DOMINIC COLLEGE

COMMUNICATION Policy

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Responsible Person	College Deputy Principal
Approved By	College Council
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Related Document	Procedures for Implementation of College Communications (to be completed)

Communication Policy

Dominic College is a community where staff, students and parents work together in partnership and where all are expected to undertake timely and honest communication about all matters.
Open and effective communication is vital to the health and wellbeing of the Dominic College community. Effective communication encompasses a mutual exchange of views and ideas.

Every effort should be made to ensure that information exchanged within and beyond the College community is clear and accurate.

The opportunity to discuss concerns or improvement feedback is viewed as a positive and constructive way of making the College a better environment for quality education and building authentic community.

Principles

The following principles should apply to communications within and from the College, its members and teams:

1.1 All forms of communication should be respectful, courteous and reflect a commitment to a positive culture of interaction.

1.2 Priority should be given to face to face communication where there are matters of concern.

1.3 Discussions about matters should be open and transparent with the framework and policies of Confidentiality and Privacy.

1.4 A range of communication channels should exist and be developed for the purpose of community information sharing, input and collaboration.

1.5 All communications whether verbal or written should reflect standards of excellence and professionalism.

1.6 Protocols for communications should be established, documented, shared and updated regularly across the College.

1.7 Communication procedures should emphasize relevance, accuracy and conciseness.

1.8 Key communications documentation should be regularly reviewed, improved and disseminated throughout the College community to the various stakeholders

1.9 Opportunities for regular feedback from students, staff and parents should be developed to genuinely seek opinions and views over matters that directly effect them as appropriate.

1.10 Communications should be marked by mutual accountability to maintain and promote a caring, nurturing and safe working environment for all.