Purpose
It is essential that staff members of the school communicate information in agreement with established protocols so as to preserve the professionalism of the school, to protect the rights of individuals, to uphold our duty of care to students, and to comply with departmental and legal requirements.

To ensure that the communication of information is carried out correctly and in a manner that complies with school, departmental and legal requirements.

Implementation
- Our school has a policy of open and cooperative communication which recognises that staff members have legal, departmental, local, professional and social obligations with regard to the communication of information.
- DET employees are free to make public comment on issues relating to education, but in doing so, must be wary not to make comments that can be construed as negative criticism of our school, School Council, our community, staff, students or community members.
- As a matter of professional courtesy, and as a requirement of Section 3.6 of the Teaching Services (Conduct of Duties) Order 1998 staff will communicate with the principal before making public comment or formal statement on educational issues or that bears on the organisation or program of the school or place of work.
- The principal and School Council president will work to ensure that each other are kept fully informed.
- The Information Privacy Act and the Health Records Act require that schools protect the interests of individuals with regard to their personal information and respect the individual's right to control how their personal information is used, and for what purpose.
- The school will only collect consensual information that it requires about individuals, and will only communicate and disclose information for the purposes for which it was collected.
- Any person seeking information from the school that falls outside the school’s previous practices must be directed to the principal who may require that a formal written Freedom of Information request be made. All such Freedom of Information requests will be referred to the DET Freedom of Information Unit.
- Information sought by police, including interviews of students must be directed to the principal.
- Requests form Department of Human Services child protection unit personnel regarding students or families will be complied with at all times.
- The school will comply with court subpoenas to provide information at all times, but will not respond to requests from lawyers seeking information without DET approval.
- Action may be taken by individuals, the department or organisations against staff members who choose to communicate information improperly.
- The school will provide a minimum of two written report, two 3-way-conferences for students, additional interviews upon agreement, a student portfolio, regular newsletters and an annual community report.

Evaluation: This policy will be reviewed as part of the school’s four-year review cycle

School Council to ratify this policy in 2015
Next review of this policy is in 2019