

DATE: May 2017  
VRQA:

## COMMUNICATION WITH SCHOOL STAFF

### Rationale:

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.

### Aims:

To ensure that MWPS policies frame and accurately reflect the school operations, directions, and goals and meet all legislative, compliance and duty of care requirements.

### Implementation:

- The 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 Class and 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 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.
- When reviewing an existing school policy as per the three-year review cycle, the Principal Class will consult with staff and the appropriate Committee/s and to School Council for ratification.
- 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.
- 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 Staff Com and school website for community observation and comment

Policy	Communication Procedures and schedule for members of the school community				
	Staff	Students	Parents	General Community	Policy Review Date
Anaphylaxis Policy	<ul style="list-style-type: none"><li>• Brief in 1st PL days</li><li>• Policy manual</li><li>• Staff induction pack</li><li>• Staff Com</li><li>• Yearly mandated training program</li><li>• Update names of all students with anaphylaxis annually and/or as required throughout year.</li></ul>	<ul style="list-style-type: none"><li>• Individual meetings with students and parents of anaphylactic children</li><li>• Classroom discussion re food handling issues</li></ul>	<ul style="list-style-type: none"><li>• All policies available on request</li><li>• School website</li><li>• Enrolment Pack</li></ul>	<ul style="list-style-type: none"><li>• School website</li></ul>	Feb 2018

Policy	Communication Procedures and schedule for members of the school community				
	Staff	Students	Parents	General Community	Policy Review Date
Bullying and Harassment Policy	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Staff induction pack</li> <li>Policy manual</li> <li>Staff Com</li> <li>Twice Yearly mandated training program</li> </ul>	<ul style="list-style-type: none"> <li>Student Leaders</li> <li>Assemblies</li> <li>Classroom teachers engage in discussions with students</li> </ul>	<ul style="list-style-type: none"> <li>All policies available on request</li> <li>School website</li> <li>Enrolment Pack</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	Feb 2018
Camps Policy	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Staff induction pack</li> <li>Policy manual</li> <li>Staff Com</li> </ul>	<ul style="list-style-type: none"> <li>Student Leaders</li> <li>Classroom teachers communicate to students</li> </ul>	<ul style="list-style-type: none"> <li>All policies available on request</li> <li>Enrolment Pack</li> <li>School website</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	Feb 2018
Care Arrangements for ILL Students Policy	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Staff induction pack</li> <li>Policy manual</li> <li>Staff Com</li> </ul>	<ul style="list-style-type: none"> <li>Classroom teachers engage in discussions with students</li> </ul>	<ul style="list-style-type: none"> <li>All policies available on request</li> <li>Enrolment Pack</li> <li>School website</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	Feb 2018
Child Protection – Reporting Policy	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Staff induction pack</li> <li>Policy manual</li> <li>Staff Com</li> </ul>		<ul style="list-style-type: none"> <li>All policies available on request</li> <li>Enrolment Pack</li> <li>School website</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	August 2018
Child Safety Policy	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Staff induction pack</li> <li>Policy manual</li> <li>Staff Com</li> </ul>		<ul style="list-style-type: none"> <li>All policies available on request</li> <li>Enrolment Pack</li> <li>School website</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	August 2018
Communication Procedures Policy	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Staff induction pack</li> <li>Policy manual</li> <li>Staff Com</li> </ul>		<ul style="list-style-type: none"> <li>All policies available on request</li> <li>Enrolment Pack</li> <li>School website</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	Feb 2018

Policy	Communication Procedures and schedule for members of the school community				
	Staff	Students	Parents	General Community	Policy Review Date
Critical Incident Policy	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Staff induction pack</li> <li>Policy manual</li> <li>Staff Com</li> </ul>		<ul style="list-style-type: none"> <li>All policies available on request</li> <li>Enrolment Pack</li> <li>School website</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	March 2018
Curriculum Provision Policy	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Staff induction pack</li> <li>Policy manual</li> <li>Staff Com</li> </ul>		<ul style="list-style-type: none"> <li>All policies available on request</li> <li>Enrolment Pack</li> <li>School website</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	March 2018
Duty of Care Policy	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Staff induction pack</li> <li>Policy manual</li> <li>Staff Com</li> </ul>	<ul style="list-style-type: none"> <li>Classroom teachers engage in discussions with students</li> </ul>	<ul style="list-style-type: none"> <li>All policies available on request</li> <li>Enrolment Pack</li> <li>School website</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	March 2018
Excursions Policy	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Staff induction pack</li> <li>Policy manual</li> <li>Staff Com</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Student Leaders</li> <li>Classroom teachers engage in discussions with students</li> </ul>	<ul style="list-style-type: none"> <li>All policies available on request</li> <li>Enrolment Pack</li> <li>School website</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	October 2018
First Aid Policy	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Staff induction pack</li> <li>Policy manual</li> <li>Staff Com Meeting at start of year to review each policy &amp; provide medical details of students.</li> <li>Update first aid qualifications, CPR qualifications &amp; asthma procedures</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Classroom teachers engage in discussions with students</li> </ul>	<ul style="list-style-type: none"> <li>All policies available on request</li> <li>Enrolment Pack</li> <li>School website</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	October 2018

Policy	Communication Procedures and schedule for members of the school community				
	Staff	Students	Parents	General Community	Policy Review Date
ICT (Internet Use) Policy	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Staff induction pack</li> <li>Policy manual</li> <li>Staff Com</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Classroom teachers engage in discussions with students</li> <li>Student Leaders</li> </ul>	<ul style="list-style-type: none"> <li>All policies available on request</li> <li>Enrolment Pack</li> <li>School website</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	October 2018
Incursion Policy	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Staff induction pack</li> <li>Policy manual</li> <li>Staff Com</li> </ul>	<ul style="list-style-type: none"> <li>Classroom teachers engage in discussions with students</li> <li>Student Leaders</li> </ul>	<ul style="list-style-type: none"> <li>All policies available on request</li> <li>Enrolment Pack</li> <li>School website</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	October 2018
Medication Distribution Policy	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Staff induction pack</li> <li>Policy manual</li> <li>Staff Com</li> <li>Update medical details of students every year.</li> <li>Update first aid qualifications, CPR qualifications &amp; asthma procedures</li> <li></li> </ul>		<ul style="list-style-type: none"> <li>All policies available on request</li> <li>Enrolment Pack</li> <li>School website</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	October 2018
On-Site Supervision Policy	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Staff induction pack</li> <li>Policy manual</li> <li>Staff Com</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Classroom teachers engage in discussions with students</li> </ul>	<ul style="list-style-type: none"> <li>All policies available on request</li> <li>Enrolment Pack</li> <li>School website</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	October 2018
Safeguarding Children and Young People Code Of Conduct	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Staff induction pack</li> <li>Policy manual</li> <li>Staff Com</li> </ul>		<ul style="list-style-type: none"> <li>All policies available on request</li> <li>Enrolment Pack</li> <li>School website</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	August 2018

Policy	Communication Procedures and schedule for members of the school community				
	Staff	Students	Parents	General Community	Policy Review Date
Staff Leave Policy	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Staff induction pack</li> <li>Policy manual</li> <li>Staff Com</li> </ul>		<ul style="list-style-type: none"> <li>All policies available on request</li> <li>School website</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	October 2018
Staff Registers Policy	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Staff induction pack</li> <li>Policy manual</li> <li>Staff Com</li> </ul>		<ul style="list-style-type: none"> <li>All policies available on request</li> <li>School website</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	October 2018
Student Engagement & Wellbeing Policy	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Staff induction pack</li> <li>Policy manual</li> <li>Staff Com</li> </ul>	<ul style="list-style-type: none"> <li>Classroom teachers engage in discussions with students</li> <li>Student Leaders</li> </ul>	<ul style="list-style-type: none"> <li>All policies available on request</li> <li>Enrolment Pack</li> <li>School website</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	October 2018
Student Management Policy	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Staff induction pack</li> <li>Policy manual</li> <li>Staff Com</li> </ul>	<ul style="list-style-type: none"> <li>Classroom teachers engage in discussions with students</li> <li>Student Leaders</li> </ul>	<ul style="list-style-type: none"> <li>All policies available on request</li> <li>Enrolment Pack</li> <li>School website</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	October 2018
Working with Children Check Policy	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Staff induction pack</li> <li>Policy manual</li> <li>Staff Com</li> </ul>		<ul style="list-style-type: none"> <li>All policies available on request</li> <li>Enrolment Pack</li> <li>School website</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	August 2018

**EVALUATION:** This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.

Date Reviewed: (School Council Endorsement)	June 5 <sup>th</sup> 2017
Date of Last Review	February 2015
Next Review Due Date	February 2018
Responsible for Review	Assistant Principal
Frequency of Review	Annually
References	<a href="#">DET School policy Advisory Guide - Duty of Care</a>