

COMMUNICATION OF SCHOOL POLICIES AND PROCEDURES POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office.

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PURPOSE

The purpose of this policy is to inform the school community of how the school develops, communicates, reviews and monitors school policies and procedures.

SCOPE

The development and review of policies and procedures is part of an agreed process to ensure that key stakeholders are part of the review and consultation process (where applicable).

The school Principal is responsible for operational school policies, procedures and decisions.

There are a **small** number of policies that must be developed and approved by the school council because of legal requirements or Department policy (e.g. Uniform Policy).

POLICY IMPLEMENTATION

The policies of the school guide and describe the main processes, functions and operations of the school. It is the goal of Richmond West Primary School to ensure policies frame and accurately reflect the school operations, directions, and goals and meet all legislative, compliance and duty of care requirements. Any concerns relating to the structure of the school should be directed to the principal.

Richmond West Primary School will provide the following minimum steps:

1. **Consultation** with key stakeholders in the school community (where applicable) when updating or introducing new policies. There are **very few** policies that require school council approval. However, even where a policy does not require school council approval, it is open to the school principal to choose to consult with and/or seek approval from their school council if they consider this to be appropriate.

Consultation may include, but is not limited to:

- a. circulating draft policies amongst staff, parents and teachers for comment
 - b. including notices in the school newsletter inviting input into policy development
 - c. discussion about draft policies amongst a working group of school council (where appropriate)
 - d. workshops with student representative groups.
2. **Publish** school policies to be accessible to the Richmond West Primary School community. Inclusion of key policies on the school website, or other communication channels used by

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Richmond West Primary School including enrolment packs, staff handbooks, induction packs, newsletters and student diaries.

3. *Communicate* school policies to all school staff to ensure that they are well understood and consistently applied. Ensure that key policies are regularly referenced in school decision-making processes and staff meetings and easily accessible. All relevant policies will be included in staff induction and any staff handbooks published by Richmond West Primary School.
4. *Review* the effectiveness of school policies and collect data to help to measure their success. Examples of data that Richmond West Primary School may choose to collect include:
 - student survey results
 - parent survey results
 - incident registers.

Richmond West Primary School will ensure:

- All school policies describe the rationale, aims and implementations of the operations and directions of the school as a whole;
- The process of considering school policies will be managed by the Principal on 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 school and new programs;
- All policies will use the school policy template, 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;
- When reviewing an existing school policy as per the review cycle, the principal will consult with staff and the appropriate Committee/s, and to School Council for approval (where applicable);
- Changes as a result of policy developments and / or reviews will be widely advised to students, staff and parents;
- Policies will be developed taking into account DET policies, memos and circulars relating to a particular policy area;
- A list of policies and a review schedule will provide a timeline for reviews and will be maintained by the **Principal's nominee** and a copy will also be held by the **Business Manager**;
- Staff will be given opportunity to provide input into the policy development or review process (where applicable);

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- The focus of all school policies must remain the needs of students and school operations.

Maintaining Registers

Victorian Institute of Teaching (VIT)

All teachers who are employed or engaged as a teacher in a Victorian school must be registered with VIT. The *Education and Training Reform Act 2006* (part 2.6) sets out the requirements for registration as a teacher. Section 2.6.56 prohibits persons from undertaking the duties of a teacher in any Victorian school without current Victorian Institute of Teaching registration.

Under the Act it is an offence for any school to employ a person to undertake teaching duties unless they are registered or have permission to teach.

The Minimum Standards for school registration require schools to:

- maintain a **register** of VIT details for all teaching staff; and
- have **procedures** for maintaining that register

Richmond West Primary School will maintain a current register (through access on the VIT school portal), of VIT details (including names, registration numbers and expiry dates), of all teaching staff. Richmond West Primary School may also choose to keep a separate table or spreadsheet as the register. The Richmond West Primary School principal (or a designated nominee) is responsible for ensuring the register is current and readily accessible. The principal (or designated nominee) will develop a local procedure and be responsible for recording each staff member's VIT information in the register at the commencement and cessation of employment and following up with them if their VIT expiry date is reached.

Working with Children Clearances

All Victorian government schools are required to comply with the requirements of the *Worker Screening Act 2020* in relation to Working with Children Checks and other suitability checks for all **employees** (both Department and school council employees). The Department's policy (which incorporates legal requirements under Ministerial Orders) must be followed in relation to Working with Children Checks or other employment suitability checks **for employees**.

Working with Children Checks are required by law only for people who engage in child-related work, unless an exemption applies (e.g. parent supervising their own child, Victorian Institute of Teaching (VIT) registered teacher, police officer).

The Minimum Standards for school registration require schools to:

- maintain a **register** of all staff with a Working with Children Check; and
- have **procedures** for maintaining that register

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Richmond West Primary School maintains registers of all staff and volunteers' Working with Children (WWC) Clearance details. The register includes each staff member or volunteer's:

- name
- registration number
- expiry dates

Richmond West Primary School principal (or a designated nominee) is responsible for ensuring the register is current and readily accessible. The principal (or designated nominee) will develop a local procedure and be responsible for recording each staff member's Working with Children Check information in the register or in CASES21 at the commencement of employment and following up with them when the expiry date is reached.

Working with Children and Suitability Clearances - volunteers and visitors

Richmond West Primary School will determine what checks will be required for **Volunteers** and **Visitors** to the school in accordance with legal requirements under the *Working with Children Act 2005* (Vic), the Child Safe Standards and Department policy.

Note: For more information see the Volunteers Policy

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes and staff training
- Available publicly on our school's website communications platform (COMPASS)
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Hard copy available from school administration upon request

Relevant policies will be available for staff and parents through induction and on the **school website**.

FURTHER INFORMATION AND RESOURCES

RELATED SCHOOL POLICIES

- Richmond West Primary School – Policy Responsibilities and Schedule 2021
- Visitors Policy
- Volunteers Policy

RELATED DET RESOURCES

The Department's Policy and Advisory Library:

- [Working with Children and Other Suitability Checks for School Volunteers and Visitors](#)
- [Worker Screening Act 2020](#)

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- [Suitability Check Flowchart for Schools](#) to help guide decision-making process about Working with Children Checks for your school. This is a useful one-page guide that explains the legal requirements for Working with Children Checks.

RELATED LEGISLATION

- Education and Training Reform Act 2006
- Ministerial Order 870
- Working with Children Act 2005. <https://www.workingwithchildren.vic.gov.au/>

POLICY REVIEW AND APPROVAL

This policy will be reviewed as part of the school's review cycle or if policy guidelines change.

Policy last reviewed	February 2022
Approved by	Principal
Consultation	NA
Next scheduled review date	February 2026