



# COMMUNICATION OF POLICIES AND PROCEDURES

## **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 all 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 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 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 before ratification (if required) or tabling to School Council.
- Policies will be developed using DET policy templates, memos and circulars relating to a particular policy area.
- A database 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 recommended review cycle, the Principal will consult with staff and the appropriate committee/s, and to School Council for tabling or ratification as required.
- Changes as a result of policy developments and / or reviews will be widely advised to staff and parents.
- Policy content relevant to students will be modified and made available to them using their preferred mode of communication.
- 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 intranet and school website for community observation and comment.

Key Links: [DET School policy Advisory Guide - Duty of Care](#)

Policy	Communication Procedures and schedule for members of the school community				
	Staff	Students	Parents	General Community	Policy Review Date
Camps and Excursions (including local excursions) Policies & procedures	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Staff Handbook A to Z</li> <li>Policy folder front office</li> <li>Intranet</li> </ul>	<ul style="list-style-type: none"> <li>Classroom discussion</li> </ul>	<ul style="list-style-type: none"> <li>All policies mentioned in the newsletter and available on request</li> <li>School website</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	May/June 2021
Yard Duty and Supervision Policy	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Staff Handbook A to Z</li> <li>Policy folder front office</li> <li>Intranet</li> </ul>	<ul style="list-style-type: none"> <li>Classroom discussion</li> </ul>	<ul style="list-style-type: none"> <li>All policies mentioned in the newsletter and available on request</li> <li>School website</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	June 2019
Student Wellbeing and Engagement Policy Attendance Policy Mandatory Reporting Policy	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Staff Handbook A to Z</li> <li>Policy folder front office</li> <li>Intranet</li> <li>Student engagement workshops – staff meetings</li> <li>Restorative Practices Training</li> </ul>	<ul style="list-style-type: none"> <li>Classroom discussion</li> </ul>	<ul style="list-style-type: none"> <li>All policies mentioned in the newsletter and available on request</li> <li>School website</li> <li>Information Guide (in enrolment pack)</li> <li>Parent Information Night</li> <li>Our HS Newsletter</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	June 2020  May 2022
Digital Technologies (Internet, Social Media and Digital Devices) DET Acceptable Use Policy (staff) Yarra Ranges SDS Acceptable Use (students)	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Staff Handbook A to Z</li> <li>Policy folder front office</li> <li>Intranet</li> <li>E-learning mtg at start of each year</li> </ul>	<ul style="list-style-type: none"> <li>Student Leaders</li> <li>Assemblies</li> <li>Classroom discussion</li> </ul>	<ul style="list-style-type: none"> <li>All policies mentioned in the newsletter and available on request</li> <li>School website</li> <li>Enrolment Pack</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	July 2021
Anaphylaxis Policy	<ul style="list-style-type: none"> <li>Staff Handbook A to Z</li> <li>Intranet</li> <li>Meeting at start of each semester to review policy and children with anaphylaxis plans.</li> </ul>	<ul style="list-style-type: none"> <li>Individual meetings with students and parents of anaphylactic children</li> </ul>	<ul style="list-style-type: none"> <li>All policies mentioned in the newsletter and available on request</li> <li>School website</li> <li>Parent Information Night</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	June 2019 (updated yearly)

	<ul style="list-style-type: none"> <li>Twice Yearly mandated training program</li> </ul>	<ul style="list-style-type: none"> <li>Classroom discussion re food handling issues</li> <li>Peer Support Leaders meetings</li> </ul>	<ul style="list-style-type: none"> <li>Enrolment Information</li> <li>Our HS Newsletter</li> <li>Individual parent meetings/contact with anaphylactic children</li> </ul>		
<p>First Aid Policy</p> <p>Asthma Policy</p>	<ul style="list-style-type: none"> <li>Staff Handbook A to Z</li> <li>Policy folder front office</li> <li>Intranet</li> <li>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>Mentor group teacher briefings</li> <li>OH&amp;S and Evacuation Planning cycle.</li> </ul>	<ul style="list-style-type: none"> <li>Classroom discussion</li> </ul>	<ul style="list-style-type: none"> <li>All policies mentioned in the newsletter and available on request</li> <li>School website</li> <li>Information Guide (in enrolment pack)</li> <li>Parent Information Night</li> <li>Parents sent medical information &amp; asthma plans to update at start of each year</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	<p>April 2020</p> <p>May 2019</p>
Bullying Prevention Policy	<ul style="list-style-type: none"> <li>Staff Handbook A to Z</li> <li>Policy folder front office</li> <li>Intranet</li> <li>Review of policy and procedures in 1<sup>st</sup> 3 days of school</li> <li>Wellbeing Team review of dealing with issues of harassment</li> <li>Restorative Practices Training program</li> </ul>	<ul style="list-style-type: none"> <li>Classroom discussion</li> <li>Circle Time</li> <li>Assemblies</li> <li>Peer Support Program</li> </ul>	<ul style="list-style-type: none"> <li>All policies mentioned in the newsletter and available on request</li> <li>School website</li> <li>Information Guide (in enrolment pack)</li> <li>Parent Information Night</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	June 2020
Parent Payment Policy	<ul style="list-style-type: none"> <li>Parent Handbook</li> <li>Policy folder front office</li> <li>Intranet</li> </ul>		<ul style="list-style-type: none"> <li>Enrolment Pack</li> <li>School newsletter</li> <li>School website</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	June 2019

Emergency Management Plan Critical Incident Policy	<ul style="list-style-type: none"> <li>• Staff Handbook A to Z</li> <li>• Policy folder front office</li> <li>• Intranet</li> <li>• Review of policy and procedures in 1<sup>st</sup> 3 days of school</li> <li>• Evacuation Drill, Lockdown and Shelter-in-Place, twice per year</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom discussion</li> <li>• Evacuation drills</li> <li>• Shelter-in-Place drills</li> <li>• Lockdown drills</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	March 2019 – annually as part of compliance process (or after a critical incident)  July 2021
Uniform and Dress Code	<ul style="list-style-type: none"> <li>• Staff Handbook A to Z</li> <li>• Policy folder front office</li> <li>• Intranet</li> <li>• Staff meetings/briefings</li> </ul>	<ul style="list-style-type: none"> <li>• Circle Time</li> <li>• Assemblies</li> <li>• Classroom discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Enrolment Pack</li> <li>• School newsletter</li> <li>• School website</li> <li>• Information Night</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	July 2021
Sunsmart Policy	<ul style="list-style-type: none"> <li>• Staff Handbook A to Z</li> <li>• Policy folder front office</li> <li>• Intranet</li> <li>• Review of policy and procedures in 1<sup>st</sup> 3 days of school</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Enrolment Pack</li> <li>• School newsletter</li> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	April 2020
DET Privacy Policy	<ul style="list-style-type: none"> <li>• Staff Handbook A to Z</li> <li>• Policy folder front office</li> <li>• Intranet</li> <li>• Staff meetings</li> </ul>		<ul style="list-style-type: none"> <li>• School &amp; DET website</li> </ul>	<ul style="list-style-type: none"> <li>• School &amp; DET website</li> </ul>	July 2019
Complaints Policy	<ul style="list-style-type: none"> <li>• Staff Handbook A to Z</li> <li>• Policy folder front office</li> <li>• Intranet</li> </ul>		<ul style="list-style-type: none"> <li>• Enrolment Pack</li> <li>• School newsletter</li> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> <li>• School Newsletter</li> </ul>	May 2020

