



COMMUNICATION OF POLICIES

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 Thomastown 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 Thomastown 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 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 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
School Annual Report	Staff meeting		School Website	School Website	
Student Welfare Documents					
-Excursions, Incursions, External and Camping Policies & Procedures	-Staff Handbook -Policy Handbook -Intranet	Newsletter	-All policies mentioned in the newsletter and available on request	-Available on request	- Camps/ Excursion- May 2020 Incursions- July 2020
-Yard Duty and Supervision Policy -Duty of Care Policy	-Staff Handbook -Policy Handbook -Intranet		-All policies mentioned in the newsletter and available on request -School website	-Available on request	Yard Duty and Supervision Policy- June 2020 -Duty of Care (community) Policy- May 2020 - Duty of Care (Staff) Policy- July 2020
-Student Engagement, & Wellbeing Policy - Inclusion and Diversity Policy - Attendance Policy - Student Behaviour Management Policy - Mandatory Reporting Policy & procedures -Reporting Obligations Policy & Procedures	-Staff Handbook -Policy Handbook -Intranet	-School Council	-All policies mentioned in the newsletter, website and available on request -Information Guide (in enrolment pack) -Parent Information Night	-Available on request	-Student Engagement, & Wellbeing Policy- June 2020 - Inclusion & Diversity Policy- July 2020 - Attendance Policy- July 2020 - Student Behaviour Management Policy- July 2020 - Mandatory Reporting Policy & procedures- July 2020 -Reporting Obligations Policy & Procedures- June 2020
- Digital Technologies Policy	-Staff Handbook -Policy Handbook -Intranet	-Enrolment pack -Assemblies -Laptop program -Home Groups	-All policies mentioned in the newsletter, website and available on request -Enrolment Pack	-Available on request	- Digital Technologies Policy – May 2020

Anaphylaxis Policy& Procedures	-Staff Handbook -Policy Handbook -Intranet -Meeting at start of each year to review policy and anaphylactic /asthmatic children -Staff PD twice yearly -Online staff PD every 2 years	-Individual meetings with students and parents of anaphylactic children -Classroom discussion re food handling issues	-All policies mentioned in the newsletter and available on request -Enrolment Information -Individual parent meetings with anaphylactic children.	-Available on request School website -Newsletter	-Anaphylaxis Policy& Procedures- July 2020
Care Arrangements for Ill students -Distribution of Medication Policy& procedures -First Aid Policy procedures	- Staff Handbook -Policy Handbook -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.		-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		-Care Arrangements for Ill students- July 2020 -Distribution of Medication Policy& procedures – May 2020 -First Aid Policy procedures- May 2020
-Anti-Bullying & Cyber-Bullying Policy	- Staff Handbook -Policy Handbook -Intranet -Wellbeing Team review of dealing with issues of bullying	-Student Diary - Classroom lessons -CityLink Program -Assemblies -Home Groups	-All policies mentioned in the newsletter and available on request -Parent Information Night	-Website and Newsletter	-Anti-Bullying & Cyber-Bullying Policy- May 2020
-Emergency Management Plan & Policy - Critical Incident Management Plan, Policy & procedures	- Staff Handbook -Policy Handbook -Intranet -Evacuation Drills- 4 times per year -Staff feedback after drills	-Evacuation drills -Offsite -Onsite -lockdown -Shelter in place	-Website and Newsletter	Available on request	-Emergency Management Policy – July 2020 -Emergency Management Plan- June 2020 -Critical Incident Plan- June 2020 Critical Incident Policy- July 2020
Complaints & Grievances Policy & Procedures	- Staff Handbook -Policy Handbook -Intranet		-Enrolment Pack -School newsletter -School website	-School website -School Newsletter	Complaints & Grievances Policy & Procedures- May 2020

Child Safety Code of Conduct	Whole staff meeting yearly	Website Intranet	Website Intranet	Available on request	Child Safety Code of Conduct – July 2020
Child Safety Risk Assessment	Whole staff meeting yearly	Website Intranet	Website Intranet	Available on request	Child Safety Risk Assessment– July 2020
Child Safety Policy	Whole staff meeting yearly	Website Intranet	Website Intranet	Available on request	Child Safety Policy– July 2020