

OAKLEIGH SOUTH PRIMARY SCHOOL

COMMUNICATION OF POLICIES & PROCEDURES SCHEDULE

Policy	Communication Procedures and schedule for members of the school community				
	Staff	Students	Parents	General Community	Policy Review Date
Anaphylaxis Policy	<ul style="list-style-type: none"> • Staff Handbook • Staff briefing • Induction processes • Policy manual • T-Drive • Meeting at start of each semester to review policy and anaphylactic children • Mandatory staff training (twice yearly) 	<ul style="list-style-type: none"> • Individual meetings with students and parents of anaphylactic children • Classroom discussion re food handling issues 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request at the Office • School website • Parent Information Night • Enrolment Information • Individual parent meetings with anaphylactic children • Parents sent medical information, anaphylaxis plans to update at start of each year 	<ul style="list-style-type: none"> • School website 	<p>July 2019 (reviewed/updated yearly)</p> <p>(Next review: July 2020)</p>
Asthma	<ul style="list-style-type: none"> • Staff Handbook • Staff briefing • Induction processes • Policy manual • T-Drive 	<ul style="list-style-type: none"> • Individual meetings with students and parents 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request at the Office • School website • Parent Information Night • Enrolment 	<ul style="list-style-type: none"> • School website 	<p>September 2019 (reviewed/updated yearly)</p>

			<ul style="list-style-type: none"> Information Individual parent meetings Parents sent medical information, asthma plans to update at start of each year 		(Next review: September 2020)
Attendance	<ul style="list-style-type: none"> Staff Handbook Staff briefing Induction processes Policy manual T-Drive 	<ul style="list-style-type: none"> School website 	<ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request at the Office School website Parent Information Night Enrolment Information 	<ul style="list-style-type: none"> School website 	<p>August 2019 (As part of the Review Cycle - Every 3 to 4 years)</p> <p>(Next review: August 2022)</p>
Bullying Prevention and Harassment	<ul style="list-style-type: none"> Staff Handbook Staff briefing Induction processes Policy manual T-Drive 	<ul style="list-style-type: none"> School website Classroom Lessons Year Level Assemblies 	<ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request at the Office School website Parent Information Night Enrolment Information 	<ul style="list-style-type: none"> School website 	<p>August 2019 (Every 1 to 2 years)</p> <p>(Next review: August 2021)</p>
Bushfire Preparedness	<ul style="list-style-type: none"> Policy manual T-Drive 		<ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request at the Office School website 	<ul style="list-style-type: none"> School website 	<p>August 2019 (Every year or after a critical incident)</p> <p>(Next review: August 2020)</p>

Camps and Excursions	<ul style="list-style-type: none"> • Staff Handbook • Staff briefing • Induction processes • Policy manual • T-Drive 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request at the Office • School website • Parent Information Night • Enrolment Information 	<ul style="list-style-type: none"> • School website 	<p>August 2019 (As part of the Review Cycle - Every 3 to 4 years)</p> <p>(Next review: August 2022)</p>
Cash Handling	<ul style="list-style-type: none"> • Staff Handbook • Staff briefing • Induction processes • Policy manual • T-Drive 				<p>September 2019 (Every year)</p> <p>(Next review: September 2020)</p>
Child Safe Standards	<ul style="list-style-type: none"> • Staff Handbook • Staff briefing (regular) • Induction processes • Policy manual • T-Drive 	<ul style="list-style-type: none"> • School website • Student Assemblies 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request at the Office • School website • Parent Information Night • Enrolment Information 	<ul style="list-style-type: none"> • School website • School Council meetings 	<p>February 2019 (Every 1 to 2 years)</p> <p>(Next review: February 2020)</p>
Child Safe Code of Conduct	<ul style="list-style-type: none"> • Staff Handbook • Staff briefing (regular) • Induction processes • Policy manual • T-Drive 	<ul style="list-style-type: none"> • School website • Student Assemblies 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request at the Office • School website • Parent Information Night • Enrolment Information 	<ul style="list-style-type: none"> • School website • School Council meetings 	<p>February 2019 (Every 1 to 2 years)</p> <p>(Next review: February 2020)</p>
Child Safe – Human Resource Management & Recruitment	<ul style="list-style-type: none"> • Policy manual 		<ul style="list-style-type: none"> • All policies 	<ul style="list-style-type: none"> • School website 	<p>September 2019 (As part of the Review</p>

Practices	<ul style="list-style-type: none"> • T-Drive 		<p>mentioned in the newsletter and available on request at the Office</p> <ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • School Council meetings 	<p>Cycle - Every 3 to 4 years)</p> <p>(Next review: September 2022)</p>
Child Safety – Responding and Reporting Obligations (including Mandatory reporting)	<ul style="list-style-type: none"> • Staff Handbook • Staff briefing (regular) • Induction processes • Policy manual • Posters displayed • T-Drive 	<ul style="list-style-type: none"> • School website • Posters displayed 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request at the Office • School website • Parent Information Night • Enrolment Information • Posters displayed 	<ul style="list-style-type: none"> • School website • Posters displayed • School Council meetings 	<p>August 2019 (As part of the Review Cycle - Every 3 to 4 years)</p> <p>(Next review: August 2022)</p>
Complaints	<ul style="list-style-type: none"> • Staff Handbook • Staff briefing • Induction processes • Policy manual • T-Drive 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request at the Office • School website • Parent Information Night • Enrolment Information 	<ul style="list-style-type: none"> • School website 	<p>August 2019 (As part of the Review Cycle - Every 3 to 4 years)</p> <p>(Next review: August 2022)</p>
Critical Incident Plan and Procedures	<ul style="list-style-type: none"> • Staff Handbook • Staff briefing (start of year and regularly throughout year) • Induction processes • Policy manual • T-Drive 	<ul style="list-style-type: none"> • School website • Evacuation drills 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request at the Office • School website • Parent Information 	<ul style="list-style-type: none"> • School website 	<p>August 2019 (Every year or after a critical incident)</p>

	<ul style="list-style-type: none"> • Evacuation Drill/Lockdown – once/term 		<ul style="list-style-type: none"> • Night Enrolment Information 		<p>(Next review: August 2020)</p>
Curriculum Framework	<ul style="list-style-type: none"> • Staff Handbook • Staff briefing (start of year) • Staff Meetings • Induction processes • Policy manual • T-Drive • Reviewed in Leadership Meetings 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request at the Office • School website • Parent Information Night • Enrolment Information 	<ul style="list-style-type: none"> • School website 	<p>July 2019 (Every year)</p> <p>(Next review: July 2020)</p>
Digital Technologies	<ul style="list-style-type: none"> • Staff Handbook • Staff briefing (start of year) • Induction processes • Policy manual • T-Drive 	<ul style="list-style-type: none"> • School website • Year Level Assemblies 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request at the Office • School website • Parent Information Night • Enrolment Information 	<ul style="list-style-type: none"> • School website 	<p>August 2019 (Every 1 to 2 years)</p> <p>(Next review: August 2021)</p>
Dress Code	<ul style="list-style-type: none"> • Staff Handbook • Staff briefing • Induction processes • Policy manual • T-Drive 	<ul style="list-style-type: none"> • School website • Year Level Assemblies 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request at the Office • School website • Parent Information Night • Enrolment Information 	<ul style="list-style-type: none"> • School website 	<p>July 2019 (As part of the Review Cycle - Every 3 to 4 years)</p> <p>(Next review: July 2022)</p>
Duty of Care Policy and Procedures	<ul style="list-style-type: none"> • Staff Handbook • Staff briefing • Induction processes • Policy manual 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request 	<ul style="list-style-type: none"> • School website 	<p>August 2019 (As part of the Review Cycle - Every 3 to 4 years)</p>

	<ul style="list-style-type: none"> T-Drive 		<ul style="list-style-type: none"> at the Office School website Parent Information Night Enrolment Information 		<p>(Next review: August 2022)</p>
Electronic Funds/Internet Banking	<ul style="list-style-type: none"> Staff Handbook Staff briefing Induction processes Policy manual T-Drive 				<p>September 2019 (Every year)</p> <p>(Next review: September 2020)</p>
Emergency Management Plan	<ul style="list-style-type: none"> Staff Handbook Staff briefing Induction processes Policy manual T-Drive Evacuation Drill/Lockdown – once/term 	<ul style="list-style-type: none"> Evacuation drills EMP displayed around school and in all classrooms 	<ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request at the Office School website EMP displayed around school and in all classrooms 	<ul style="list-style-type: none"> School website EMP displayed around school and in all classrooms 	<p>September 2019 (Every year or after a critical incident)</p> <p>(Next review: September 2020)</p>
Enrolment	<ul style="list-style-type: none"> DET website 				<p>N/A - The school is not required to have a local enrolment policy as the school is not a specific purpose or specialist school. The school is required to follow the DET Enrolment, Placement and Admission policies on the School Policy and Advisory Guide.</p>
eSmart Policy	<ul style="list-style-type: none"> Brief at start of year Staff Guide/Handbook Policy manual P-Drive 	<ul style="list-style-type: none"> Year Level Assemblies Classroom Lessons Whole School Assemblies 	<ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request at the Office 	<ul style="list-style-type: none"> School website 	<p>August 2019 (Every 1 to 2 years)</p>

	<ul style="list-style-type: none"> • Staff/Team Meetings 		<ul style="list-style-type: none"> • School website • Enrolment Information 		<p>(Next review: August 2021)</p>
External Providers Policy and Procedures	<ul style="list-style-type: none"> • Staff Handbook • Staff briefing • Induction processes • Policy manual • T-Drive 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request at the Office • School website • Parent Information Night • Enrolment Information 	<ul style="list-style-type: none"> • School website 	<p>September 2019 (As part of the Review Cycle - Every 3 to 4 years)</p> <p>(Next review: September 2022)</p>
First Aid	<ul style="list-style-type: none"> • Staff Handbook • Staff briefing • Induction processes • Policy manual • T-Drive • Meeting at start of year to review each policy & provide medical details of students. • Update first aid qualifications, CPR qualifications, anaphylaxis & asthma procedures 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request at the Office • School website • Parent Information Night • Enrolment Information • Parents sent medical information, anaphylaxis & asthma plans to update at start of each year 	<ul style="list-style-type: none"> • School website 	<p>July 2019 (As part of the Review Cycle - Every 3 to 4 years)</p> <p>(Next review: July 2022)</p>
Health Care Needs	<ul style="list-style-type: none"> • Staff Handbook • Staff briefing • Induction processes • Policy manual • T-Drive • Meeting at start of year to review each policy & provide 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request at the Office • School website • Parent Information Night 	<ul style="list-style-type: none"> • School website 	<p>August 2019 (As part of the Review Cycle - Every 3 to 4 years)</p>

	medical details of students.		<ul style="list-style-type: none"> • Enrolment Information • Individual parent meetings • Parents sent medical information, anaphylaxis & asthma plans to update at start of each year 		(Next review: August 2022)
ICT Acceptable Use Policy	<ul style="list-style-type: none"> • Staff Handbook • Staff briefing • Induction processes • Policy manual • T-Drive 	<ul style="list-style-type: none"> • School website • Year Level Assemblies • Discussion with parents 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request at the Office • School website • Parent Information Night • Enrolment Information 	<ul style="list-style-type: none"> • School website 	<p>August 2019 (Every 1 to 2 years)</p> <p>(Next review: August 2021)</p>
Inclusion and Diversity	<ul style="list-style-type: none"> • Staff Handbook • Staff briefing • Induction processes • Policy manual • T-Drive 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request at the Office • School website • Parent Information Night • Enrolment Information 	<ul style="list-style-type: none"> • School website 	<p>February 2019 (As part of the Review Cycle - Every 3 to 4 years)</p> <p>(Next review: February 2022)</p>
Medication	<ul style="list-style-type: none"> • Staff Handbook • Staff briefing • Induction processes • Policy manual • T-Drive • Meeting at start of year to review each 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request at the Office • School website • Parent Information 	<ul style="list-style-type: none"> • School website 	<p>July 2019 (As part of the Review Cycle - Every 3 to 4 years)</p>

	policy & provide medical details of students.		<p>Night</p> <ul style="list-style-type: none"> • Enrolment Information • Individual parent meetings • Parents sent medical information, anaphylaxis & asthma plans to update at start of each year 		(Next review: July 2022)
Mobile Device	<ul style="list-style-type: none"> • Staff Handbook • Staff briefing • Induction processes • Policy manual • T-Drive 	<ul style="list-style-type: none"> • School website • Year Level Assemblies • Discussion with parents 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request at the Office • School website • Parent Information Night • Enrolment Information 	<ul style="list-style-type: none"> • School website 	<p>September 2019 (As part of the Review Cycle - Every 3 to 4 years)</p> <p>(Next review: September 2022)</p>
Parent Payments			<ul style="list-style-type: none"> • School website • Parent Information Night • Enrolment Information 	<ul style="list-style-type: none"> • School website 	<p>October 2018 (Every year)</p> <p>(Next review: October 2019)</p>
Privacy Information for Parents, Guardians & Carers	<ul style="list-style-type: none"> • Staff Handbook • Staff briefing • Induction processes • Policy manual • T-Drive 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request at the Office • School website • Parent Information Night • Enrolment Information 	<ul style="list-style-type: none"> • School website 	<p>September 2019</p> <p>(Next review: N/A)</p>

Refund	<ul style="list-style-type: none"> • Staff Handbook • Staff briefing • Induction processes • Policy manual • T-Drive 		<ul style="list-style-type: none"> • School website • Parent Information Night • Enrolment Information 	<ul style="list-style-type: none"> • School website 	<p>September 2019</p> <p>(Next review: September 2020)</p>
School Purchasing Card	<ul style="list-style-type: none"> • Staff Handbook • Staff briefing • Induction processes • Policy manual • T-Drive 				<p>September 2019 (Every year)</p> <p>(Next review: September 2020)</p>
Statement of School Values and Philosophy	<ul style="list-style-type: none"> • Staff Handbook • Staff briefing • Induction processes • Policy manual • T-Drive 	<ul style="list-style-type: none"> • School website • Year Level Assemblies 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request at the Office • School website • Parent Information Night • Enrolment Information 	<ul style="list-style-type: none"> • School website 	<p>August 2019 (As part of the Review Cycle - Every 3 to 4 years)</p> <p>(Next review: August 2022)</p>
Student Wellbeing and Engagement	<ul style="list-style-type: none"> • Staff Handbook • Staff briefing • Induction processes • Policy manual • T-Drive 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request at the Office • School website • Parent Information Night • Enrolment Information 	<ul style="list-style-type: none"> • School website 	<p>August 2019 (Every 1 to 2 years)</p> <p>(Next review: August 2021)</p>
Sunsmart	<ul style="list-style-type: none"> • Staff Handbook • Staff briefing • Induction processes • Policy manual • T-Drive 	<ul style="list-style-type: none"> • School website • Year Level Assemblies • Classroom activities 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request at the Office • School website 	<ul style="list-style-type: none"> • School website 	<p>August 2019 (As part of the Review Cycle - Every 3 to 4 years)</p>

			<ul style="list-style-type: none"> • Parent Information Night • Enrolment Information 		(Next review: August 2022)
Visitors Policy	<ul style="list-style-type: none"> • Staff Handbook • Staff briefing • Induction processes • Policy manual • T-Drive 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request at the Office • School website 	<ul style="list-style-type: none"> • School website 	<p>August 2019 (As part of the Review Cycle - Every 3 to 4 years)</p> <p>(Next review: August 2022)</p>
Volunteers	<ul style="list-style-type: none"> • Staff Handbook • Staff briefing • Induction processes • Policy manual • T-Drive 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request at the Office • School website • Parent Information Night • Enrolment Information 	<ul style="list-style-type: none"> • School website 	<p>August 2019 (As part of the Review Cycle - Every 3 to 4 years)</p> <p>(Next review: August 2022)</p>
Working with Children Check Policy and Procedures	<ul style="list-style-type: none"> • Staff Handbook • Staff briefing • Induction processes • Policy manual • T-Drive 		<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • School website 	<p>August 2019 (As part of the Review Cycle - Every 3 to 4 years)</p> <p>(Next review: August 2022)</p>
Yard Duty and Supervision	<ul style="list-style-type: none"> • Staff Handbook • Staff briefing • Induction processes • Policy manual • T-Drive 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request at the Office • School website • Parent Information Night • Enrolment Information 	<ul style="list-style-type: none"> • School website 	<p>August 2019 (Every year)</p> <p>(Next review: August 2020)</p>