



## Policy and Procedure: Communication between Stakeholders

System: Safe and Supportive Environment	Audience: School Community
Primary Responsibility:	Headmaster
Approved by:	Headmaster
Updated Document:	1/1/2014, 6/11/2018
Effective: 18/8/2022	Review Date: 18/8/2025
Manual Reference:	3.6

### 1. DEFINITION

Formal and informal mechanisms of communication between stakeholders interested in a student's education and wellbeing.

### 2. OBJECTIVES

To ensure effective and timely exchange of information to support individual students learning and wellbeing.

To ensure that all legislative requirements with regard to privacy and transfer of information are adhered to.

### 3. RATIONALE

Whilst the School has formal and informal processes for reporting student progress and/or student concerns to parents and/or caregivers (these processes are contained within individual schools) there will be occasions when the interchange of information between the school and other professionals or Government departments is in the interest of the child.

On occasions the school may see the need to communicate with other professionals or government organisations and on other occasions health professionals and government departments may seek to communicate with the school with regard to the wellbeing of a student.

#### 4. CONTEXT

From time to time the school will have contact from Health professionals and government agencies with a legitimate concern or interest in a student enrolled at Central Coast Grammar School. This contact may come from departments including, but not limited to:

- the Immigration Department
- the Family Law Court
- the Department of Community and Justice (DOCJ)
- Ombudsman
- the Police Department
- the Department of Health

In addition Health professionals such as paediatricians, occupational therapists, psychiatrists, psychologists, speech pathologists and other health professionals may seek to have discussions with the school to better inform their care of individual patients.

On other occasions the school may see the need to engage with other professionals or agencies to support the education and care of its students.

#### 5. PROCEDURES

Whilst the school will endeavour to cooperate with legitimate enquiries for information regarding enrolled students, it will always seek to ensure there is no breach of confidentiality or privacy in relation to any student or family. When requests are made from health professionals or other agencies, the school will ask for these to be made formally to ensure due process is adhered to. When the welfare of the child is not at risk, or where legal issues are not apparent, the procedure would always be to seek the approval of the parent/caregiver.

The only school staff authorised to provide information to external agencies or health professionals are Heads of School, Headmaster, or Deputy Headmaster. The exception to this is school psychologist(s), who may from time to time have confidential discussions with private psychologists.