

COMMUNICATION OF POLICIES & PROCEDURES POLICY

Pascoe Vale Primary School

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 Pascoe Vale Primary School's 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 Pascoe Vale Primary 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 school and new programs as needed.
- 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/carers, and to students before ratification by School Council.
- Policies will be developed taking into account Department of Education (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 policy as per the three-year review cycle, the principal will consult with staff and the appropriate Committee/s, and School Council for ratification.
- Changes as a result of policy developments and / or reviews will be widely advised to students, staff and parents/carers.
- 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.

Evaluation:

This policy & procedures will be reviewed as part of the school's three-year cycle, next review 2021. This policy & procedures were ratified by school council on the 15/08/2018.

Communication Procedures and Schedule for the School Community

Policy	Staff	Students	Parents/Carers	General Community	Policy Review Date
Student Welfare Documents					
-Excursion, External and Camping Policies & Procedures	-Brief in 1st Professional learning days -Policy manual -Intranet -PLT's		-All policies mentioned in the newsletter and available on request	-Available on request	
-On Site Supervision Policy -Adverse Weather Conditions -Duty of Care Policy	-Brief in 1st Professional Learning days -Policy manual -Intranet		-All policies mentioned in the newsletter and available on request -School website	-Available on request -School website	
-Student Engagement & Wellbeing Policy -Attendance Policy -Student Welfare Policy -Student Management Policy -Mandatory Reporting Policy & procedures	-Brief in 1st Professional Learning days -Policy manual -Intranet -Student engagement workshops- staff meetings	-Junior School Council	-All policies mentioned in the newsletter and available on request -Information Guide (in enrolment pack) -Parent Information Night	-Available on request	-
- Internet Policy & Procedures	-Brief in 1st Professional Learning days -Policy manual -Intranet -ICT meeting at start of each year -Staff PD sessions	-Enrolment pack -Assemblies -Netbook program -In class	-All policies mentioned in the newsletter and available on request -Enrolment Pack	-Available on request	
-Anaphylaxis Policy & Procedures -Asthma Policy & Procedures	-Policy manual -Intranet -Meeting at start of each year to review policy and anaphylactic /asthmatic children -Four Yearly mandated training program	-Individual meetings with students and parents/carers of anaphylactic children -Classroom discussion re food handling issues	-All policies mentioned in the newsletter and available on request -Enrolment Information -Individual parent/carer meetings with anaphylactic children. -School website	-Available on request -School website	

<p>Care Arrangements for Ill students</p> <p>-Distribution of Medication Policy& procedures</p> <p>-First Aid Policy procedures</p>	<p>-Policy manual</p> <p>-Intranet</p> <p>-Meeting at start of year to review each policy & provide medical details of students.</p> <p>-Update first aid qualifications, CPR qualifications & asthma procedures</p> <p>-OH&S and Evacuation Planning cycle</p>	<p>-Classroom discussion re first aid procedures</p>	<p>-All policies mentioned in the newsletter and available on request</p> <p>-Information Guide (in enrolment pack)</p> <p>-Parent/Carer Information Night</p> <p>-Parents/Carers sent medical information & asthma plans to update at start of each year</p> <p>-School website</p>	<p>-Available on request</p>	
<p>-Anti-Bullying Policy</p> <p>-Cyber-Bullying Policy</p>	<p>-Policy manual</p> <p>-Intranet</p> <p>-Wellbeing Team (SEEL) review of dealing with issues of bullying</p>	<p>-Student Diary</p> <p>-Better Buddies Program</p> <p>-SEEL in classroom lessons</p> <p>-Assemblies</p>	<p>-All policies mentioned in the newsletter and available on request</p> <p>-Parent/Carer Information Night</p> <p>-School website</p>	<p>-Available on request</p>	
<p>-Emergency Management Plan</p> <p>- Critical Incident Policies/Plan</p>	<p>-Policy manual</p> <p>-Intranet</p> <p>-Review of policy and procedures in 1st 3 days of school</p> <p>-Evacuation Drill/Lock in Lockdown – 4 times per year</p>	<p>-Evacuation drills</p>		<p>-Available on request</p>	
<p>Sunsmart Policy</p>	<p>-Policy manual</p> <p>-Intranet</p> <p>-Review of policy and procedures in 1st 3 days of school</p>	<p>-Enrolment pack</p>	<p>-Enrolment Pack</p> <p>-School newsletter</p> <p>-School website</p>	<p>-Available on request</p>	
<p>Concerns & Grievances Policy</p>	<p>-Policy manual</p> <p>-Intranet</p> <p>-Review of policy and procedures in 1st 3 days of school</p>	<p>-N/A</p>	<p>Available upon request</p>	<p>-Available on request</p>	

Child Safety Code of Conduct	Brief staff on -Standard 7 – children empowered (see section 7 of folder) This in our start up program. -SEAL program -CASEA program	-Standard 7 – children empowered (see section 7 of folder) This in our start up program. -SEAL program -CASEA program	-All information pertaining to Child Safety. CRTs/ Student Teachers & Volunteers - get a copy of the Child Safety Code of Conduct -School website	-Available on request -School website	
Child Safety Policy	-CRTs/ Student Teachers & Volunteers- get a copy of the Child Safety Code of Conduct -School website	-CRTs/ Student Teachers & Volunteers- get a copy of the Child Safety Code of Conduct -School website	-CRTs/ Student Teachers & Volunteers- get a copy of the Child Safety Code of Conduct -School website	-Available on request -School website	
Child Safety Risk Assessment			-Taken to school council for approval.		