

POLICY DEVELOPMENT & REVIEW POLICY

Rationale

- Clearly written policies set out the school's position on a particular issue.
- They are important tools as they reflect the school's values and support the school's broad direction as outlined in its Strategic Plan.
- Good policies are essential because they demonstrate that the school is being operated in an efficient manner and ensure that there will be consistency in decisions and in school operations.
- A School Council will develop a policy because:
 - Department of Education and Training (DET) policy requires a school to have a policy on a particular topic
 - Council decides to issue guidance about an aspect of implementation of its strategic plan
 - Council decides to set out the school's position on a major issues within its powers and functions
 - The Victorian Registration and Qualifications Authority (VRQA) - Schools requires policy statements in specific areas
 - A policy is governed by Ministerial Order e.g. Anaphylaxis Management
- Due to legislation and statewide approaches, DET requires schools to have the following policies in place:
 - Investments
 - Payments by Parents/Carers
 - Student Behaviour which may be included in the Student Engagement Policy
 - Child Safe Standards
- DET states that other policies which typically are common to most schools such as dress codes, camps and excursions, homework, SunSmart, sponsorship, community use of school facilities, canteen operation and other school food services should be developed.
- A Health Care Needs Policy is a mandatory prerequisite for Anaphylaxis and other student health issues.
- DET also lists the policies related to Governance & Management which includes the policies listed below as well as some of the policies above:
 - Accountability and Improvement (Performance & Development and Framework for School Improvement)
 - Archives and Records Management
 - Asset Management and SEIS
 - Camps and Excursions
 - Copyright
 - Dangerous Goods and Hazardous Substances
 - Emergency and Critical Incidents
 - Emergency Management Planning
 - Fraud and Corruption
 - Gifts, Benefits and Hospitality
 - Internet/Social Media
 - Mobile Phones, Use by Children
 - Personal Devices – Parent Payments & Access
 - Protocols for Members of Parliament Visiting Schoc
 - Relations with the Media
 - Uniform/Dress Code
 - School Council Legal Framework
 - School Council Elections
 - School Hours
 - Accident Recording and Reporting
 - Advertising
 - Banning, Search and Seizure of Harmful Items
 - Conducting Research
 - Duty of Care
 - Emergency and Incident Reporting
 - Framework for Improving School Outcomes
 - Freedom of Information
 - Home Schooling
 - Information Privacy
 - Payments by Parents/Carers
 - Performance & Development
 - School Naming
 - Risk Management
 - Smoking Ban
 - School Council Operations
 - School Council Meetings

Purpose

- To have in place a minimum set of policies based on the Victorian Registration and Qualifications Authority (VRQA) - Schools to best guide the operations and directions of the school.
- To ensure Tarneit West Primary School (Interim Name) complies with DET policy and guidelines and relevant legislation.
- To provide an operations manual for consistent processes and procedures across the school.
- To have in place a minimum set of policies based on the Victorian Registration and Qualifications Authority (VRQA) - Schools to best guide the operations and directions of the school.
- To ensure Tarneit West Primary School (Interim Name) complies with DET policy and guidelines and relevant legislation.
- To provide an operations manual for consistent processes and procedures across the school.

Implementation:

- The principal will advise the School Council on the need for school policies to meet government policy or legislation or guidelines, as a School Council member contribute to policy development and implement the policies.
- The School Council will determine the need for policies on local issues within its powers and functions, develop policies including consulting the school community if required and regularly review existing policies.
- The principal and the School Council President are required to attest annually in the Annual Report to the school community that the school has met the VRQA requirements. Schools must have the following policies and procedures in place to meet the minimum VRQA registration requirements:
 - School philosophy policy
 - Student enrolment policy (for Specialist and Specific Purpose Schools only)
 - Curriculum framework policy
 - Student engagement and inclusion policy
 - Bullying and harassment policy and procedures (including cyber bullying). This can be included in the Student Engagement and Inclusion document
 - Supervision and duty of care policy
 - Excursion and camps policy
 - Visitors policy (this includes external providers)
 - Administration of medication policy and care arrangements for ill students
 - Anaphylaxis management policy and procedures
 - Mandatory reporting policy
 - First aid policy and procedures (including a register of staff trained in first aid)
 - Internet use (ICT Acceptable Use) policy
 - Emergency Management Plan
 - Communication of School Policies, Procedures and Schedule Policy
 - Working with Children Check policy and procedures
 - Procedures to maintain staff registers (working with children check, first aid and VIT registration)
 - Child Safe Standards
- The School Strategic Plan sets out the school's strategic direction for the next four years and drives the school's programs and processes. The Strategic Plan's goals and targets set a clear course of action for the school, giving the school community a clear sense of the learning outcomes the school is striving to achieve, how they intend to achieve them and how they will know when they have been successful.
- Council might decide to make a policy about a particular issue to provide guidance about how the school will meet its goals and targets. For example, it could make a policy to set out the school's expectations about what homework students should do to support the student learning and student engagement goals in the school strategic plan.
- From time to time, the School Council might identify the need to develop a policy about a particular school or community issue (for example, about students' use of mobile phones). Most

often, this will arise from the need to set out the school's position in relation to a specific topic. In these cases, School Council's policy will explain its purpose and intended outcome and the Principal and staff will establish operational procedures to implement the policy. Such a policy can be useful to promote fairness, consistency and transparency across the school, provide the means to engage the community in achieving an agreed approach in response to a specific topic, manage or prevent controversy and inform the school community about the school's position in relation to a particular matter.

- The Council will decide whether a special working party needs to be established for the purpose of developing the policy or whether the Council itself, or an existing sub-committee of the Council, will develop the policy.
- School policies will be of a consistent layout, will focus on a single issue and will describe the background or rationale, purpose or aims, implementation procedures (action to be taken), evaluation schedule and references.
- The policies may include "definitions" to improve the clarity of the policy which should be precise and easy to understand.
- The policies will include the date when the policy was developed or updated and subsequently ratified by School Council.
- Policies may include procedural statements in the form of "The school will" when this has been stipulated by DET.
- Policies may include school specific procedures to further clarify the procedures to be implemented.
- Policies will include the mandatory and the recommended sets above.
- An Anaphylaxis Management Policy consistent with MO706 will be developed.
- As applicable, the policies will be cross-referenced to the Child Safe Standards with statements such as:
 - "The safety and wellbeing of children is this school's highest priority."
 - "This school has **zero tolerance of child abuse.**"
- The development and review of policies will have an agreed process so that various stakeholders are part of the consultation and review process.
- The process of considering school policies will be managed by the principal who may be supported by a School Council Policy Subcommittee, will be a continuous cycle, and as far as practicable, will use a transparent and consultative process.
- When developing a new policy, the Council will determine if consultation with appropriate personnel in order to draft the initial policy statement is required. If yes, the draft policy will then be circulated for comment as deemed appropriate, back to the leadership team and finally to the School Council for ratification, preferably within three months.
- As a minimum a set of policies based on the Victorian Registration and Qualifications Authority (VRQA) - Schools standards will be developed.
- Notwithstanding, this school will include the mandatory set of policies above.
- Policies will be developed taking into account DET policy as described at web reference www.education.vic.gov.au/school/principals/spag/Pages/azindex.aspx
- To comply with DET policy and guidelines, in formulating and reviewing its policies, the School Council will formally seek the views of the school community on student engagement, vision, mission and values statements, visitors to the school, the uniform/dress code and sponsorship.
- Council will ratify the following policies annually and preferably at the start of the year:
 - Anaphylaxis Management
 - Bullying & Harassment
 - Emergency Management Planning
 - Financial Management Procedures including Cash Handling Procedures, Investments, Purchasing Cards, School Internet (Electronic) Banking
 - Uniform/Dress Code
 - Support for Families Experiencing Hardship

- The Parent Payments Policy will be ratified at least six weeks before the end of the year when information about payment of school costs for the following year will be sent to parents/carers.
- Changes as a result of policy developments and/or reviews will be widely advised to staff and parents/carers as appropriate.
- Parents/carers will be provided with the following policies on enrolment:
 - Bullying & Harassment
 - Child Safe
 - Homework
 - Information Privacy
 - Payments by Parents/Carers
 - Photographing & Filming Children
 - Mobile Phones, Use by Children
 - Smoking Ban
 - Student Engagement
 - Uniform/Dress Code
- The above policies will also be placed on the school website.
- Upon request, parents/carers will be given a complete set of school policies or a single policy relating to a specific area.
- Information about other policies e.g. complaints and concerns, sun & UV protection, medication at school, times when the playground will be supervised will be provided through the school newsletter.
- Statements about the school's vision, mission and values will be displayed strategically throughout the school.
- Staff will be briefed on school policies such as Duty of Care, Gifts, Benefits & Hospitality, Anaphylaxis Management and Asthma Management according to the communication schedule.
- New staff will be informed about school policies as part of the induction process.
- For children with disabilities or medical needs, the school's Health Care Needs Policy will be provided upon enrolment.
- Routine matters such as school hours are best dealt with procedurally and may not need a policy. This is for School Council to determine.

Evaluation

- This policy will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET update February 2017).

<u>Ratification Date</u>	<u>Review Date</u>	<u>Policy Number</u>	<u>Version Number</u>	<u>Date Produced</u>
October 2017	2020	64	1	September 2017

References:

<http://www.education.vic.gov.au/school/teachers/management/Pages/schoolcouncilpolicy.aspx>

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