

REGISTER OF POLICY REVIEW & COMMUNICATIONS

Policy	Requirement	Source	School Council Approval	Review Cycle	Required Communication Methods	Recommended Additional Communication Methods	Optional Additional Communication methods
Anaphylaxis	M	VRQA	NR	1 year	School website Compass Mandatory staff training (twice yearly) Induction processes	Staff Handbook Staff Meetings twice per year	Enrolment packs Parent Information Events Newsletters
Asbestos Management Plan Asbestos Audit Report Asbestos Register (if applicable)	M	DET	NR	1 year or as required	Induction process - all contractors, maintenance staff and volunteers are provided with OHS induction and review of the Asbestos Register before commencing any work.	Staff Handbook Staff briefing or meeting as required	See Asbestos Management page for further information
Asthma	M	DET	NR	1 year	School website Induction processes Staff training	Staff Handbook Staff briefing or meeting as required	Enrolment packs Parent Information Events Newsletters
Attendance	M	VRQA	CR	3 to 4 years	School website Induction processes	Staff Handbook Staff briefing or meeting as required	Enrolment packs Parent Information Events Newsletters
Bullying Prevention	M	VRQA	COR	1 to 2 years	School website Induction processes	Staff Handbook Staff briefing or meeting as required Student Handbook & Diary	Enrolment packs Parent Information Events Newsletters Assembly Student Bulletin
Camps And Excursions	M	VRQA	CR	3 to 4 years	Induction processes	Staff Handbook Staff briefing or meeting Compass School website	Enrolment packs Parent Information Events Newsletters
Cash Handling	M	DET	Y	1 year	Induction processes	Staff Handbook Staff briefing or meeting as required	
Child Safety Responding and Reporting Policy and Procedures	M	VRQA & Ministerial Order 870	TAB	3 to 4 years	School website Induction processes Staff briefing or meeting regularly Annual staff and school council training	Staff Handbook Staff briefing or meeting as required	Enrolment packs Parent Information Events Newsletters Assembly Student Bulletin
Child Safe Standards policy or commitment and code of conduct	M	VRQA & Ministerial Order 870	CR	1 to 2 years	School website Induction processes Staff briefing or meeting (regularly) Annual staff and school council training	Staff Handbook/Manual	Enrolment packs Parent Information Events Newsletters Assembly Student Bulletin
Class Placement	O		NR	3 to 4 years		School website Compass Induction processes Staff Handbook	Enrolment packs Parent Information Events Newsletters Assembly Student Bulletin

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Communication with School Staff	O		CR	3 to 4 years		School website Compass Induction processes Staff Handbook	Enrolment packs Parent Information Events Newsletters Assembly Student Bulletin
Complaints	M	VRQA	CR	3 to 4 years	School website Induction processes	Staff Handbook Staff briefing or meeting as required	Enrolment packs Parent information nights Newsletters Student forums/communication tools
Critical Incident Plan	M	VRQA	NR	1 year	See Emergency Management Plan	See Emergency Management Plan	See Emergency Management Plan
Curriculum Framework	M	VRQA	NR	1 year	Induction processes	School website Compass	Enrolment packs Parent Information Events Newsletters Assembly Student Bulletin
Digital Technologies (Internet, Social Media and Digital Devices)	M	VRQA	CR	1 to 2 years	School website Induction processes	Staff Handbook Staff briefing or meeting as required	Enrolment packs Parent Information Events Newsletters Assembly Student Bulletin
Duty Of Care	M	VRQA	NR	3 to 4 years	Induction processes Staff briefing or meeting as required	Staff Handbook School website	Enrolment packs Parent Information Events Newsletters Assembly Student Bulletin
Electronic Funds Management	M	DET	Y	1 year	Induction processes for all staff who are involved in funds management	Staff Handbook	
Emergency Management Plan	M	VRQA	NR	1 year	Induction processes All staff and students must be trained in emergency procedures in the plan	Staff Handbook Staff briefing or meeting as required	
Equal Opportunity (includes discrimination and harassment)	M	DET	CR	3 to 4 years	School website Induction processes	Staff Handbook Staff briefing or meeting as required	Enrolment packs Parent Information Events Newsletters Assembly Student Bulletin
First Aid (including arrangements for ill students)	M	VRQA	NR	3 to 4 years	School website Induction processes	Staff Handbook Staff briefing or meeting as required	Enrolment packs Parent Information Nights Newsletters
Fundraising	O		Y	3 to 4 years		School website Compass Induction processes Staff Handbook/Manual	Enrolment packs Parent Information Nights Newsletters
Gifts, Benefits And Hospitality	DET		N/A	NA	Induction processes	Staff Handbook/Manual Staff briefing/meeting as required	Newsletters

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Head Lice	DET		NA	NA		School website Parent Compass Induction processes Staff Handbook Staff briefing or meeting as required	Enrolment packs Parent Information Nights Newsletters
Health Care Needs	M	VRQA	NR	3 to 4 years	Induction processes	School website (or other online parent/carer/student access) Staff Handbook/Manual Staff briefing/meeting as required	Enrolment packs Parent information nights Newsletters
Hire of Facilities	DET		NA	NA		Link to DET policy on school website Induction processes for school council or administration staff	
Homework	M	DET	CR	3 to 4 years	Induction processes	School website Parent Compass Staff Handbook/Manual Newsletters Staff briefing/meeting as required	Enrolment packs Parent Information Nights Assembly Student Bulletin
Inclusion And Diversity	M	DET	CR	3 to 4 years	Induction processes School website	Compass Staff Handbook Staff briefing or meeting as required	Enrolment packs Parent Information Nights Assembly Student Bulletin Newsletters
Mature Minors	O		NR	3 to 4 years		School website Parent Compass Staff Handbook Staff briefing or meeting as required Induction processes	
Medication	M	VRQA	NR	3 to 4 years	Induction processes Enrolment packs Annual communication to school community (e.g. newsletter)	School website (or other online parent/carer/student access) Staff Handbook/Manual Staff briefing/meeting as required	Parent Information Nights
Mobile Phones	M	DET	CR	3 to 4 years	Annual communication to school community (e.g. newsletter)	School website Parent Compass Staff Handbook Staff briefing or meeting as required	Enrolment packs Parent Information Events Newsletters Assembly Student Bulletin
Occupational Health And Safety	DET		NA	NA	Staff OHS noticeboard Induction processes	Staff Handbook Staff briefing or meeting regularly	
Parent Disputes	O		NR	3 to 4 years		School website Parent Compass Staff Handbook Staff briefing or meeting as required	Enrolment packs Parent Information Nights Newsletters
Parent Payments	M	DET	Y	1 year		School website Parent Compass	Enrolment packs Parent Information Nights Newsletters
Personal Property	M	DET	NR	3 to 4 years	Annual communication to school community (e.g. newsletter)	School website Staff Handbook Staff briefing or meeting as required	Enrolment packs Parent information nights Newsletters

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Photographing, Filming and Recording Students	M	DET	NR	3 to 4 years	Annual communication to school community (e.g. newsletter) Induction processes	School website Staff Handbook Staff briefing or meeting as required Enrolment packs	Parent information nights Newsletters Student forums/communication tools
Privacy	M	DET	NA	NA	Whole of DET policy must be linked to school website Induction processes	School website Staff Handbook Staff briefing or meeting as required Enrolment packs	Enrolment packs Parent Information Events Newsletters Assembly Student Bulletin
Private Car Use	DET		NA	NA	Induction processes	Staff Handbook Staff briefing or meeting as required	
Procurement	DET		NA	NA	Induction processes for relevant staff	Staff Handbook Staff briefing or meeting as required for relevant staff	
Records Management	DET		NA	NA	Induction processes	Staff Handbook Staff briefing or meeting as required	
Respect For School Staff	O		NR	3 to 4 years		School website Newsletters Induction processes Staff Handbook	Signage at front office Parent Information Nights Enrolment packs
Restraint and Seclusion	DET		NA	NA	Induction processes	Staff Handbook Staff briefing or meeting as required	Link to DET policy on school website
School Purchasing Card	M	DET	Y	1 year	Must be available to all staff who are involved with or responsible for a school purchasing card	Induction processes for relevant staff Staff Handbook	
Sexual Harassment - staff	DET		NA	NA	Induction processes	Staff Handbook Staff briefing or meeting as required	OHS Noticeboard
Staff Dress Code	O		NR	3 to 4 years		Induction processes Staff Handbook Staff briefing or meeting as required	
Statement Of Values And School Philosophy	M	VRQA	Y	3 to 4 years	School website	Induction processes Staff Handbook	Enrolment packs Parent Information Events Newsletters Assembly Student Bulletin
Student Drivers	O		CR	3 to 4 years		School website Compass Induction processes Staff Handbook	Enrolment packs Parent information nights Newsletters Student forums/communication tools

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Student Wellbeing And Engagement	M	VRQA	COR	1 to 2 years	School website Induction processes	Staff Handbook Staff briefing or meeting as required	Enrolment packs Parent Information Events Newsletters Assembly Student Bulletin
Sunsmart	M		Y	3 to 4 years		School website Compass Induction processes Staff Handbook	Enrolment packs Parent Information Events Newsletters Assembly Student Bulletin
Uniform And Dress Code	O	DET	Y	3 to 4 years	School website	Newsletters Assembly Student Bulletin Staff Handbook Staff briefing or meeting as required	Enrolment packs Parent Information Nights
Visitors	M	VRQA	Y	3 to 4 years	School website	Staff Handbook Staff briefing or meeting (as required)	Newsletters
Volunteers	M	VRQA	Y	3 to 4 years	Induction processes for relevant staff	School website	Enrolment packs Parent Information Nights Newsletters
Working With Children And Suitability Checks - staff	DET		NA	NA	Induction processes for relevant staff	Staff Handbook	School website - link to DET policy
Workplace Bullying	DET		NA	NA	Induction processes for relevant staff	Staff Handbook	School website - link to DET policy
Yard Duty And Supervision - Secondary School	M	VRQA	NR	1 year	Induction processes Staff briefing or meeting as required	Staff Handbook	
Yard Duty And Supervision - Primary School	M	VRQA	NR	1 year	Induction processes Staff briefing or meeting as required	Staff Handbook	
Yard Duty And Supervision - Parents and Students	M	Duty of Care DET Policy	NR	1 year	School website	Staff Handbook	Parent Information Nights Newsletters

Key for Abbreviations	
M	Mandatory
O	Optional
DET	Department of Education & Training
VRQA	Victorian Registration & Qualifications Authority
NR	Not Required
CR	Consultation Recommended
COR	Consultation Required
TAB	Tabled
Y	Approval Required
NA	Not Applicable