

Learn • Trust • Respect • Sense of Humour

COMMUNICATION PROTOCOL POLICY

RATIONAL:

It is essential that staff members of the school communicate information in agreement with established protocols to preserve the professionalism of the school, to protect the rights of individuals, to uphold our duty of care to students, and to comply with DET and legal requirements.

GENERAL STATEMENT:

The aim of this policy is to ensure that the communication of information is carried out correctly and in a manner that complies with school, departmental and legal requirements.

IMPLEMENTATION GUIDELINES:

- Our school has a policy of open and cooperative communication.
- This practice however recognises that staff members have legal, departmental, local, professional and social obligations with regards to the communication of information.
- Action may be taken by individuals, the DET or organisations against staff members who choose to communicate information improperly.
- Cranbourne West Primary School will provide two written reports for students each year, two parent-teacher interviews per year, additional interviews upon agreement, and an annual report for the community.
- Formal media statements to be made by the Principal or the School Council Chairperson who will ensure that each other is informed.
- The Information Privacy Act and the Health Records Act 2001 require that schools protect the interests of individuals with regard to their personal information and respect the individual's right to control how their personal information is used, and for what purpose.
- The school will only collect consensual information that it requires about individuals, and will only communicate and disclose information for the purposes for which it was collected.
- Any person seeking information from the school that falls outside the school's previous practices must be directed to the Principal who may require that a formal written Freedom of Information request be made. The Principal will inform School Council of any such requests.
- All such Freedom of Information requests will be referred to the DET's Freedom of Information Unit.

- Information sought by police, including interviews of students must be directed to the Principal.
- Requests from Department of Human Services personnel regarding students or families will be complied with at all times.
- All staff will comply with court subpoenas to provide information at all times.
- In the interest of cyber safety and current privacy laws, students are not permitted to be photographed or videoed on the school premises without permission of the Principal.
- There is an expectation that all members of the community respect the rights of others by not posting or distributing photographs or videos that include other community members without their express permission or consent.
- Facebook – Staff should not be ‘friends’ with either current or ex-students of Cranbourne West Primary School.
- Staff also need to be aware of the risk involved with being the Facebook friend of any parents at the school

Evaluation:

This policy will be reviewed as part of the school’s cyclic review.

School Use Only

Version	6
Date	4/11/16
Ratified	14/11/16