

COMMUNICATION OF POLICIES & PROCEDURES SCHEDULE

Latest Information: VRQA 2018

First Developed: July 2017

Reviewed: August 2018

Rationale

The policies of the school guide and describe the main processes, functions and operations of the school. The development and review of policies (including Child Safety Policies and documentation) 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 William Ruthven Secondary College's operations, directions, and goals and meet all legislative, compliance, Duty of Care and Child Safe Standards requirements.
- To ensure that the school communicates these policies and procedures on the care, safety and welfare of students to the school community.

Implementation

- The policies describe the rationale, aims and implementations of the operations and directions of William Ruthven Secondary College 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 new 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, to students before ratification by School Council.
- Policies will be developed considering 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 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.

Communication Procedures and Schedule for the School Community

Policy	Staff	Students	Parents	General Community	Policy Review Date
Student Welfare Documents					
-Excursions, Incursions, External and Camping Policies & Procedures	-Brief in 1st Professional Learning days -Staff manual -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 -Staff manual -Policy manual -Intranet		-All policies mentioned in the newsletter and 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 -Staff manual -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		
- Internet Policy & Procedures	-Brief in 1st Professional Learning days -Staff manual -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	-Staff manual -Policy manual -Intranet -Meeting at start of each year to	-Individual meetings with students and parents of	-All policies mentioned in the newsletter and available on request	-Available on request	

	<ul style="list-style-type: none"> review policy and anaphylactic /asthmatic children -Four Yearly mandated training program 	<ul style="list-style-type: none"> anaphylactic children -Classroom discussion re food handling issues 	<ul style="list-style-type: none"> -Enrolment Information -Individual parent meetings with anaphylactic children. 		
<ul style="list-style-type: none"> Care Arrangements for Ill students -Distribution of Medication Policy& procedures -First Aid Policy procedures 	<ul style="list-style-type: none"> -Staff manual -Policy manual -Intranet -Meeting at start of year to review each policy & provide medical details of students. -Update first aid qualifications, CPR qualifications & asthma procedures -OH&S and Evacuation Planning cycle. 		<ul style="list-style-type: none"> -All policies mentioned in the newsletter and available on request -Information Guide (in enrolment pack) -Parent Information Night -Parents sent medical information & asthma plans to update at start of each year 		
<ul style="list-style-type: none"> -Anti-Bullying & Cyber-Bullying Policy 	<ul style="list-style-type: none"> -Staff manual -Policy manual -Intranet -Wellbeing Team (SEEL) review of dealing with issues of bullying 	<ul style="list-style-type: none"> -Student Diary -Better Buddies Program -SEEL in classroom lessons -Assemblies 	<ul style="list-style-type: none"> -All policies mentioned in the newsletter and available on request -Parent Information Night 		
<ul style="list-style-type: none"> -Emergency Management Plan & Policy - Critical Incident Management Plan, Policy & procedures 	<ul style="list-style-type: none"> -Staff manual -Policy manual -Intranet -Review of policy and procedures in 1st 3 days of school -Evacuation Drill/Lock in Lockdown – 4 times per year 	<ul style="list-style-type: none"> -Evacuation drills 			
<ul style="list-style-type: none"> Sunsmart Policy 	<ul style="list-style-type: none"> Staff manual -Policy manual -Intranet -Review of policy and procedures in 1st 3 days of school 	<ul style="list-style-type: none"> -Student Diary -Enrolment pack 	<ul style="list-style-type: none"> -Enrolment Pack -School newsletter -School website 		

Complaints & Grievances Policy & Procedures	-Staff manual -Policy manual -Intranet		-Enrolment Pack -School newsletter -School website	-School website -School Newsletter	
Child Safety Code of Conduct & Child Safety Policy					
Child Safety Risk Assessment					