



# ST JOSEPH'S PRIMARY SCHOOL LAURIETON DIOCESE OF LISMORE

## Communication Protocol Policy

<b>Policy Number:</b>	CommPP.1.2
<b>Status:</b>	Ratified
<b>Date Issued:</b>	August 2014
<b>Evaluation and Review:</b>	August 2019
<b>Policy Contact Officer:</b>	School Principal – David Hughes
<b>Related Documentation:</b>	Information Privacy Act and the Health Records Act 2001

**Rationale:**

It is essential that staff members of the school communicate information in agreement 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 to comply with departmental and legal requirements.

**Scope:**

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

**Principles and Procedures:**

- 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, or organisations against staff members who choose to communicate information improperly.
- We will provide two written reports for students each year, opportunities for two parent-teacher interviews per year, additional interviews upon agreement, and an annual report for the community.
- 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 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.
- All such Freedom of Information requests will be referred to the Catholic Education Office.
- Information sought by police, including interviews of students must be directed to the principal.
- Requests from Department of Community Services personnel regarding students or families will be complied with at all times after consultation with the Principal
- All staff will comply with court subpoenas to provide information at all times.