



Communication Procedures and Schedule

Rationale

- It is essential that the school communicates information in a timely manner to all stakeholders in accordance with established protocols, 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 at Essendon Keilor College 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

- The school has a policy of open and cooperative communication. However, this practice recognises that the school has legal, departmental, local, professional and social obligations with regard to the communication of information.
- Parents/carers 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, College 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.
- In providing advice to students, teachers should limit their advice to areas within their professional knowledge, ensure it is given in situations arising from a role specified by the Principal and ensure such advice is correct and in line with the most recent available statements. Please refer to the school's *Duty of Care Policy*.
- The *Privacy & Data Protection Act 2014* 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 Manager, Freedom of Information and Privacy 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. Please refer to the school's Police & DHHS Interviews Policy.

- 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 School Community at an open meeting of the College 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.
- College Council records are not available to the general community. Please refer to the school's Freedom of Information (Fol) Policy.
- 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.
- The school will identify those aspects of its policies and procedures which must be communicated to staff and parents/carers. Please refer to the attached Communication Schedule.
- The school will identify the staff training that is required and who will be responsible for providing the training.
- Staff members may not communicate to students or parents/carers by any form of social media. Please refer to the school's Staff Code of Conduct Policy.
- The school will develop a schedule for dissemination of this information and for the associated training.

Evaluation

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

Communication Schedule

AREA	FOR WHOM INTENDED	TRAINING / INFORMATION REQUIRED	WHEN / HOW	BY WHOM
School Policies (as available)	Bullying & Harassment Child Safe Homework Information Privacy Parent Payments Photographing & Filming Students Personal Electronic Devices Smoking Ban Student Engagement Uniform/Dress Code Also accessible on the website	No	Copies of policies to parents on enrolment	Principal / Campus Principals
	Parents upon request - all or a single policy Staff – accessible through the school server	PD for new staff members	As part of the induction process	Leadership Team
Anaphylaxis Management	Staff	Yes	Once per semester New staff as part of the induction process	Staff member with up-to-date training
	Parents	Yes, if a student at risk enrolls	Copy of policy to parents	Campus Principals /

			Newsletter item advising all parents	Assistant Principals ES Staff
Asthma Management	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 Essendon Keilor College – early Term 1 and new staff as part of the induction process CPR every two years Level 1 First Aid training	First Aid Coordinator Provider e.g. St John's Ambulance
Medication	Parents Staff	Yes	Newsletter articles beginning each semester New staff as part of the induction process	ES Staff Induction Coordinator
Mandatory Reporting/Child Protection	Staff/Volunteers	Yes	Annually New staff/volunteers as part of the induction process	Member of the Leadership Team Induction Coordinator

Child Safe Policy	Parents	Yes	Copy to parents on enrolment Annually	Principal Campus Principals Member of the Leadership Team
	Staff/Volunteers	Yes	New staff/volunteers as part of the induction process	Induction Coordinator
Complaints, Parents	Parents	Yes	Newsletter articles on how to make complaints at this school beginning each semester	ES Staff
Emergency Management Plan	Staff	Yes	Practice emergency procedures once per term	Emergency Management Coordinator
	Parents	Yes	Newsletter articles after each drill	ES Staff
Information Privacy Policy	Parents	No	Copy of policy on enrolment	Campus Principals / Assistant Principals
	Staff	Yes	Annual briefing	

			New staff as part of the induction process	Member of the Leadership Team Induction Coordinator
Medical Emergencies	Staff	Yes	Annual briefing New staff as part of the induction process	Member of the Leadership Team Induction Coordinator
Photographing & Filming Students	Parents	Yes	Copy of policy on enrolment Reminder newsletter articles beginning each semester and before school photos are taken	Campus Principals / Assistant Principals 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/Campus Principals
School Philosophy	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 / Campus Principals Assistant Principals
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 school	New staff as part of the induction process	Induction Coordinator
Health Care Needs	Parents	No	When a student with a specific medical need presents for enrolment	Campus Principals / Assistant Principals
Personal Electronic Devices	Parents Students Staff	Yes	Copy of policy on enrolment Reminder newsletter articles beginning each semester Class teachers to brief students as part	Campus Principals Assistant Principals ES Staff Class Teachers

			of the yearly commencement procedures New staff as part of the induction process	Induction Coordinator
Student Welfare & Discipline	Staff Parents	Yes Yes	New staff as part of the induction process	Induction Coordinator Principal / Campus Principals Assistant Principals
Homework	Parents Students Staff	Yes	Copy of policy on enrolment Information about work requirements as applicable	Campus Principals / Assistant Principals 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
Student Engagement	Parents Staff	Yes Yes	Copy of policy on enrolment Annual briefing New staff as part of the induction process	Campus Principals / Assistant Principals Member of the Leadership Team Induction Coordinator
Smoking Ban	Parents Staff School Council	Yes Yes	Copy of policy on enrolment Annual briefing New staff as part of the induction process	Principal/ Campus Principals / Assistant Principals Member of the Leadership Team Induction Coordinator
Uniform/Dress Code	Parents School Council	Yes	Copy of policy on enrolment	Principal/Campus Principals / Assistant Principals
Staff Leave	Staff	Yes	New staff as part of the induction process	Induction Coordinator
Passwords	Staff	Yes	Twice yearly briefing New staff as part of the induction process	ICT Coordinator