

# Management

The following policies provide examples of management and organisational aims and guidelines upon which college processes and practices are based.



## CAMPS

### **RATIONALE**

Camps, excursions and other outside school activities broaden the range of educational, recreational and social/personal experiences for students beyond the confines of the classroom. They provide access to community resources and the wider environment.

### **DEFINITIONS**

A camp is:

- (a) Any overnight(s) activity.
- (b) Any overseas activity that takes students out of the country.

### **PURPOSES**

1. Educational aims:

- a. To provide practical application or observation arising from classroom learning;
- b. To provide first-hand experience which is difficult to achieve in the classroom;
- c. To provide access to wider community resources.
- d. To provide experience of varied languages and cultures.

2. Recreational aims:

- a. To provide experience of the unfamiliar in the physical, social and natural environment;
- b. To develop an appreciation of the need for conservation;
- c. To develop skills which enable students to make constructive and enjoyable use of their leisure time.

3. Social/Personal aims:

- a. To develop an ability to work co-operatively with others;

- b. To develop a sense of responsibility towards the group, particularly in challenging situations;
- c. To develop confidence in the world outside of school;
- d. To promote self-esteem, resourcefulness, independence, leadership, cooperation, and tolerance.

## **GUIDELINES FOR IMPLEMENTATION**

1. All students will have access to a variety of camps in their postprimary years. This will mean that, as far as possible, cost, transport and facilities should not prevent participation. Note: Provision should be made in the planning of camps for the inclusion of students with disabilities and impairments.
2. If a student has an acceptable reason for not participating in a camp which has been organised for the purpose of completing an Outcome, an alternative activity (or activities) must be made available, unless there are other activities in the course which would allow the outcome to be achieved.
3. Senior School students should give priority to timetabled classes and assessment activities over participation in camps. In exceptional circumstances, at least five days notice must be given to the Senior Sub School Team Leader and approval must be obtained.
4. Staff involved in planning and organising (involved in the organisation of) any excursion, camp or other outside activity will follow all College and Department of Education and Training process guidelines and procedures and meet all requirements and criteria. College Council will ensure that all DE&T requirements are met
5. Planning for camps should include the cost of replacing teachers (CRT) going on the camp.
6. In situations where parents or other non-school personnel assist with a camp they will be required to have a current police check.
7. The program of camps, excursions and other outside activities across the year levels and during each semester will be coordinated within the College by the College Management Group and the Principals Group.
8. No camps are to be conducted during the two weeks prior to report writing day, or during the week prior to an examination period and the examination week.
9. Any particular type of extended Overseas Trips/Tour is to be conducted on a minimum two-year cycle. I.e. not in consecutive years for the same cohort.
10. Proposals for extended Overseas Trips/Tours must be presented to the Education Programs Group, and then to College Council, eighteen months prior to the proposed departure date for overseas.
11. Students who have exhibited ongoing unacceptable behaviours in contravention of the College Values and Student Code of Conduct may be excluded from going on a camp.

12. Students who whilst on camp are in serious breach of the Student Code of Conduct may be sent home. Costs incurred will be the responsibility of the parent.

13. The following are Annual Council Approved Camps:

- \* Year 7 Orientation Camp;
- \* Year 9 Tour or Adventure Camp;
- \* Year 11 Central Australia Tour;
- \* Year 12 Study Skills Camp;
- \* Instrumental Music Camps;
- \* Musical Production Rehearsal Camp;
- \* VCE Outdoor Education Camps;
- \* RACV Energy Challenge

### **Notes:**

- \* The above camps require the annual submission to council of all documentation required by the college and DE&T.
- \* Any additional camp proposals require preliminary College Council approval before detailed planning proceeds.

## COMMUNICATIONS

### **RATIONALE**

It is essential that staff members of the school communicate information using established protocols 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.

### **PURPOSES**

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

### **GUIDELINES FOR IMPLEMENTATION**

1. Our school has a policy of open and cooperative communication.

2. This practice however recognises that staff members have legal, departmental, local, professional and social obligations with regards to the communication of information.
3. Action may be taken by individuals, the department or organisations against staff members who choose to communicate information improperly.
4. We will provide two written reports for students each year, two parent-teacher interviews per year, additional interviews upon agreement, and an annual report for the community.
5. Department of Education and Training 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 or students.
6. 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 ensure that each other are informed.
7. The Information Privacy Act and the Health Records Act 2001 require that schools protect the rights and interests of individuals with regard to their personal information.
8. Under the terms of the Privacy Act the school will only collect information that it requires about individuals, and will only use and disclose information for the purposes for which it was collected. Freedom of Information requests will be referred to the Department of Education and Training's Freedom of Information Unit.
9. Information sought by police, including interviews of students must be directed to the principal or his/her nominee.
10. Requests from Department of Human Services personnel regarding students or families will be complied with at all times.
11. All staff will comply with court subpoenas to provide information at all times.

### **Evaluation:**

\* This policy will be reviewed as part of the school's three-year review cycle or earlier as required.

Circular 396/2001 - Information Privacy

Exec Memo 2002/010 - Child Protection

Privacy Bulletins 1-11, 2002

COMPLAINTS RESOLUTION

## **RATIONALE**

Our college has both a desire and a responsibility to ensure that high standards of conduct are maintained by staff and students at all times, and that complaints are managed and resolved fairly, efficiently, promptly and in accordance with relevant legislation.

## **PURPOSES**

1. To provide a harmonious, positive and productive school environment in accordance with the college values and behaviours.
2. To resolve complaints fairly, efficiently, promptly and in accordance with relevant legislation.

## **GUIDELINES FOR IMPLEMENTATION**

1. It is the principal's responsibility to provide a healthy and positive school environment that is free from discrimination and harassment. In doing so, Principals must ensure that all staff are aware of their rights and responsibilities as detailed in the Forest Hill College Charter and Policy Manual.
2. All staff are required to complete the DE&T on-line 'Sexual Harassment and Workplace Discrimination

## **CONSULTATION**

## **RATIONALE**

Effective decision making, staff morale and employee job satisfaction are enhanced when the views of all employees are taken into account before decisions that affect their working lives are made.

## **PURPOSES**

1. To establish workplace consultative arrangements that ensure the principal's responsibility to make school based decisions is carried out in a framework that enables all staff to have input into the decisions that affect their working life.
2. To optimise opportunities for effective and informed decision-making.
3. To enhance staff morale and employee job satisfaction.

## **GUIDELINES FOR IMPLEMENTATION**

1. This policy is to be read in conjunction with the 'Victorian Government Schools Agreement 2004'.

2. The principal has ultimate administrative and operational responsibility for decisions at the school level, after the following locally agreed formal consultative process has been carried out.
3. A consultative committee, the College Management Group, will be established which will meet to discuss and make recommendations when undertaking any process of planning for improvement, including the development of workforce plans or the planning and organisation of the program of instruction in the school or the composition of selection and other panels.
4. The College Management Group will consist of the principal, three principal's nominees, three AEU representatives, and two staff representatives (the Business Manager will also attend). The College Management Group may temporarily second further personnel with expertise should the topic for discussion warrant such input.
5. All College Management Group representatives will be provided with sufficient time to discuss topics with the various groups they represent, so as to ensure that all staff have the choice and the opportunity to be involved in the consultation process.
6. The College Management Group will make recommendations to the principal, who will then make decisions and provide reasons for those decisions.
7. The principal will ensure that the decisions made, plus the reasoning supporting each decision, will be publicised to all staff, where appropriate.
8. Employees who disagree with the principal's decisions may refer the matter to the Merit Protection Boards, or, where the AEU sub-branch does not agree with the principal's decision, the sub-branch may refer the matter to the union who may refer the matter for resolution.

## **EVALUATION**

\* This policy will be reviewed as part of the school's three year review cycle.

## **References:**

Victorian Government Schools Agreement 2001

FHC CMG Constitution.

## **PRIVACY**

## **RATIONALE**

All staff of Forest Hill College are required by law to protect the personal and health information the school collects and holds.

The Victorian privacy laws, the Information Privacy Act 2000 and the Health Records Act 2001, provide for the protection of personal and health information.

The privacy laws do not replace any existing obligations Forest Hill College has under other laws. Essentially this policy will apply when other laws do not regulate the use of personal information.

## **PURPOSES**

1. To manage the professional and legal responsibility of the college to protect the personal and health information of staff, students and parents.
2. To ensure that staff understand and adhere to their obligations to maintain privacy through the safeguarding of personal information.

## **GUIDELINES FOR IMPLEMENTATION**

### 1. Scope

This policy applies to members of school staff and the school council at Forest Hill College. This policy will be made available on request.

### 2. Authorisation

This policy was adopted at Forest Hill College council meeting on 18th June 2003.

### 3. Review date

This policy shall be reviewed in Term 2 each year and updated if required.

### 4. Definitions

Personal information means information or opinion that is recorded in any form and whether true or not, about an individual whose identity is apparent, or can be reasonably determined from the information or opinion. For example, this includes all paper and electronic records, photographs and video recordings.

Health information is defined as including information or opinion about a person's physical, mental or psychological health, or disability, which is also classified as personal information. This includes information or opinion about a person's health status and medical history, whether recorded or not.

Sensitive information is defined as information relating to a person's racial or ethnic origin, political opinions, religion, trade union, or other professional, or trade association membership, sexual preferences, or criminal record that is also classified as personal information about an individual.

In this policy personal information refers to personal information, health information and sensitive information unless otherwise specified.

Parent in this policy in relation to a child, includes step parent, an adoptive parent, a foster parent, guardian, or a person who has custody or daily care and control of the child.

Staff in this policy is defined as someone who carries out a duty on behalf of the school, paid or unpaid, or who is contracted to, or directly employed by the school or the Department of Education and Training (DE&T). Information provided to a school through job applications is also considered staff information.

## 5. Policy context

Personal information is collected and used by Forest Hill College to:

- \* provide services or to carry out the school's statutory functions
- \* assist the school services and its staff to fulfil its duty of care to students
- \* plan, resource, monitor and evaluate school services and functions
- \* comply with Department of Education and Training reporting requirements
- \* comply with statutory and or other legal obligations in respect of staff
- \* investigate incidents or defend any legal claims against the school, its services, or its staff, and
- \* comply with laws that impose specific obligations regarding the handling of personal information.

## 6. Collection of personal information

The school collects and holds personal information about students, parents and staff.

## 7. Use and disclosure of the personal information provided

Students and parents

7.1 The purposes for which the school uses personal information of students and

parents include:

- \* keeping parents informed about matters related to their child's schooling
- \* looking after students' educational, social and health needs
- \* celebrating the efforts and achievements of students
- \* day-to-day administration
- \* satisfying the school's legal obligations, and

\* allowing the school to discharge its duty of care.

## Staff

7.2 The purposes for which the school uses personal information of job applicants,

staff members and contractors include:

- \* assessing suitability for employment
- \* administering the individual's employment or contract
- \* for insurance purposes, such as public liability or WorkCover
- \* satisfying the school's legal requirements, and
- \* investigating incidents or defending legal claims about the school, its services, or staff.

7.3 The school will use and disclose personal information about a student, parent and staff when:

- \* it is required for general administration duties and statutory functions
- \* it relates to the purposes for which it was collected, and
- \* for a purpose that is directly related to the reason the information was collected and the use would be reasonably expected by the individual and there is no reason to believe they would object to the disclosure.

7.4 The school can disclose personal information for another purpose when:

- \* the person consents, or
- \* it is necessary to lessen or prevent a serious or imminent threat to life, health or safety, or
- \* is required by law or for law enforcement purposes.

8. Where consent for the use and disclosure of personal information is required, the school will seek consent from the appropriate person. In the case of a student's personal information, the school will seek the consent from the student and/or parent depending on the circumstances and the student's mental ability and maturity to understand the consequences of the proposed use and disclosure.

## 9. Accessing personal information

A parent, student or staff member may seek access to their personal information, provided by them, that is held by the school.

Access to other information may be restricted according to the requirements of laws that cover the management of school records. These include the Public Records Act and the Freedom of Information Act.

## 10. Updating personal information

The school aims to keep personal information it holds accurate, complete and up-to-date. A person may update their personal information by contacting the Principal, Business Manager or Office Staff.

## 11. Security

11.1 School staff and students have use of information and communications technologies (ICT) provided by the school. This use is directed by:

\* Department of Education and Training's acceptable use policy for Internet, email and other electronic communications

\* Department of Education and Training IT security policy.

Web sites

### 11.2 Information collected

External Access:

Where an attempt is made to access the Forest Hill College network

and/or web server from an external location a record is made of:

> the browser type used eg Mozilla/4.0 (compatible; MSIE 5.5)

> the operating system used eg Windows 98; Win 9x 4.90

> the date and time of access eg. 27/05/2003,04:53:13 PM

For statistical and security purposes eg. number of visitors, attempts at unauthorized access.

For password requests to access teacher resources on web sites located at Forest Hill College a record is made of:

Name, Surname, Employee number, School Name, School telephone number,

town or city school is located in and email address for sending password information. This information is kept for statistical purposes and is not accessed by any person apart from the Mailing List Administrator and technical assistants.

Internal Access:

Where an attempt is made to access the Forest Hill College network from an internal location a record is made of:

- > the time and location of the access attempt
- > dates, times and IP addresses of all external sites accessed
- > any breaches of acceptable use policies by students and subsequent consequences

## 12. Complaints under privacy

Should the school receive a complaint about personal information privacy this will be investigated in accordance with the Department of Education and Training's privacy complaints handling policy.

? training modules.

3. The principal is required to use local complaints resolution procedures, where appropriate, for resolving complaints in relation to issues that fall within the school's area of responsibility. All cases of serious misconduct – sexual offences, criminal charges, other serious incidents – must instead be referred to the DE&T Complaints and Investigations Unit.

4. It is incumbent upon the principal to act where unacceptable conduct is observed or brought to his or her attention.

5. A complainant may at any stage choose to take their complaint directly to an external agency such as the Merit Protection Boards, Victorian Equal Opportunity Commission, the Human Rights and Equal Opportunity Commission or the Ombudsman.

6. All complaints, ensuing procedures and outcomes will be fully documented.

7. The principal may choose to respond to a complaint through an informal process in cases where the complaint is deemed to be minor, the complainant wishes the matter to be dealt with informally, or the complaint has arisen from lack of, or unclear, communication.

8. Formal procedures will be used when informal processes haven't been successful, a complainant seeks a formal process, or the principal believes the complaint warrants formal investigation.

9. Full details regarding formal complaint resolution procedures are contained within the DE&T 'Local Complaints Resolution Procedures' handbook, which contains the following steps:

\* Investigating the complaint including formal interviews, written statements, conveying the details of the complaint to the respondent in writing providing the opportunity for a written response.

\* Dismissing or accepting the complaint. Acceptance may involve the Complaints & Investigations Unit, verbal or written warnings, conciliation, or counselling etc.

\* Preparation of a detailed confidential report.

\* Monitoring of the situation.

10. Parties dissatisfied with the process or outcome can appeal to the previously mentioned external agencies.

12. All matters must be treated with utmost confidentiality, and professional respect at all times.

References:

DE&T 'Local Complaints Resolution Procedures' handbook  
[www.sofweb.vic.edu.au/hrm/PayCond/lcrp.htm](http://www.sofweb.vic.edu.au/hrm/PayCond/lcrp.htm)