



Burwood Heights Primary School and Kindergarten

Educating the whole child

Communication of Policies

Policy	Mandatory, optional or not required	Source of requirement	School Council Approval	Review Cycle	Burwood Heights Primary School Communication methods to School Community	Communication Methods to Staff and Contractors.
Anaphylaxis	Mandatory	Minimum Standards	Not required	1 year	School website, hard copy available at school office and Enrolment policy handbook	Mandatory staff training (twice yearly), policies folder on Staff Share accessible to all staff, hard copy of all policies available in the staff room and induction processes
Asthma	Mandatory if any student enrolled at the school has been diagnosed with asthma	DET	Not required	1 year	School website, hard copy available at school office and Enrolment policy handbook	Staff briefing (yearly), policies folder on Staff Share accessible to all staff, hard copy of all policies available in the staff room and induction processes

Attendance	Mandatory	Minimum Standards	Consultation recommended	3 to 4 years	School website and hard copy available at the office.	Policies folder on Staff Share accessible to all staff, hard copy of all policies available in the staff room and induction processes. Staff briefing as required.
Bullying Prevention	Mandatory	Minimum Standards	Consultation required	2 years	School website, hard copy available at the office and Enrolment policy handbook. Student leaders to look at policy in leadership forum.	Policies folder on Staff Share accessible to all staff, hard copy of all policies available in the staff room and induction processes. Staff meetings.
Camps And Excursions	Mandatory	Minimum Standards	Consultation recommended	3 to 4 years	School website and hard copy available at the office.	Policies folder on Staff Share accessible to all staff, hard copy of all policies available in the staff room and induction processes. Staff briefing as required.
Cash Handling	Mandatory	DET - s10.3.1.1 Finance Manual	Approval required	1 year		Policies folder on Staff Share accessible to all staff, hard copy of all policies available in the staff room and induction processes. Staff briefings as required.
Child Safe Standards policy	Mandatory	Minimum Standards and Ministerial Order 870	Not required but if appropriate, schools must consult school council (along with students, parents/carers and the school community when formulating and updating this policy.	2 years	School website, hard copy available at school office and Enrolment policy handbook. School Council Training session each year. Provided to all contractors and volunteers.	Staff Training annually and regular briefings. Policies folder on Staff Share accessible to all staff, hard copy of all policies available in the staff room and induction processes.

Child Safety Code of Conduct	Mandatory	Minimum Standards and Ministerial Order 870	Approval required to the extent that it applies to school council employees and members, unless school council has delegated this to the principal Consultation required	2 years	School website, hard copy available at school office and Enrolment policy handbook. School Council Training session each year. Provided to all contractors and volunteers.	Staff Training annually and regular briefings. Policies folder on Staff Share accessible to all staff, hard copy of all policies available in the staff room and induction processes.
Child Safety Responding and Reporting Policy and Procedures	Mandatory	Minimum Standards and Ministerial Order 870	School must consult school council (along with students, parents/carers and the school community when formulating and updating this policy.	2 years	School website and hard copy available at school office. School Council Training session each year.	Staff Training annually and regular briefings. Policies folder on Staff Share accessible to all staff, hard copy of all policies available in the staff room and induction processes.
Class Placement	Optional	N/A	Not required	3 to 4 years	Newsletter and hard copy available at the office	Sent out to staff on email or hard copy in October/November before the Class Placement process begins. Policies folder on Staff Share accessible to all staff, hard copy of all policies available in the staff room and induction processes.
Communication with School Staff	Optional	N/A	Consultation recommended	3 to 4 years	Enrolment Policy Handbook. School website and hard copy available at school office.	Policies folder on Staff Share accessible to all staff, hard copy of all policies available in the staff room and induction processes.
Complaints	Mandatory	Minimum Standards	Consultation recommended	2 years	School website and hard copy available at school office.	Policies folder on Staff Share accessible to all staff, hard copy of all policies available in the staff room and induction processes. Staff briefings as required.

Curriculum Framework	Mandatory	Minimum Standards	Not required	3 - 4 years	ClassDojo and Parent/Carer information nights.	Curriculum Framework documents shared in hard copy and on Staff Share with all staff. Team meetings and whole staff meetings. Induction processes.
Digital Technologies (Internet, Social Media and Digital Devices)	Mandatory	Minimum Standards	Consultation recommended	2 years	School website and hard copy available at school office.	Policies folder on Staff Share accessible to all staff, hard copy of all policies available in the staff room and induction processes. Staff briefings as required.
Dogs at School	Optional	N/A	Consultation recommended	3 to 4 years	School website and hard copy available at school office.	Policies folder on Staff Share accessible to all staff, hard copy of all policies available in the staff room and induction processes.
Duty Of Care	Mandatory	Minimum Standards	Not required	3 to 4 years	Enrolment Policy Handbook. School website and hard copy available at school office.	Policies folder on Staff Share accessible to all staff, hard copy of all policies available in the staff room and induction processes.
Electronic Funds Management	Mandatory	DET - 10.3.1.2 Finance Manual	Approval required	1 year		Induction processes for all staff who are involved in funds management. Policies folder on Staff Share accessible to all staff and a hard copy is available in the staff room and office.
Emergency Management Plan	Mandatory	Minimum Standards	Not required	1 year		Induction processes and ongoing training. All staff and students must be trained in emergency procedures in the plan. Emergency Management Plan emailed to all staff and hard copies provided for key staff including one copy kept in the 'Drill' trolley.

Equal Opportunity (includes discrimination and harassment)	No local policy required - schools should refer to whole of DET policy	DET	NA	N/A	N/A	Link to DET policy on Staff Share and hard copy in policy manual in the staff room. Policy mentioned at least yearly to staff.
First Aid (including arrangements for ill students)	Mandatory	Minimum Standards	Not required	3 to 4 years	School website and hard copy available at school office.	Policies folder on Staff Share accessible to all staff, hard copy of all policies available in the staff room and induction processes. Staff briefings as required.
Fundraising	Optional	N/A	Approval required	3 to 4 years	Enrolment policy handbook	Policies folder on Staff Share accessible to all staff, hard copy of all policies available in the staff room and induction processes.
Gifts, Benefits And Hospitality	No local policy required - schools should refer to whole of DET policy	N/A	N/A	N/A	School Council induction processes	Staff induction processes. Link to DET policy on Staff Share and hard copy in policy manual in the staff room.
Head Lice	No local policy required - schools should refer to whole of DET policy	N/A	N/A	N/A	Link to DET policy on school website.	Policies folder on Staff Share accessible to all staff, hard copy of all policies available in the staff room and induction processes.
Health Care Needs	Mandatory	Minimum Standards	Not required	3 to 4 years	School website and hard copy available at school office.	Policies folder on Staff Share accessible to all staff, hard copy of all policies available in the staff room and induction processes.
Hire of Facilities	No local policy required - schools should refer to whole of DET policy	N/A	N/A	N/A	Anyone interested in hiring facilities will be directed to the DET policy.	Policies folder on Staff Share accessible to all staff, hard copy of all policies available in the staff room and induction processes.

Homework	Mandatory	DET	Consultation recommended	3 to 4 years	School website and hard copy available at school office.	Policies folder on Staff Share accessible to all staff, hard copy of all policies available in the staff room and induction processes. Staff briefings as required.
Inclusion And Diversity	Mandatory	DET	Consultation recommended	3 to 4 years	School website and hard copy available at school office. Student leaders will discuss aspects of the policy in leadership forums.	Policies folder on Staff Share accessible to all staff, hard copy of all policies available in the staff room and induction processes. Staff briefings as required.
Medication	Mandatory	Minimum Standards	Not required	3 to 4 years	Enrolment Policy handbook. School website and hard copy available at school office.	Policies folder on Staff Share accessible to all staff, hard copy of all policies available in the staff room and induction processes. Staff briefings as required.
Mobile Phones	Mandatory	DET	Consultation recommended	3 to 4 years	School website and hard copy available at school office.	Policies folder on Staff Share accessible to all staff, hard copy of all policies available in the staff room and induction processes.
Occupational Health And Safety	No local policy required - schools should refer to whole of DET policy	N/A	N/A	N/A		Staff OHS noticeboard Induction processes Staff meetings
Parent Disputes	Optional	N/A	Not required	3 to 4 years	Enrolment policy handbook	Policies folder on Staff Share accessible to all staff, hard copy of all policies available in the staff room and induction processes. Staff briefings as required.

Parent Payments	Schools are required to follow the Department's Parent Payment Policy, but must have their own local, documented parent payment arrangements	DET and Minimum Standards	Approval required	1 year	Parent payment arrangements on school website, alongside a link to the Department's Parent Payment Policy. Payment arrangements sent home to families at the end of each school year or provided at enrolment.	Policies folder on Staff Share accessible to all staff (DET policies have links in the folder), hard copy of all policies available in the staff room and induction processes. Staff briefings as required.
Personal Property	It is mandatory to inform parents/carers at the time of enrolment and annually that students and parents/carers are responsible for a student's personal items.	DET	Not required	3 to 4 years	Enrolment policy handbook, school website and newsletter annually.	Policies folder on Staff Share accessible to all staff, hard copy of all policies available in the staff room and induction processes. Staff briefings as required.
Petty Cash	Mandatory (if school running a petty cash system)	DET - 11.10 Finance Manual	Approval required	1 to 2 years		Policies folder on Staff Share accessible to all staff, hard copy of all policies available in the staff room and induction processes.
Photographing, Filming and Recording Students	Mandatory	DET	Not required	3 to 4 years	School website and hard copy available at school office. Newsletter annually. Enrolment policy handbook.	Policies folder on Staff Share accessible to all staff, hard copy of all policies available in the staff room and induction processes. Staff briefings as required.

Privacy	Mandatory	DET	N/A	N/A	Whole of DET policy linked to on school website. Copy of DET policy in Enrolment policy handbook.	Policies folder on Staff Share accessible to all staff (DET policies have links in the folder), hard copy of all policies available in the staff room and induction processes. Staff briefings as required.
Private Vehicle Use	No local policy required - schools should refer to whole of DET policy	N/A	N/A	N/A		Policies folder on Staff Share accessible to all staff, hard copy of all policies available in the staff room and induction processes. Staff briefings as required.
Procurement	No local policy required - schools should refer to whole of DET policy	N/A	N/A	N/A		Policies folder on Staff Share accessible to all staff, hard copy of all policies available in the staff room and induction processes. Staff briefings as required for relevant staff
Records Management	No local policy required - schools should refer to whole of DET policy	N/A	N/A	N/A		Policies folder on Staff Share accessible to all staff, hard copy of all policies available in the staff room and induction processes. Staff briefings as required (annually).
Respect For School Staff	Optional	N/A	Not required	3 to 4 years	School website and hard copy available at school office.	Policies folder on Staff Share accessible to all staff, hard copy of all policies available in the staff room and induction processes.
Restraint and Seclusion	No local policy required - schools should refer to whole of DET policy	N/A	N/A	N/A		Policies folder on Staff Share accessible to all staff (includes links to DET policies), hard copy of all policies available in the staff room and induction processes. Staff briefing as required.

School Purchasing Card	Mandatory (if school has a purchasing card)	DET	Approval required	1 year		Policies folder on Staff Share accessible to all staff, hard copy of all policies available in the staff room and induction processes for all staff who are responsible for a school purchasing card.
Sexual Harassment - staff	No local policy required - schools should refer to whole of DET policy	N/A	N/A	N/A		Policies folder on Staff Share accessible to all staff (includes links to DET policies), hard copy of all policies available in the staff room and induction processes. Staff briefing as required.
Staff Dress Code	Optional	N/A	Not required	3 to 4 years	N/A	Policies folder on Staff Share accessible to all staff, hard copy of all policies available in the staff room and induction processes for all staff. Annual staff briefing.
Statement Of Values And School Philosophy	Mandatory	Minimum Standards	Approval required	3 to 4 years	School website and hard copy available at the office. Student leaders to look at policy in leadership forum.	Policies folder on Staff Share accessible to all staff, hard copy of all policies available in the staff room and induction processes.
Student Wellbeing And Engagement	Mandatory	Minimum Standards	Consultation required	2 years	School website and hard copy available at the office. Student leaders to look at policy in leadership forum.	Policies folder on Staff Share accessible to all staff, hard copy of all policies available in the staff room and induction processes. Regular discussions in staff meetings.
Student Dress Code	Optional	DET	Approval required	3 to 4 years	School website and hard copy available at the office. Sent home in the school newsletter as required.	Policies folder on Staff Share accessible to all staff, hard copy of all policies available in the staff room and induction processes. Staff briefings as required.

Sunsmart	Optional	N/A	Approval required	3 to 4 years	School website and hard copy available at the office.	Policies folder on Staff Share accessible to all staff, hard copy of all policies available in the staff room and induction processes. Staff briefings as required.
Visitors	Mandatory	Minimum Standards and Child Safe Standards	Consultation required	2 years	School website and hard copy available at the office. Induction processes for visitors.	Policies folder on Staff Share accessible to all staff, hard copy of all policies available in the staff room and induction processes. Staff briefings as required.
Volunteers	Mandatory	Minimum Standards and Child Safe Standards	Consultation required	2 years	School website and hard copy available at the office. Induction processes for volunteers.	Policies folder on Staff Share accessible to all staff, hard copy of all policies available in the staff room and induction processes. Staff briefings as required.
Working With Children And Suitability Checks - staff	No local policy required - schools should refer to whole of DET policy	N/A	N/A	N/A	N/A	Policies folder on Staff Share accessible to all staff (includes links to DET policies), hard copy of all policies available in the staff room and induction processes for relevant staff.
Workplace Bullying	No local policy - whole of DET policy	N/A	N/A	N/A	Induction processes for relevant staff	Policies folder on Staff Share accessible to all staff (includes links to DET policies), hard copy of all policies available in the staff room and induction processes. Staff briefing as required.

Yard Duty And Supervision	Mandatory	Minimum Standards	Not required	2 years	School website and hard copy available at the school office. Regular communication to parents/carers about before and after school supervision requirements.	Policies folder on Staff Share accessible to all staff, hard copy of all policies available in the staff room and induction processes. Staff briefings as required.
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