Communications Policy

RATIONALE

The College policies provide a 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.

AIM

To ensure policies frame and accurately reflect the school operations, directions, and goals and meet all legislative, compliance and duty of care requirements. In addition these policies are readily accessible to parents and proactively communicated to the community.

IMPLEMENTATION

To provide effective learning for all students. Empowering young people to make a difference. To ensure Warragul Regional College maintains its commitment to a culture of ongoing improvement.

POLICY

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.

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 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 as per the three-year review cycle, the Principal will consult with staff and the appropriate committees 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 intranet and school website for community observation and comment.

Communications Spreadsheet and Policy Review

Policy	Staff	Students	Parents	General Community	Review Date
Administration of Medication	Induction Processes Staff Handbook Newsletter Website	Enrolment Packs Newsletter Website	Enrolment Packs Newsletter Website	Website	February 2020
Annual report	Website	Website	Website Note on Compass	Website	annual
Anaphylaxis	Mandatory Training Website	Enrolment Packs Newsletters Website	Enrolment Packs Newsletters Website	Website	June 2021
Asthma	Staff Training Website	Enrolment Packs Website	Enrolments Packs Website	Website	June 2021
Bullying Prevention	Induction Processes Staff Handbook Website	Website Assemblies Meetings	Website	Website	March 2021
Cash Handling	Induction Processes Training Website	Website	Website	Website	February 2020
Child Safe Standards & Code of Conduct	Induction Processes Staff Handbook Annual Training Website	Website Assemblies Meetings	Website	Website	February 2022
Communications	Website	Website	Website	Website	?
Complaints	Induction Processes Website	Website	Website	Website	February 2022
Critical Incidents	Induction Processes Website	Website	Website	Website	October 2019
Duty Of Care	Induction Processes Website	Website	Website	Website	February 2022
External Provider	Induction Processes Website	Website	Website	Website	June 2021
First Aid	Induction Processes Website	Website	Website	Website	June 2022
Gifts, Benefits & Hospitality	Induction Processes Website	Website	Website	Website	DET Policy
Health Care Needs	Induction Processes Website	Website	Website	Website	February 2022
Internet Banking	Induction Processes Training Website	Website	Website	Website	February 2020
Mandatory Reporting	Induction Processes Staff Handbook Annual Training Website	Meetings Website	Website	Website	February 2022
Mobile Phone	Induction Processes On Display Newsletter Briefings Assemblies Website	Enrolment Packs On Display Newsletter Assemblies Website	Enrolment Packs Newsletter Website	Website	February 2020
Parent Payments	Website	Website	Website	Website	February 2020
Privacy	Induction Processes Website	Website	Website	Website	DET Policy
Purchasing Card	Website	Website	Website	Website	February 2020
Statement of Values and School Philosophy	Induction Processes Website	Website	Website	Website	February 2022
Student Wellbeing and Engagement	Induction Processes Staff Handbook Website	Website Assemblies Meetings	Website	Website	March 2021
Uniform	Induction Processes Staff Handbook Newsletter Briefings Assemblies Website	Enrolment Packs Newsletter Assemblies Website	Enrolment Packs Newsletter Website	Website	?
Visitors	Induction Processes On Display Website	Website	Website	Website	February 2022
Volunteers	Induction Processes Website	Website	Website	Website	February 2022
Yard Duty and Supervision	Induction Processes Briefings Website	Website Assemblies Newsletter	Website Newsletter	Website	March 2020