



RPS COMMUNICATION OF PROTOCOLS

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.

Aim:

To ensure that Richmond Primary School policies accurately reflect the school operations, directions and goals and meet all legislative, compliance and duty of care requirements.

Implementation:

- The process of considering school policies will be managed by the Principal and will be reviewed using a consultative process.
- New policies will be added and modified to reflect the growth and evolution of the school and its programs.
- All policies will meet legislative and DET 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 and parents before ratification by the School Council.
- The focus of all school policies must remain the needs of students and school operations.
- At the start of each school year, all staff are inducted on the Child Safe policies and will be reminded to access all school policies on the school's google drive.
- Staff, SIT and school council meetings schedule the communication of policies and procedures on the care, safety and welfare of students
- Risk management of child abuse. The school has a set of procedures relating to the management of strategies to reduce and remove risks of child abuse. These are outlined in the RPS Child safety policy. Staff will be trained during day 1 induction at the start of the school year in this area. These effectiveness of these strategies will be reviewed by the well being team term 4. To ensure regular focus of these strategies child safety is included as a regular agenda item in staff, school leadership and school council meeting minutes.
- Regular newsletter articles and notifications on the school website will remind parents that school policies are available for viewing at the school, upon request.
- The Annual Report will be shared with the school community via the school newsletter and displayed on the schools website
- All relevant Child Safety information will be displayed on the school website

- Policies and procedures for care and safety of students will be displayed on the school website including Student Wellbeing & Engagement policy, Duty of Care policy and First Aid policy
- A hard copy of all school policies will be kept at the school office and available to parents on request

Schedule of Policy Review

Policy	Staff	Students	Parents	Community	Review date
Headlice Policy	Policy Folder in essential documents on google docs		School website	School website	2009
Sunsmart Policy	Policy Folder in essential documents on google docs Staff handbook	Assemblies JSC meetings	School website	School website	2011
Homework Policy	Policy Folder in essential documents on google docs		School website	School website	2011
Uniform Policy	Policy Folder in essential documents on google docs	Assemblies	School website	School website	2012
Excursion, Incursion and Camping Policies & procedures Enrolment Policy	Policy Folder in essential documents on google docs		School website	School website	2014
Duty of Care	Brief in 1st PL days (as part of Child Safety) Policy Folder in essential documents on google docs Staff handbook		School website	School website	2014
Distribution of Medication Policy	Policy Folder in essential documents on google docs Staff handbook		School website	School website	2014
Students Welfare, Engagement and Behaviour Policy	Brief in 1st PL days Policy Folder in essential documents on google docs Staff handbook	All students Learning programs at start of the year and reviewed throughout the year	School website	School website	2015

ICT and Acceptable Use & Internet Usage Policy	Policy Folder in essential documents on google docs Staff handbook		School website School newsletter	School website	2015
Parent Concerns and complaints policy	Policy Folder in essential documents on google docs		School website	School website	2015
Diversity Policy Dog Policy	Policy Folder in essential documents on google docs		School website	School website	2015
Internet Banking Policy Eftpos Policy	Policy Folder in essential documents on google docs				2015
Child Safe Policy Mandatory Reporting	Brief in 1st PL days (as part of Child Safety) Policy Folder in essential documents on google docs Staff handbook		Parent/Teacher Information Night School website School Newsletter	School website	2016
OHS Resolution of issues policy	Policy Folder in essential documents on google docs				2016
Social Media Policy	Policy Folder in essential documents on google docs		School website	School website	2016
First Aid	Brief in 1st PL days Policy Folder in essential documents on google docs Staff handbook		School website	School website	2018draft
Asthma Policy	Brief in 1st PL days Policy Folder in essential documents on google docs		School website	School website	2018draft
Anaphylactic Policy	Brief in 1st PL days Policy Folder in essential documents on google docs		School website	School website	2018draft
Anaphylaxis Policy	Brief in 1st PL days		School website	School website	2018 draft

	Policy Folder in essential documents on google docs				
Supervision Policy	Policy Folder in essential documents on google docs Staff handbook		School website	School website	2019
Critical Incident Policy	Policy Folder in essential documents on google docs		School website	School website	2019 draft
Yard duty Policy	Policy Folder in essential documents on google docs		School website	School website	2019 draft
Learning and Teaching	Brief in 1st PL days Policy Folder in essential documents on google docs Staff handbook		School website	School website	2019 draft
Health Care	Policy Folder in essential documents on google docs		School website	School website	2019 draft

Evaluation:

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

This policy was last ratified by School Council in (Draft) February 2019