



District of Australia, New Zealand,
Pakistan & Papua New Guinea

COMMUNICATION PROTOCOL FOR DISTRICT POLICIES AND PROCEDURES

**De La Salle
District of
Australia,
New Zealand,
Pakistan and
Papua New Guinea
(ANZPPNG)**

Issue date: 14 October 2020
Review date: October 2022

1.0 PURPOSE

This protocol has been developed to ensure there is a clear and consistent approach across the ANZPPNG District to effectively communicate District Policies and Procedures.

2.0 SCOPE

This Protocol applies to those with responsibility within the District for the approval and/or review of District policies.

The Protocol also applies to those in Lasallian Ministries who have responsibility for implementing and communicating District policies and for reporting back to the District on progress of adherence.

Examples of relevant policies would include but are not limited to the following;

- The District's Child and Adults at Risk Safeguarding Commitment Statement
- The Lasallian Child Rights Statement
- The Safeguarding Children, Young People and Adults at Risk Policy
- The Lasallian Code of Conduct
- The Disclosure of Abuse and Harm Policy
- The Digital Use Policy

It should be noted that this Communication Protocol applies to the updating of existing policies and the publication of new policies as required.

3.0 PRINCIPLES

The aim of this protocol is to ensure that there is a clear framework for communication across the District to ensure that all Lasallian Ministries, and their personnel are informed:

- When a new policy has been adopted by the District
- When an existing policy has been updated
- When a significant change has been made to a policy in terms of its scope, application and relevance

4.0 RESPONSIBILITIES

The Brother Visitor and the District Council (Trustees) have a clear responsibility to ensure the effective communication of policies and procedures approved by that body which are relevant to Lasallians and Lasallian Ministries across the District.

5.0 ACTIONS

It is a requirement that every new District Policy/updated Policy and/or reviewed Policy is supported by the following actions:

- Published on the District website within five (5) working days of approval by the District Council.
- Formal communique from Brother Visitor to Heads of Lasallian Ministries within five (5) working days of approval of policy by District Council.
- Letter to Lasallians from Brother Visitor within five working days of approval of policy by the District Council
- Hard copy of policy to be added to Policy suite at District Head Office reception, Brothers' communities and other District locations within 10 working days of approval by District Council.
- Identification of additional communication actions to support awareness such as inclusion in District Newsletters and Social Media
- Training program for relevant policy(if required) to be developed within 30 days

When a District Policy is reviewed regardless of changes made or not, that the procedures re socialisation are to be actioned. This will ensure that all Lasallians maintain currency of knowledge.

These actions are further detailed in the attached Procedures which provides the District and Lasallian Ministries with guidance on the socialisation and implementation of relevant District policies.

6.0 REVIEW

This policy will be reviewed on an bi-annual basis.

7.0 RELEVANT POLICIES AND DOCUMENTS

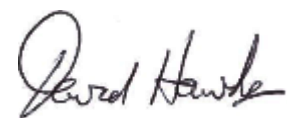
This Policy exists alongside a number of other relevant policies and documents.

- District Safeguarding Commitment Statement
- District Safeguarding Policy
- District Code of Conduct
- District Risk Management Plan
- National Catholic Safeguarding Standards

8.0 STATUS

This protocol is approved by the Brother Visitor and is to be considered a mandatory document for all Lasallian Ministries in the District. This protocol will be reviewed on a bi-annual basis.

Date: 14/10/2020



Signed

PROCEDURES

I. BACKGROUND

These suggested procedures support awareness of and implementation of the Communication Protocol.

II. DISTRICT POLICIES/PROCEDURES

Website

Any policy update, new policy or policy changed as a result of review must be uploaded to the District website within five (5) days of the policy being approved by the District Council.

Publication of the policy on the website should be supported by other procedures including the following:

Letter to Heads of Lasallian Ministries

Brother Visitor (or delegate) to formally write to the Heads of Lasallian Ministries:

- Advising them of the new policy / updated policy
- Including an electronic version of that policy and / or link to website
- Advising Heads of Ministries of their obligations in respect of the new policy / updated policy
- Ask Heads of Ministries to advise and report back on actions undertaken to socialise the relevant policy with the staff, volunteers and others involved in their Ministry within 30 days.
- Establish an electronic register indicating that personnel have read the document(s).

Heads of Lasallian Ministries will be asked to forward the Brother Visitor's letter to Lasallians through their existing channels to their personnel.

District Letter to Lasallians

- Brother Visitor to write to all Lasallians regarding the new and / or updated policy:
- Providing them an electronic copy of the policy and / or a website link
- Advising them of their responsibilities and obligations in respect of the policy

Hard copies of New Policies / Updated policies

A copy of the policy to be added to the hard copy 'Policy Suite' available at the District's Head Office reception, Brothers' communities and other District locations where directed by the Professional Standards Officer / Compliance Officer within 10 working days of approval by District Council.

Training

The District's Professional Standards Officer / Compliance Officer is to consider the training requirements of the relevant policy and develop a program for any training required within 30 days of the approval of a new and / or updated policy by the District Council.

Socialisation

The District's Safeguarding and Compliance Officer is to develop a socialisation plan for the relevant policy within 30 days of approval of a new policy and / or an updated policy by the District Council. This plan will look at opportunities to promote the relevant policy including but not limited to:

- Utilising existing internal communication methods such as Provincial Messages and Newsletters
- Utilising social media channels and digital platforms
- Utilising regular staff meetings / catch ups / information sessions
- Circulation of relevant articles or subject matter that relate to existing policies and provide an opportunity to remind staff of their obligations
- Leveraging relevant commemorative days - such as Australia's National Child Protection week - to promote specific policies

III. LASALLIAN MINISTRIES' PROCEDURES

Lasallian Ministries have an important role in communicating and implementing policies that apply universally across the District. The following should be undertaken formally after being advised of change or new District Policy/Procedure:

Website

District policies which apply universally should be placed on the website of all Lasallian Ministries within five (5) days of receipt from the District.

Brother Visitor Letter to Heads of Lasallian Ministries

The Head of Ministry should circulate this letter as appropriate within the leadership team of the relevant Lasallian Ministry.

District Letter to Lasallians

The Head of Ministry should circulate the District Letter to Lasallians to all staff and volunteers within the Ministry within five (5) days.

Hard copies of New Policies / Updated policies

A hard copy of the relevant policy should be added to the hard copy Policy File which should be maintained and be available at key locations within the relevant Ministry including:

- Reception / public entries
- Staff areas
- Areas where stakeholders engage and participate in the works of the relevant Ministry

Training

The Head of Ministry or their Delegate will report to the District's Professional Standards Officer / Compliance Officer the program for training developed by the Ministry to support the education, empowerment and knowledge of staff and volunteers as to the relevant policy.

Socialisation

Each Ministry is to develop and maintain a plan for ensuring District Policies and procedures are promoted to stakeholders including but not limited to:

- Utilising existing internal communication methods such as Newsletters
- Utilising social media channels and digital platforms
- Utilising regular staff meetings / catch ups / information sessions
- Circulation of relevant articles or subject matter that relate to existing policies and provide an opportunity to remind staff of their obligations under these
- Leveraging relevant commemorative days - such as Australia's National Child Protection week - to promote specific policies

Reporting to District

The Head of Ministry will provide a report within 30 days of being notified of a new policy and / or updated policy detailing compliance with the procedures detailed above.