

Merino Consolidated School

SCHOOL COMPLAINTS POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact: 0355 791 305

Rationale:

The policies of the school guide and describe the main processes, functions and operations of the school. 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 Merino Consolidated School 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 school as a whole.
- The process of considering school policies will be managed by the principal 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 new school and new programs.
- All policies will use the school policy layout, meet legislative and compliance requirements, and have a designated review period
- When developing a new policy, the principal 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 School Council.
- Policies will be developed taking into account DET policies, 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. This will be kept electronically and in paper form (with principal's initials on completed policies) in a folder with paper copies of all policies.

- When reviewing an existing school policy as per the three-year review cycle, the principal will consult with staff and the appropriate Committee/s, and to School Council for ratification.
- Staff will be given opportunity to provide input into the policy development or review process.
- The focus of all school policies must remain the needs of students and school operations.
- Any concerns relating to the structure of the school should be directed to the principal or School Council president.
- Relevant policies will be published on the school website (under policies section of Child safe policies section).

CURRENT STATE OF POLICY REVIEW AS AT JULY, 2022

MERINO CONSOLIDATED SCHOOL POLICY REGISTER



POLICY NAME	Date Ratified	Review 2022	Review 2023	Review 2024
Anaphylaxis Policy (Review Annually – Staff) Including: - Annual Risk Management Checklist ** - Facilitator notes for twice annual briefings - Individual Management Plan - Twice Yearly briefing (PPT)	12/10/21			
Annual Report	Annually in April			
Asbestos Management	14/01/22			
Asthma Policy (Review Annually – staff) Including: - Asthma Emergency Kit – first aid incident log - Asthma Care Plan	16/10/21			
Attendance	05/01/22			
Bike Riding to School	07/01/22			
Blood Spills	12/10/22			
Buildings & Grounds Policy	14/01/22			
Bullying Prevention	24/12/21			
Bus	05/01/22			
Camps	24/12/21			
Cash Handling Policy – Endorse Annually	10/01/22			

Child Protection Reporting Policy	23/01/22			
Child Safe Environments				
Child Safe Policy (Annual review [post AGM with new council] of Appendix 3 – Child Safe Risk Assessment Checklist 2018)	23/01/22			
Classroom teacher – job description (Review Annually – Staff)	14/01/22			
Code of Practice – Staff (Review Annually – Staff)	14/01/22			
Code of Conduct – Safeguarding Children (Review Annually – Staff)	14/01/22			
Code of Conduct	10/01/22			
Communications Procedures and Schedule	10/01/22			
Complaints and Concerns Policy	05/01/22			
Critical Incident Plan (Policy 2020)	05/01/22			
CSEF Camps, Sports and Excursions policy (Business Manager - endorse Annually)	10/01/22			
Curriculum Framework (Review Annually – Staff)	14/01/22			
Curriculum – English (Review Annually – Staff)	14/01/22			
Curriculum – Numeracy/Mathematics (Review Annually – Staff)	14/01/22			
Duty of Care	24/12/21			
Electrical Tagging and Testing	14/01/22			
Emergency Management Plan	Annually in October			
Enrolment Policy	14/01/22			
eSmart Policy	05/01/22			
Excursions (Day)	24/12/21			
First Aid Policy	24/12/21			
Health Care Needs Policy	12/12/21			
Homework	12/12/21			
ICT Policy	12/24/21			
Internet Banking Policy (Business Manager - endorse Annually)	23/01/22		23/03/20	
Investment Policy (Business Manager - endorse Annually)	10/12/21			
Mandatory Reporting	23/01/22			
Medication Management Policy Including: - Medication Administration Log - Medication Authority Form	05/01/22			
Occupational Health & Safety – There is no requirement for schools to develop a local policy – Department Health, Safety and Wellbeing Policy 19/1/2018				
Parent Payment Policy – Endorse Annually	08/12/21			
Privacy – central policy – all Victorian Government Schools must adopt this policy http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx .	This policy will be centrally reviewed and updated			

Private Vehicle	23/01/22			
Professional Learning Community (Review annually by staff)	23/01/22			
Reportable conduct Scheme	23/01/22			
Reporting	23/01/22			
Respect for School Staff	23/01/22			
Riding to School	01/01/21			
School Purchasing Card (Business Manager - endorse Annually)	23/01/22			
Security	23/01/22			
Standing Orders (Review Annually – School Council)	23/01/22		23/03/20	
Statement of Commitment to Child Safety (Review annually – Staff and School Council)	23/01/22			
Statement of Values & School Philosophy Policy 2018	23/01/22			
Student Engagement Policy (annual)	07/01/22			
Student Restraint & Seclusion Policy	07/01/22			
Sun Smart Policy	07/01/22			
Uniform & Dress Code	10/01/22			
Yard Duty and Supervision Policy	16/10/21			
Vision Statement reviewed with Strategic Plan	2018			
Visitors	10/01/22			
Volunteers	10/01/22			
Working with children Checks & Criminal Records Checks				

Evaluation:

- This policy will be reviewed as part of the school's yearly review cycle.

Policy last reviewed	10/01/22
Approved by	 Genevieve Hulin Principal 

	Shaun Fidler School Council President
Next scheduled review date	10/01/25