



COMMUNICATION OF SCHOOL POLICIES, PROCEDURES

Rationale:

The policies of the OSHC, guide and describe the main processes, functions and operations of the service. The development and review of policies is part of an agreed process to ensure that key stakeholders are part of the consultation and review process.

Aims:

To ensure that Kyabram P-12 College policies frame and accurately reflect the school operations, directions, and goals and meet all legislative, compliance and duty of care requirements.

Implementation:

- The policies describe the rationale, aims and implementations of the operations and directions of the service as a whole.
- The process of considering school policies will be managed by the Principal and Service and will be a continuous cycle and will use a transparent and consultative process.
- New policies will be added and modified to reflect the growth and evolution of the OSHC program.
- When developing a new policy, the OSHC Team will consult with appropriate personnel in order to draft the initial policy statement. The draft policy may be circulated for comment to the appropriate committee/s, to staff members, to parents, to students before ratification by College Council.
- Policies will be developed taking into account DET policies, ACECQA, National Regulations memos and circulars relating to a particular policy area.
- A database of policies and a review schedule to provide a timeline for reviews either annually or on a three-year basis is to be maintained.
- Changes as a result of policy developments and / or reviews will be widely advised to students, staff and parents.
- Staff will be given opportunity to provide input into the policy development or review process.
- Relevant policies will also be loaded onto the College website for community observation and comment.

References:

- DET School policy Advisory Guide - Duty of Care

POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2023
Consultation	August 2023 College Council August 2023 College Newsletter
Approved by	College Council
Next scheduled review date	June 2026