google Drive	Startup program at the beginning of the year	School website COMPASS Newsletter	Minimum Standards	Consultation recommended	3-4 years
Camps and Excursions Policy	Annual induction Staff handbook School website COMPASS school network Google Drive		<ul style="list-style-type: none"> School website COMPASS Newsletter 	Minimum Standards	Consultation required	3-4 years
Supervision and Duty of Care Policy	Annual induction Staff handbook School website COMPASS school network/Google Drive		<ul style="list-style-type: none"> School website COMPASS Newsletter 	Minimum Standards	Not required	1-2 years
Student Engagement and Wellbeing Policy Policy Mandatory Reporting Policy	<ul style="list-style-type: none"> Annual induction Staff handbook School website COMPASS school network/Google Drive 	<ul style="list-style-type: none"> SWPB practices, and values programs Respectful Relationships Communication with students in relation to student welfare as required. 	<ul style="list-style-type: none"> School website COMPASS Newsletter 	DET	Consultation recommended	1-2 years
Digital Technologies Acceptable Use Policy	<ul style="list-style-type: none"> Annual induction Staff handbook School website COMPASS school network/Google Drive 	Students required to read /hear and sign acceptable use agreement.	<ul style="list-style-type: none"> School website COMPASS Newsletter Parents required to read /hear and sign acceptable use agreement 	DET	Consultation recommended	1-2 years
Child Safe Standards Policy Statement of Commitment to Child safety Child Safety Code of Conduct	<ul style="list-style-type: none"> Staff handbook School website COMPASS school network/Google Drive 	<ul style="list-style-type: none"> SWPB practices School values discussed in classrooms and displayed around the school Respectful Relationships Child PROTECT posters around the school 	<ul style="list-style-type: none"> School website COMPASS Newsletter School council 	Minimum Standards	Approval required	1-2 years
Communication of School Policies and Procedures Policy	<ul style="list-style-type: none"> Annual induction Staff handbook COMPASS Consultative Committee 		<ul style="list-style-type: none"> School website COMPASS Newsletter School Council 	Optional	Not required	3-4 years

Policy	Communication Procedures and schedule for members of the school community					
	Staff	Students	Parents & General Community	Source of Requirement	School Council Approval	Policy Review Cycle
Raising Concerns and Complaints Policy	<ul style="list-style-type: none"> • Staff handbook • School website • COMPASS • school network/Google Drive 		<ul style="list-style-type: none"> • School website • Parents can communicate through COMPASS • Newsletter • Enrolment pack • Parent Information night 	School website	Three yearly	3-4 years
First Aid Policy Distribution of Medication Policy Asthma Policy	<ul style="list-style-type: none"> • Staff handbook • School website • COMPASS • school network/Google Drive • Meeting at start of year to review & provide medical details of students. • Update first aid, CPR qualifications & asthma procedures • OH&S and Evacuation Planning cycle. 	Enrolment pack	<ul style="list-style-type: none"> • School website • COMPASS • Newsletter • (available from front office on request) • Parent Information night • Individual medical information & individual plans to update at start of each year. 	School website	Three yearly	3-4 years (or as the need for information arises and/or Individual Management Plans change. 1 year (Asthma)
Anaphylaxis Policy	<ul style="list-style-type: none"> • Staff handbook • School website • COMPASS • school network/Google Drive • Meeting at start of year to review & provide medical details of anaphylactic students. • Update anaphylaxis qualifications & procedures • OH&S and Evacuation Planning cycle. 	<ul style="list-style-type: none"> • Enrolment pack • Classroom discussion re food handling issues and individual class members prevention strategies • General allergy awareness and • food sharing guidelines 	<ul style="list-style-type: none"> • School website • COMPASS • Newsletter • Parent Information night • Individual medical information & individual plans to update at start of each year. • Individual parent meetings with anaphylactic children. 	Minimum Standards	Not required	1 year

Policy	Communication Procedures and schedule for members of the school community					
	Staff	Students	Parents & General Community	Source of Requirement	School Council Approval	Policy Review Cycle
Anti-Bullying Policy	<ul style="list-style-type: none"> Annual induction Staff handbook School website COMPASS school network/Google Drive 	<ul style="list-style-type: none"> SWPB practices, and values Programs. Respectful Relationships 	<ul style="list-style-type: none"> School website COMPASS Newsletter 	Minimum Standards	Consultation required	1-2 years
Emergency Management Critical and Traumatic Incident Policy OH&S	<ul style="list-style-type: none"> Annual induction –review in first 3 days of the year Staff handbook COMPASS school network/Google Drive 	Evacuation drills Staff consultation after each drill	<ul style="list-style-type: none"> School website COMPASS Newsletter 	Minimum Standards	Not required	Annually as part of compliance process (or after a critical incident).
Uniform Policy *SunSmart Policy	<ul style="list-style-type: none"> Annual induction Staff handbook School website COMPASS school network/Google Drive 	<ul style="list-style-type: none"> Enrolment pack Classroom discussion at the beginning of each school year and/or as needed 	<ul style="list-style-type: none"> School website COMPASS Newsletter 	DET *Optional	Approval required	3-4 years
Privacy Policy *Staff Leave Policy (Optional)	<ul style="list-style-type: none"> Staff handbook COMPASS school network/Google Drive Consultative Committee to communicate with and to staff. 		<ul style="list-style-type: none"> School website 	No local policy - whole of DET policy *Optional	N/A Consultation recommended	3-4 years
Curriculum Framework Policy	<ul style="list-style-type: none"> Staff handbook School website COMPASS school network/Google Drive 	<ul style="list-style-type: none"> Enrolment pack 	<ul style="list-style-type: none"> School website COMPASS Newsletter Parent Information night 	Minimum Standards	Not required	1 year
Enrolment Policy	<ul style="list-style-type: none"> Staff handbook School website COMPASS school network/Google Drive 		<ul style="list-style-type: none"> School website COMPASS Newsletter Parent Information sessions Transition meetings 	DET	Not required	3-4 years

Policy	Communication Procedures and schedule for members of the school community					
	Staff	Students	Parents & General Community	Source of Requirement	School Council Approval	Policy Review Cycle
Homework	<ul style="list-style-type: none"> Staff handbook School website COMPASS school network/Google Drive 	Classroom discussion	<ul style="list-style-type: none"> School website COMPASS Newsletter Parent Information sessions Transition meetings 	DET	Consultation recommended	3-4 years
OH&S	<ul style="list-style-type: none"> Annual induction –review in first 3 days of the year Staff handbook COMPASS school network/Google Drive 	OH&S drills Staff consultation after each drill	<ul style="list-style-type: none"> School website COMPASS Newsletter 	No local policy - whole of DET policy	N/A	Annually as part of compliance process
Photographing and Filming Policy	<ul style="list-style-type: none"> Annual induction Staff handbook COMPASS school network/Google Drive 	Classroom discussion	<ul style="list-style-type: none"> School website COMPASS Newsletter 	DET	Not required	3-4 years
Staff Social Media Policy	<ul style="list-style-type: none"> Annual induction Staff handbook COMPASS school network/Google Drive 			Optional	Not required	3-4 years
Workplace Bullying Policy	<ul style="list-style-type: none"> Annual induction Staff handbook COMPASS school network/Google Drive 			No local policy - whole of DET policy	N/A	Annually as part of compliance process
Visitors Policy Volunteers Policy *Working with Children Policy	<ul style="list-style-type: none"> Annual induction Staff handbook COMPASS school network/Google Drive 		<ul style="list-style-type: none"> School website COMPASS Newsletter Parent Information night 	Minimum Standards *No local policy - whole of DET policy	Approval required *NA	3-4 years
Cash Handling Policy Fundraising Policy Investment Policy Parent payment Policy Petty Cash Policy Electronic Funds Management Policy	<ul style="list-style-type: none"> Annual induction Staff handbook (For applicable policies) COMPASS 		<ul style="list-style-type: none"> School Council 	Minimum Standards	Approval required	1 year