


Policy		
Policy Name COMMUNICATION PROTOCOL		
No.1	Version 1.1	
Date 2016	Review led by Anthony Hockey	
Date Endorsed		

Purpose

Rationale:

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

Aims:

To ensure that the communication of information is carried out correctly and in a manner that complies with school, departmental and legal requirements.

Scope

- St Paul's Catholic Primary School Nightcliff
- St Paul's Early Learning Centre Nightcliff
- St Paul's Outside School Care Nightcliff

Definitions

Policy Statements

- 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 the communication of information.
- Action may be taken by individuals, the department or organisations against staff members who choose to communicate information improperly.
- We 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.

- **Department of Education** employees are free to make public comment on issues relating to education, but in doing so, must be wary not to make comments that can be construed as negative criticism of our school, School Council, our community, staff or community members.
- As a matter of professional courtesy staff will communicate with the principal before making public comment or formal statement on educational issues or that bears on the organisation or program of the school or place of work. The principal and **School Council** president 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 Department of Education'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.

Supporting Documents and Processes

- **NSW Parent Charter for Catholic Schools**

Review Date

This policy will be reviewed as part of the school's three-year review cycle or earlier as required.

References

Revision Record

Date	Version	Revision Description
19/10/16	1.2	Addition of Parent Charter

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