
<i>Policy:</i>	<i>Communication Protocol Policy</i>
<i>School:</i>	<i>Benalla P-12 College</i>
<i>Section:</i>	<i>General 1.9</i>
<i>Version:</i>	<i>One</i>

Communication Protocol Policy

PURPOSE

It is essential that staff members of the school communicate information in agreeance with established protocols so as to preserve the professionalism of the school, to protect the rights of individuals, to uphold our duty of care to students, and the comply with departmental and legal requirements.

To ensure that the communication of information is carried out correctly and in a manner that complies with school, departmental and legal requirements.

SCOPE

- 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. 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 DET's Freedom of Information Unit.
- Information sought by police, including interviews of students must be directed to the Principal.
- Requests form Department of Human Services child protection unit personnel regarding students or families will be complied with at all times and must be directed to the Principal.
- 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.
- We will provide a minimum of two written reports Foundation to Year 12 on Compass, two parent-teacher exchanges for students, additional interviews upon agreement.

The Annual Report will be tabled at a specially convened school council meeting each year by the required date. It will then be uploaded to the school website and hard copies made available at each campus office.

Information to Staff

- Provide an induction manual to staff where to access the following
 - School policies
 - School strategic plan
 - Annual implementation plan

- Meeting schedule
- Occupational health and safety
- Provide a mentor to new staff. Where possible this should be the same year level.
 - Staff to be given a building and playground walk through to familiarize them with physical aspects of the environment.
 - Edusafe training
 - Location of first aiders and First aid kits
 - Emergency procedure
- Provide training to staff regarding their legal responsibilities.
 - Duty of Care
 - Child Safety Standards
 - Playground/student supervision
 - Camps and excursions
 - Outdoor activities
 - Swimming
 - Annual completion of mandatory reporting requirements.
 - Annual completion of Anaphylaxis training.
 - Assessment and reporting requirements.
 - Asthma
- Communication procedures in school
 - School share point
 - Staff bulletin
 - School newsletter
 - Meeting agendas
 - Staff room term planner
 - Staff meetings
 - Briefings
 - Compass newsfeed
 - Emails
 - Webpage
 - Facebook page
 - Weekly newspaper column
- School council

Staff Information and Maintenance of Data Collection

In managing staff information in relation to training, qualification and suitability to undertake certain duties, Benalla P-12 College will comply with the following DET standards and recommendations:

Standard	Authority
Nominate a person for the management and review of information pertaining to staff data and personal details	Principal Class Business Manager/HR Manager
Regularly review the sort of information the school collects, how it is used and with whom it is shared	Policy Statements , developed by Principal Class Team, ratified by School Council
Developing and reviewing a privacy policy—having a clearly defined policy to deal with privacy and access to information issues.	Policy Statements , developed by Principal Class Team, ratified by School Council
Reviewing the school's data security arrangements	Principal Class
Ensuring all staff, including volunteers, are aware and compliant with school policy	Principal – see policy communication schedule
The Department and School Councils have legislative obligations under the Act with respect to ensuring certain volunteers and employees have applied for, and received, a WWC Check.	Principal Class Team HR Manager Business Manager
Provide first aid facilities and sufficiently trained staff in first aid, under the provisions of the <i>Occupational Health and Safety Act 2004</i> and the Department's <i>First Aid Policy</i>	Principal

The data base of information required will be maintained by the Assistant Principal and updated by communication from and with the Business Manager/ HR Manager.

Information pertaining to qualification of staff held in this data base will only be accessed by the principal class team.

Staff will be periodically asked to supply relevant details pertaining to said information in the following categories:

- WWCC – working with children’s check (ongoing)
- VIT – teachers, (12 months)
- First Aid Qualification (level and expiration)
- CPR certification (12 month)
- Anaphylaxis Certification (24 months)

The School (Assistant Principals on each campus) will provide all staff with the opportunity to review, retrain and gain all necessary qualifications. This will be achieved through communicating and facilitating all relevant professional development in a timely manner.

REFER COMMUNICATION SPREADSHEET BELOW

Basis for discretion:

The basis for discretion lies with the Principal as an operational matter.

Date ratified by Benalla P-12 College Council: 25 March, 2019
Recommended date for review: **March, 2021**

Date Implemented:	October, 2018
Version One Amended and Reviewed	March, 2019

COMMUNICATION SPREADSHEET

Policy	School Council Approval	Review Cycle	Required Communication methods	Recommended Additional communication methods	Optional Additional Communication methods
Anaphylaxis	Not required	1 year	School website (or other online parent/carer/student access) Mandatory staff training (twice yearly) Induction processes	Staff Handbook/Manual Staff briefing/meeting as required	Enrolment packs Parent information nights Newsletters
Asbestos Management Plan Asbestos Audit Report Asbestos Register (if applicable)	Not required	1 year (or when changes are req)	Induction process - all contractors, maintenance staff and volunteers (eg parent working bees) are provided with OHS induction and review of the Asbestos Register before commencing any work.	Staff Handbook/Manual Staff briefing/meeting as required	See Asbestos Management page for further information
Asthma	Not required	1 year	School website (or other online parent/carer/student access) Induction processes Staff training	Staff Handbook/Manual Staff briefing/meeting as required	Enrolment packs Parent information nights Newsletters
Attendance	Consultation recommended	3 to 4 years	School website (or other online parent/carer/student access) Induction processes	Staff Handbook/Manual Staff briefing/meeting	Enrolment packs Parent information nights Newsletters
Bullying Prevention	Consultation required	1 to 2 years	School website (or other online parent/carer/student access) Induction processes	Staff Handbook/Manual Staff briefing/meeting Student Handbook, planner or equivalent	Enrolment packs Parent information nights Newsletters Student forums/communication tools
Camps And Excursions	Consultation recommended	3 to 4 years	Induction processes	Staff Handbook/Manual Staff briefing/meeting School website (or other online parent/carer/student access)	Enrolment packs Parent information nights Newsletters

Cash Handling	Approval required	1 year	Induction processes	Staff Handbook/Manual Staff briefing/meeting as required	
CCTV	Approval required	3 to 4 years	School website (and signage must be present around school) Induction processes	Staff Handbook/Manual Staff briefing/meeting as required	Newsletters
Child Safety Responding and Reporting Policy and Procedures	Approval required	3 to 4 years	School website Induction processes Staff briefing/meeting (regularly) Annual staff and school council training	Staff Handbook/Manual	Enrolment packs Parent information nights Newsletters Student forums/communication tools
Child Safe Standards policy or commitment and code of conduct	Approval required	1 to 2 years	School website Induction processes Staff briefing/meeting (regularly) Annual staff and school council training	Staff Handbook/Manual	Enrolment packs Parent information nights Newsletters Student forums/communication tools
Class Placement	Not required	3 to 4 years	Policy is optional so no 'required' communication method	School website (or other online parent/carer/student access) Induction processes Staff Handbook/Manual	Enrolment packs Parent information nights Newsletters Student forums/communication tools
Communication with School Staff	Consultation recommended	3 to 4 years	Policy is optional so no 'required' communication method	School website (or other online parent/carer/student access) Induction processes Staff Handbook/Manual	Enrolment packs Parent information nights Newsletters Student forums/communication tools
Complaints	Consultation recommended	3 to 4 years	School website Induction processes	Staff Handbook/Manual Staff briefing/meeting as required	Enrolment packs Parent information nights Newsletters Student forums/communication tools
Critical Incident Plan	Not required	1 year	See Emergency Management Plan	See Emergency Management Plan	See Emergency Management Plan

Curriculum Framework	Not required	1 year	Induction processes	School website (or other online parent/carer/student access)	Enrolment packs Parent information nights Newsletters Student forums/communication tools
Digital Technologies (Internet, Social Media and Digital Devices)	Consultation recommended	1 to 2 years	School website Induction processes	Staff Handbook/Manual Staff briefing/meeting as required	Enrolment packs Parent information nights Newsletters Student forums/communication tools
Dogs at School	Consultation recommended	3 to 4 years	Policy is optional so no 'required' communication method	School website (or other online parent/carer/student access) Induction processes Staff Handbook/Manual	Enrolment packs Parent information nights Newsletters Student forums/communication tools
Duty Of Care	Not required	3 to 4 years	Induction processes Staff briefing/meeting as required	Staff Handbook/Manual School website	Enrolment packs Parent information nights Newsletters Student forums/communication tools
Electronic Funds Management	Approval required	1 year	Induction processes for all staff who are involved in funds management	Staff Handbook/Manual for relevant staff	
Emergency Management Plan	Not required	1 year	Induction processes All staff and students must be trained in emergency procedures in the plan	Staff Handbook/Manual Staff briefing/meeting as required	
Enrolment - specialist or specific purpose schools	Not required	3-4 years	School website	Staff Handbook/Manual - for staff managing enrolment issues Staff briefing/meeting as required	Parent information nights Newsletters
Equal Opportunity (includes discrimination and harassment)	Consultation recommended	3 to 4 years	School website Induction processes	Staff Handbook/Manual Staff briefing/meeting as required	Enrolment packs Parent information nights Newsletters Student forums/communication tools

First Aid (including arrangements for ill students)	Not required	3 to 4 years	School website (or other online parent/carer/student access) Induction processes	Staff Handbook/Manual Staff briefing/meeting as required	Enrolment packs Parent information nights Newsletters
Fundraising	Approval required	3 to 4 years	Policy is optional so no 'required' communication method	School website (or other communication channels with parents) Induction processes Staff Handbook/Manual	Enrolment packs Parent information nights Newsletters
Gifts, Benefits And Hospitality	N/A	N/A	Induction processes	Staff Handbook/Manual Staff briefing/meeting as required	Newsletters
Head Lice	N/A	N/A	No 'required' communication method. Whole of DET policy (available on public website, <i>School Policy and Advisory Guide</i>) applies.	Link to DET policy on school website (or other online parent/carer/student access) Induction processes Staff Handbook/Manual Staff briefing/meeting as required	Enrolment packs Parent information nights Newsletters
Health Care Needs	Not required	3 to 4 years	Induction processes	School website (or other online parent/carer/student access) Staff Handbook/Manual Staff briefing/meeting as required	Enrolment packs Parent information nights Newsletters
Hire of Facilities	N/A	N/A	No 'required' communication method. Whole of DET policy (available on public website, <i>School Policy and Advisory Guide</i>) applies.	Link to DET policy on school website Induction processes for school council or administration staff	
Homework	Consultation recommended	3 to 4 years	Induction processes	School website (or other online parent/carer/student access) Staff Handbook/Manual Newsletters Staff briefing/meeting as required	Enrolment packs Parent information nights Student forums/communication tools

Inclusion And Diversity	Consultation recommended	3 to 4 years	Induction processes School website	Online parent/carer/student access Staff Handbook/Manual Staff briefing/meeting as required	Enrolment packs Parent information nights Newsletters Student forums/communication tools
Insurance	Not required	3 to 4 years	Policy is optional so no 'required' communication method	School website (or other online parent/carer/student access) Staff Handbook/Manual Staff briefing/meeting as required	Enrolment packs Parent information nights Newsletters
Investment	Approval required	1 year	Induction processes for all staff who are involved in investments and school council		
Mature Minors	Not required	3 to 4 years	Policy is optional so no 'required' communication method	School website (or other online parent/carer/student access) Staff Handbook/Manual Staff briefing/meeting as required Induction processes	
Medication	Not required	3 to 4 years	Induction processes Enrolment packs Annual communication to school community (eg newsletter)	School website (or other online parent/carer/student access) Staff Handbook/Manual Staff briefing/meeting as required	Parent information nights
Mobile Phones	Consultation recommended	3 to 4 years	Annual communication to school community (eg newsletter)	School website (or other online parent/carer/student access) Staff Handbook/Manual Staff briefing/meeting as required	Enrolment packs Parent information nights Newsletters Student forums/communication tools
Occupational Health And Safety	N/A	N/A	Staff OHS noticeboard Induction processes	Staff Handbook/Manual Staff briefing/meeting (regularly)	

Parent Disputes	Not required	3 to 4 years	Policy is optional so no 'required' communication method	School website (or other online parent/carer/student access) Staff Handbook/Manual Staff briefing/meeting as required	Enrolment packs Parent information nights Newsletters
Parent Payments	Approval required	1 year		School website (or other online parent/carer/student access)	Enrolment packs Parent information nights Newsletters
Personal Property	Not required	3 to 4 years	Annual communication to school community (eg newsletter)	School website (or other online parent/carer/student access) Staff Handbook/Manual Staff briefing/meeting as required	Enrolment packs Parent information nights Newsletters
Petty Cash	Approval required	1 to 2 years	Must be available to all staff who handle petty cash	Staff Handbook/Manual Staff briefing/meeting (as required)	
Photographing, Filming and Recording Students	Not required	3 to 4 years	Annual communication to school community (eg newsletter) Induction processes	School website (or other online parent/carer/student access) Staff Handbook/Manual Staff briefing/meeting as required Enrolment packs	Parent information nights Newsletters Student forums/communication tools
Privacy	N/A	N/A	Whole of DET policy must be linked to on your school website Induction processes	School website (or other online parent/carer/student access) Staff Handbook/Manual Staff briefing/meeting as required Enrolment packs	Parent information nights Newsletters Student forums/communication tools
Private Car Use	N/A	N/A	Induction processes	Staff Handbook/Manual Staff briefing/meeting as required eg annually	
Procurement	N/A	N/A	Induction processes for relevant staff	Staff Handbook/Manual Staff briefing/meeting as required for relevant staff	

Records Management	N/A	N/A	Induction processes	Staff Handbook/Manual Staff briefing/meeting as required eg annually	
Respect For School Staff	Not required	3 to 4 years	Policy is optional so no 'required' communication method	School website (or other online parent/carer/student access) Newsletters Induction processes Staff Handbook/Manual	Signage at front office Parent information nights Enrolment packs
Restraint and Seclusion	N/A	N/A	Induction processes	Staff briefing/meeting as required eg annually Staff Handbook/Manual (link to DET policy)	Link to DET policy on school website
School Purchasing Card	Approval required	1 year	Must be available to all staff who are involved with or responsible for a school purchasing card	Induction processes for relevant staff Staff Handbook/Manual for relevant staff	
Sexual Harassment - staff	N/A	N/A	Induction processes	Staff briefing/meeting as required eg annually Staff Handbook/Manual (link to DET policy)	OHS Noticeboard
Staff Dress Code	Not required	3 to 4 years	Policy is optional so no 'required' communication method	Induction processes Staff briefing/meeting as required eg annually Staff Handbook/Manual	
Statement Of Values And School Philosophy	Approval required	3 to 4 years	School website (or other online parent/carer/student access)	Induction processes Staff Handbook/Manual	Enrolment packs Parent information nights Newsletters Student forums/communication tools

Student Drivers	Consultation recommended	3 to 4 years	Policy is optional so no 'required' communication method	School website (or other online parent/carer/student access) Induction processes Staff Handbook/Manual	Enrolment packs Parent information nights Newsletters Student forums/communication tools
Student Wellbeing And Engagement	Consultation required	1 to 2 years	School website (or other online parent/carer/student access) Induction processes	Staff Handbook/Manual Staff briefing/meeting (regularly)	Enrolment packs Parent information nights Newsletters Student
Sunsmart	Approval required	3 to 4 years	Policy is optional so no 'required' communication method	School website (or other online parent/carer/student access) Induction processes Staff Handbook/Manual	Enrolment packs Parent information nights Newsletters Student forums/communication tools
Uniform And Dress Code	Approval required	3 to 4 years	School website (or other online parent/carer/student access)	Staff Handbook/Manual Staff briefing/meeting (as required)	Enrolment packs Parent information nights
Visitors	Approval required	3 to 4 years	School website (or other online parent/carer/student access)	Staff Handbook/Manual Staff briefing/meeting (as required)	Newsletters
Volunteers	Approval required	3 to 4 years	Induction processes for relevant staff	School website (or other online parent/carer/student access)	Enrolment packs Parent information nights Newsletters
Working With Children And Suitability Checks - staff	N/A	N/A	Induction processes for relevant staff	Staff Handbook/Manual	School website - link to DET policy
Workplace Bullying	N/A	N/A	Induction processes for relevant staff	Staff Handbook/Manual	School website - link to DET policy
Yard Duty And Supervision - Secondary School	Not required	1 year	Induction processes Staff briefing/meeting as required	Staff Handbook/Manual	
Yard Duty And Supervision - Primary School	Not required	1 year	Induction processes Staff briefing/meeting as required	Staff Handbook/Manual	

Yard Duty And Supervision - Parents
and Students

Not required

1 year

School website (or other online
parent/carer/student access)

Staff Handbook/Manual

Parent information nights
Newsletters