

## COMMUNICATING SCHOOL POLICIES

School policies will be most effective where they are accessible and appropriately communicated. Effective communication methods will vary, depending on the target audience (for example staff, parents/carers, students, the broader community).

Certain laws and DET policy also require schools to communicate policies and to communicate them in certain ways. For example:

- Ministerial Order 870 requires schools to make their Child Safe Policy, Code of Conduct and procedures for responding to and reporting allegations of suspected child abuse publicly available, which is generally achieved by placing the policy on the school's website.
- The Department's policy on Supervision requires principals to regularly inform parents/carers about supervision available before and after school, which can be achieved by regular reminders in a newsletter and by placing the school's policy on Yard Duty and Supervision on the school website or online parent portal if one exists at that school.

Also, the *Guidelines to the Minimum Standards and Other Requirements for Registration of Schools including those offering Senior Secondary Course* states that schools must have evidence on how they communicate policies and procedures relating to:

- the care, safety and welfare of students
- the school's policies relating to student engagement, behaviour and discipline
- the school's Statement of Philosophy/Statement of Values and School Philosophy.

A 'Consolidated Policy Review and Communications Spreadsheet' is provided at the bottom of this page under 'Resources' (as well as on the homepage) and outlines communication methods that schools are required to follow, as well as recommended and optional communication methods. It also provides additional information such as whether or not school council must approve the policy, the basis for having the policy (under "Source of requirement") and other key information that school staff may find useful.

While it is not compulsory for Victorian government schools to have a register or policy on 'communicating policies', if schools want to develop a register that outlines how they communicate each policy, the Consolidated Policy Review and Communications Spreadsheet can be adapted for this purpose, noting that when doing so you may wish to delete some of the columns (such as the 'Notes' and 'Source of requirement' columns) and consolidate the communications columns to have one column only on how you communicate the policy rather than separating them out into what is required, recommended and optional.

The Department's *Improving School Governance: Policy and Review* training module for school councils states that school councils should maintain a register of its existing policies, noting the date that each policy was approved and the scheduled date to review it. Your school could use the one register to outline both communication methods as well as the school council approval (where approval is required) and review dates. This would reduce the administrative burden of updating two separate documents.

*Resource: Consolidated Policy Review and Communications Spreadsheet (20 May 2019)*

### POLICY REVIEW AND APPROVAL

Policy last reviewed	13 Nov 2023
Approved by	School Council
Next scheduled review date will be 4 years from last review	13 Nov 2027