



## Communication of Policies to School Community Policy

### 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 policies frame and accurately reflect the school operations, directions, and goals and meet all legislative, compliance and duty of care requirements.

### Actions

- 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, 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 emerging school needs 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, staff members, parents and students before ratification by School Council.
- Policies will be developed taking into account DE&T 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 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 reflect the needs of students and school operations.
- Key Links: [DE&T School Policy Advisory Guide - Duty of Care](#)

### Review

This policy will be reviewed as part of the RGLPS review cycle.

### Appendix

#### POLICY SCHEDULE

POLICY	STAFF	STUDENTS	PARENTS/WIDER COMMUNITY
Duty of Care, including Yard Duty	First day Principal briefing Shared server		Website- Compliance policies

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Student Engagement, including Attendance	First day Principal briefing Shared server		Website
Student Management	First day Principal briefing Shared server	Start up program	Website - VRQA Policies
Computer & Internet Usage Policy	Shared server	Start up program	Website - VRQA Policies Parent permission sought
Anaphylaxis Policy	First day Principal briefing Shared server Induction Annual scheduled training Plans in common staff area, first aid, yard duty bags	Notices home Classroom discussion	Website - VRQA Policies Notice home
First Aid Policy (incl. Medication and Asthma)	Training in first meeting Annual scheduled training	Start up program	Website - VRQA Policies Proforma on website
Harassment Policy	New staff induction	Start up program Values education	Website - VRQA Policies
Emergency Management and Critical Incident Policies	Annual Risk Management Review/Training – Term One Quarterly Evacuation Training	Evacuation drills	Website- abridged version
Mandatory reporting	Annual Training	Values education	Website - VRQA Policies
Parent Concerns Policy			Newsletter
Sunsmart Procedure	First day Principal briefing	Ongoing education/ implementation	Hand book Newsletter
Staff Leave Policy Privacy Policy	Induction Shared server		
Uniform Policy	Shared server	Assemblies Yard duty classrooms	Hand book Newsletter Website