



COMMUNICATION OF PROTOCOLS

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.

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 | School Council approval |
|--|---|----------------------------|----------------|----------------|----------------|-------------------------|
| Headlice Policy | Policy Folder in essential documents on google docs | | School website | School website | 2020 | No |
| Sunsmart Policy | Policy Folder in essential documents on google docs Staff handbook | Assemblies JSC meetings | School website | School website | 2020 completed | Yes |
| Homework Policy | Policy Folder in essential documents on google docs | | School website | School website | 2011- 2021 | Yes |
| Uniform Policy/Dress Code | Policy Folder in essential documents on google docs | Assemblies | School website | School website | 2012- 2021 | Yes |
| Excursion, Incursion and Camping Policies & procedures Enrolment Policy | Policy Folder in essential documents on google docs | | School website | School website | 2014 | No |
| 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 | No |
| Distribution of Medication Policy | Policy Folder in essential documents on google docs | | School website | School website | 2021 | No |

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|--|---|--|---|----------------|------|---------------------|
| | Staff handbook | | | | | |
| 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 | No |
| ICT and Acceptable Use & Internet Usage Policy | Policy Folder in essential documents on google docs Staff handbook | | School website School newsletter | School website | 2015 | No |
| Parent Concerns and complaints policy | Policy Folder in essential documents on google docs | | School website | School website | 2015 | No |
| Diversity and Inclusion Policy Dog Policy | Policy Folder in essential documents on google docs | | School website | School website | 2015 | No No |
| Internet Banking Policy Eftpos Policy | Policy Folder in essential documents on google docs | | | | 2021 | No |
| Child Safe Policy Mandatory Reporting Child safety code of conduct | 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 | No No Yes |
| OHS Resolution of issues policy | Policy Folder in essential documents on google docs | | | | 2016 | No longer needed |
| Social Media Policy | Policy Folder in essential documents on google docs | | School website | School website | 2016 | Do we need this? |
| First Aid | Brief in 1st PL days | | School website | School website | 2021 | No |

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|--------------------------|---|--|----------------|----------------|------------|----|
| | Policy Folder in essential documents on google docs Staff handbook | | | | | |
| Asthma Policy | Brief in 1st PL days Policy Folder in essential documents on google docs | | School website | School website | 2021 | No |
| Anaphylaxis Policy | Brief in 1st PL days Policy Folder in essential documents on google docs | | School website | School website | 2018 draft | No |
| 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 | 2021 | No |
| Yard duty Policy | Policy Folder in essential documents on google docs | | School website | School website | 2021 | No |
| Learning and Teaching | Brief in 1st PL days Policy Folder in essential documents on google docs Staff handbook | | School website | School website | 2019 draft | No |
| Health Care | Policy Folder in essential documents on google docs | | School website | School website | 2019 draft | No |

Evaluation:

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

This policy was last ratified by School Council in February 2019