



COMMUNICATION PROCEDURES & SCHEDULE POLICY

Rationale

- It is essential that Northcote Primary 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 Northcote Primary School 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 maximize engagement and educational outcomes.
- 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

- Northcote Primary School has a policy of open and cooperative communication. However, this practice recognises that Northcote Primary 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 Northcote Primary School year, electronically by sending an email to them, to Northcote Primary 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 Northcote Primary 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, 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 Northcote Primary 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 Northcote Primary 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.
- Northcote Primary 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 Northcote Primary School that falls outside Northcote Primary 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 (DHHS) Child Protection Unit personnel regarding students or families will be complied with at all times. Please refer to Northcote Primary School's Police & DHHS Interviews Policy.
- Northcote Primary 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.
- Northcote Primary School will table its Annual Report to Northcote Primary School Community at an open meeting of Northcote Primary School Council as soon as all components are finalised. This report will subsequently be made available to all in our community through Northcote Primary School's website. The content of the Annual Report will reflect the requirements of the DET.
- School Council records are not available to the general community. Please refer to Northcote Primary School's *Freedom of Information (Fol) Policy*.
- We will provide a minimum of two comprehensive written reports and one parent/carers - teacher interview for students in June with an option for a second in December and additional interviews upon request.
- Northcote Primary 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.
- Northcote Primary 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 Northcote Primary School's *Staff Code of Conduct (General) Policy*.
- Other than that described in Northcote Primary School's *Internet Use/Social Media Policy*, staff members may not communicate to students or parents/carers by any form of social media. Please refer to Northcote Primary School's *Staff Code of Conduct (General) Policy*.
- Please refer also to the *Policy Development & Review Policy*.
- Northcote Primary School has developed a schedule for dissemination of this information and for the associated training. Please see below.

Evaluation

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

NPS School Council ratified this policy on the 5th December 2018

Reference:

Nil

First Aid	Staff	Yes	General principles as applicable to Northcote PS – early Term 1 and new staff as part of the induction process CPR every two years Level 2 First Aid training	First Aid Coordinator Provider e.g. St John's Ambulance
Medication (Administration of)	Parents Staff	Yes	Newsletter articles semester 1&3 New staff as part of the induction process	ES Staff Induction Coordinator
Mandatory Reporting (Child Protection)	Staff/Volunteers	Yes	Annually – online modules New staff/volunteers as part of the induction process	Member of the Leadership Team Induction Coordinator
Child Safe Policies	Parents Staff/Volunteers	Yes Yes	Copy available to parents on enrolment Annually New staff/volunteers as part of the induction process	Principal Assistant Principal Member of the Leadership Team Induction Coordinator
Complaints, Parents	Parents	Yes	Newsletter articles on how to make complaints at this school terms 1 & 3	ES Staff, Principal/ Assistant Principal
Emergency Management Plan	Staff Parents	Yes Yes	Practice emergency procedures once per term Newsletter articles after each drill	Emergency Management Coordinator ES Staff
Information Privacy Policy	Parents Staff	No Yes	Copy of policy available on enrolment Annual briefing New staff as part of the induction process	Principal / Assistant Principal 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 Children	Parents	Yes	Copy of policy available on enrolment Reminder newsletter articles terms 1&3	Principal / Assistant Principal ES Staff
Yard Duty/ Supervision	Parents Staff	Yes – please do not discuss students issues with staff on yard duty Yes	Newsletter articles terms 1& 3 New staff as part of the induction process	ES Staff / Principal Assistant Principal Induction Coordinator
Gifts, Benefits & Hospitality Policy	Staff School Council	Yes Yes	New staff as part of the induction process Annually	Induction Coordinator Principal
Vision, Mission & Values	Staff Parents	Yes Yes	New staff as part of the induction process Displayed strategically throughout Northcote Primary School and discussed if required with prospective parents	Induction Coordinator Principal / Assistant Principal
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 Northcote Primary School	New staff as part of the induction process	Induction Coordinator OH&S Coordinator
Health Care Policy	Parents	No	When a student with a specific medical need presents for enrolment	Principal / Assistant Principal
Mobile Phones, Use by Children	Parents Students Staff	Yes	Copy of policy available on enrolment Reminder newsletter articles terms 1& 3 Class teachers to brief students as part of the yearly commencement procedures New staff as part of the induction process	Principal / Assistant Principal ES Staff Class Teachers Induction Coordinator

Homework	Parents	Yes	Copy of policy available on enrolment	Principal / Assistant Principal
	Students		Information about work requirements as applicable	
	Staff			ES Staff
Drug Education/Use	Staff	Yes	Annual briefing	Member of the Leadership Team
			New staff as part of the induction process	Induction Coordinator
Duty of Care	Staff	Yes	Annual briefing with a copy of this policy provided and placed on the intranet	Member of the Leadership Team
			New staff as part of the induction process	Induction Coordinator
Parent Payments	Parents	Yes	Policy and information re school payments for the following year at least six weeks before the end of Northcote Primary School year	School Council Principal
Bullying & Harassment	Parents	Yes	Copy of policy available on enrolment	Principal / Assistant Principal
	Staff/Volunteers	Yes	Annual briefing New staff/volunteers as part of the induction process	Member of the Leadership Team Induction Coordinator
Student Engagement	Parents	Yes	Copy of policy available on enrolment	Principal / Assistant Principal
	Staff	Yes	Annual briefing New staff as part of the induction process	Member of the Leadership Team Induction Coordinator
Smoking Ban	Parents	Yes	Copy of policy available on enrolment	Principal / Assistant Principal
	Staff	Yes	Annual briefing New staff as part of the	Member of the Leadership Team Induction Coordinator

			induction process	
Uniform/Dress Code	Parents	Yes	Copy of policy available on enrolment	Principal / Assistant Principal
Staff Leave	Staff	Yes	New staff as part of the induction process	Induction Coordinator
Passwords Policy	Staff	Yes	Twice yearly briefing with copy on the intranet New staff/volunteers as part of the induction process	ICT Coordinator
Running Away from School	Staff	Yes	Twice yearly briefing New staff/volunteers as part of the induction process	Principal / Assistant Principal
Banning, Search & Seizure	Parents Staff	Yes Yes	Twice yearly information in the Newsletter and published on Northcote Primary School's webpage. Annual briefing New staff as part of the induction process	SSE staff Member of the Leadership Team Induction Coordinator
Working with Children (Suitability) Checks	Parents	Yes	Twice yearly information in the Newsletter and published on Northcote Primary School's webpage.	SSE staff
Medical Emergencies	Parents	Yes – advice to parents re their obligations to meet medical expenses including ambulance in the event of an emergency effecting their child and the desirability of ambulance cover	Twice yearly information in the Newsletter and published on Northcote Primary School's webpage.	SSE staff
Student Attendance	Staff	Yes	Twice yearly briefing with copy on the intranet New staff/volunteers as part of the induction process	Member of the Leadership Team Induction Coordinator