POLICY

KAMBRYA COLLEGE

COMMUNICATION

Rationale:

The policies and protocols of Kambrya College guide and describe the main processes, functions and operations of the College. 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 Kambrya College policies and protocols frame and accurately reflect the College operations, directions, and goals and meet all legislative, compliance and duty of care requirements.

School Council's role in communication:

- The School Council communicates that it has zero tolerance of child abuse in any form.
- Child safety is listed for discussion at all formal meetings (e.g. School Council / Consultative Committee).
- Child safety strategies are developed, rigorously reviewed and adjusted to meet legislative needs.
- Effective reporting processes are developed, with identified people in the school to oversee outcomes.
- School Council and identified staff of the College will communicate with the wider school community about the Child Safety Code of Conduct policy and child protection reporting requirements.
- The school will report on child safety (and risk minimisation) in its Risk Registry.

Implementation:

- The policies describe the rationale, aims and implementations of the operations and directions of the College as a whole.
- The process of considering College policies will be managed by the principal and will be a continuous cycle, using a transparent and consultative process.
- New policies will be added and modified to reflect the growth and evolution of the College, new programs and to meet legislative requirements.
- All policies will use the College policy layout, meet legislative and compliance requirements, and have a designated review period; usually three years. Policies will be adjusted, as legislatively required prior to the designated review time frame.
- 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 College 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; usually three years. Policies will be adjusted, as legislatively required prior to the designated review time frame.
- Changes as a result of policy developments and / or reviews will be widely communicated to students, staff and parents via COMPASS newsfeed, the College newsletter, Facebook and / or webpage.
- Staff will be given opportunity to provide input into policy development / review process, as required.
- The focus of all College policies must remain the needs of students and College operations.
- The focus of all College policies must remain the needs of students and College operations. (For example, the Duty of Care Policy).

- Any concerns relating to the structure of the school should be directed to the Principal or School Council President.

- Protocols outlining curriculum-based procedures will be developed by the Teaching and Learning Executive (TALE) and presented to relevant teams for consultation.

- Policies are communicated to the students via assemblies, 1:1 conversations, website, COMPASS, school media sites (e.g. Facebook) and the College newsletter.

- Policies are communicated to staff via the college intranet, college webpage, staff meetings, briefings, 1:1 discussion, College Operations Group, SSL Meetings and policy manual.

- The College will produce an *Annual Report* (retrospective to the previous year) in Term 2, each year. DET will publish this document to the wider College community.

- Our College 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 publicises and communicates staff legal requirements.

- Action may be taken by individuals, DET or organisations against staff members who choose to communicate information improperly.

- The College will provide ongoing feedback (via COMPASS) on student academic progress, parent-teacher interviews (and additional interviews upon agreement).

- As a matter of professional courtesy, staff will communicate with the Principal before making public comment or formal statement on educational issues, organisation or program of the College or place of work. The Principal and School Council President will ensure that each other is informed.

- The *Information Privacy Act 2001* and the *Health Records Act 2001* 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 College 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 College that falls outside the College's previous practices must be directed to the Principal who may require that a formal written Freedom of Information request be made. The Principal will inform School Council of any such requests.

- All such Freedom of Information requests will be referred to the Department of Education's Freedom of Information Unit.

- Information sought by police, including interviews of students must be directed to the Principal.

- Requests from Department of Health and Human Services (DHHS) personnel regarding students or families will be complied with at all times.

- All staff will comply with court subpoenas to provide information at all times.

References:

Information Privacy Act 2001

Health Records Act 2001

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

Author	Keith Perry- College Principal
Approved by Kambrya College School Council	May 2018
Responsible for Review	Paul Looker- Assistant Principal
Next Review Date	May 2021

Policy and Protocol Overview

Area	Policy	Ratified	Internal Protocol *(Ratification not required by School Council)*
Curriculum and learning	▪ Intellectual Property and Plagiarism ▪ Assessment ▪ Homework ▪ No-opt Out Work Ethic ▪ Oral Presentation ▪ Reporting Policy ▪ SEAL ▪ VCE School-Based Assessment Policy ▪ Digital Citizenship ▪ Use of Data ▪ Teaching and Learning ▪ Curriculum Framework		▪ Guidelines: Alternative provision of LY classes ▪ Guidelines: Curriculum planning ▪ Guidelines: Establishing minimum class size ▪ Guidelines: Examinations ▪ Guidelines: Subject offerings ▪ Model of Instruction
Staff	▪ Staff Dress Code ▪ Staff Leave		▪ Guidelines: Alterations to teacher allocations and/or timetable. ▪ Guidelines: Establishing PORs ▪ Guidelines: Establishing teacher allocations ▪ Guidelines: Recognition of duties outside of formal POR ▪ Guidelines: Staff Absence ▪ Guidelines: Staff Work Conditions ▪ Guidelines: Performance & Development Process ▪ Guidelines: Professional Development Process
Community	▪ Addressing Parent Complaints ▪ Community Code of Conduct ▪ Complaints Resolution ▪ School Philosophy	**All policies were presented to School Council in March 2018 and ratified on May 9th, 2018**	
Communication	▪ Communication ▪ Privacy		
Finance	▪ Camp Payment ▪ Outstanding Payment ▪ Parent Payment ▪ School Purchasing Card ▪ Cash Handling ▪ Eftpos ▪ Receipting and Banking ▪ Bpay ▪ Camps, Sports & Excursions Fund (CSEF)		
Student Engagement and Inclusion	▪ Anti-bullying / Cyber-Bullying ▪ Attendance ▪ Class formation ▪ Disabilities and Impairments ▪ Student Engagement and Discipline Procedures ▪ Equal Opportunity and Harassment ▪ Uniform ▪ Enrolment ▪ Inclusive learning ▪ Student Voice-Empowerment ▪ Driving to School ▪ Restraint and Seclusion ▪ Community Engagement and Inclusion		▪ Behaviour Management Plan ▪ Student Dress Code

Category	Policies (left)		Policies (right)
Supervision	▪ Duty of Care ▪ Excursions and Camps ▪ Incursion		▪ Out of class passes ▪ Student Teacher Supervision ▪ Yard Duty
Systems and organisation			▪ Census preparation ▪ COG ▪ Home group change ▪ Roll Marking ▪ Software ▪ Subject Change ▪ Surveys
Safety	▪ Acceptable Use Agreement ▪ Critical Incidents ▪ Mandatory Reporting ▪ Physical Contact ▪ Student Safety: Responding to critical incidents ▪ Visitors ▪ WWCC ▪ Suicide and Self-Harm ▪ Student Support and Disclosure ▪ OH&S ▪ Student Wellbeing ▪ Student Welfare		▪ Identifying and Using volunteers ▪ Mobile Phones: student use ▪ WWC Register
Health	▪ Administration of Medication ▪ Anaphylaxis ▪ Care arrangements for ill students ▪ Energy Drinks ▪ First Aid ▪ First Aid Needs ▪ First Aid Room ▪ Personal Hygiene ▪ Continence ▪ Infectious Diseases ▪ Headlice ▪ Asthma ▪ Asthma Emergency Kits ▪ Managing Open Wounds and Blood Spills ▪ Portable First Aid Kits ▪ School Nurses and First Aid Co-ordinators ▪ Syringe Disposals and Injuries	**All policies were presented to School Council in March 2018 and ratified on May 9th, 2018**	
International Programs	▪ International Student Homestay ▪ International Student Attendance ▪ International Student Complaints-Appeals ▪ International Student Critical Incident ▪ International Student Program ▪ International Student Wellbeing ▪ International Student Welfare		** College website for the International Student Program ** ISP documents, policies, IED procedures and College produced booklets as per DET and Commonwealth requirements.
Child Safety Standards	▪ Child Safe Code of Conduct-(CRT/Contractors/Visitors) ▪ Child Safe Code of Conduct (School community) ▪ Child Safe – Statement of Commitment		** **Registers for WWCC / VIT** created. ** **Register for Contractors / Visitors** etc. created. ** Placement of **Child Safe docs in reception**. ** **E-Learning Mandatory Reporting by all staff**, linked to a register of completion, along with annual acknowledgement that Child Safe docs have been read and commitment received. ** **Creation of Child Safe tab on website**, with associated **policies and community booklets**.