

# SIGNIFICANT CHANGE

## POLICY



**Effective:**

**May 2021**

## SIGNIFICANT CHANGE POLICY

### PURPOSE

Schools are dynamic places of change and must be flexible and adaptable to meet the needs of students, families and school staff, whilst also addressing Departmental requirements and other external drivers.

We all respond to change in different ways and acknowledge that, at times, change can be challenging.

At Freshwater Bay Primary School, we endeavour to communicate clearly, openly and early in order to effectively facilitate change.

This policy addresses the nature and process of implementing significant change to Freshwater Bay Primary School policies or operational matters of the school. It has been developed to positively manage change by supporting students, families and school staff before, during and post implementation of change occurring.

### SCOPE

This policy applies to all Freshwater Bay PS teaching and non-teaching staff and the Freshwater Bay PS Board when proposing to implement significant change at Freshwater Bay Primary School.

### DEFINITIONS

Significant Change means a difference in the expected or anticipated approach from a previous policy, operational process or underlying philosophy and/or will impact the whole school (Kindy - Year 6) to a noticeable degree.

### 1. PRINCIPLES

- 1.1. Freshwater Bay Primary School is open and adaptable to the changing needs of its students, families, staff and community.
- 1.2. Positive Significant Change is welcomed at Freshwater Bay Primary School.
- 1.3. In all matters the educational well-being of students is the main priority.
- 1.4. Significant Change will only be implemented where a robust decision-making process has first been undertaken. Change will be considered, measured and occur at an appropriate pace that considers the proposed change as part of a broader environment.
- 1.5. All members of the school community, including students, parents, administrators, teachers and support staff, have a right to be treated with respect and courtesy as they navigate through, and adopt the change(s) in their own way.
- 1.6. When a community understands why a change is being implemented, they are more accepting of the change, whether they are initially in favour of the change or not.

- 1.7. Significant Change will be communicated clearly, openly and as early as is practicable to those members of the school affected by the change, in accordance with the Freshwater Bay Primary School Communications Policy.
- 1.8. Where appropriate, the students, families or staff affected by the Significant Change will be consulted in developing the best approach going forward.
- 1.9. The School welcomes feedback on the implementation of the significantly changed approach.

## **2. ROLES & RESPONSIBILITY**

2.1. Principal is responsible for:

- 2.1.1. implementation of the policy;
- 2.1.2. appointing an authorised contact responsible for the proposed Significant Change; and
- 2.1.3. overseeing the implementation of the Significant Change, including review and reporting.

2.2. All teaching and non-teaching staff are responsible for following the policy.

## **3. PROCESSES AND PROCEDURES**

3.1. All proposed Significant Change(s) will require the completion of a Change Proposal prior to the change being implemented.

- 3.1.1. The Principal may approve a Change Proposal and must appoint an authorised person (Team Leader) who is responsible for implementing any Significant Change.

3.2. Identify an issue or area where Significant Change is required or desired. Clarify the underlying goal.

3.3. Undertake the necessary research and due diligence, including alternative options and best practice models. Identify key considerations.

3.4. Identify those who will be impacted by the Significant Change and the degree to which they will be affected.

3.5. Develop a change in policy, procedure or philosophy, including identifying what is to be changed, the reason for the change and the desired outcome for the proposed change.

- 3.5.1. Consult (where appropriate) with the community / parents / students / staff on the proposed change and:

- 3.5.1.1. identify the original policy, procedure or philosophy;
- 3.5.1.2. clearly and transparently communicate why a change is proposed;
- 3.5.1.3. clearly explain the proposed policy, procedure or philosophy; and
- 3.5.1.4. seek feedback on the proposed change.

- 3.6. Allocate the appropriate personal resource(s) responsible for implementing the proposed change.
- 3.7. Clearly communicate the new policy, procedure or philosophy to the impacted group including why the change is occurring, the timeframe for adoption and authorised contact person.
- 3.8. Implement the change, allowing time for the Significant Change to be adopted and embedded.
- 3.9. Review and evaluate the impact of the Significant Change in line with the original goal. Apply learnings.

**SUPPORTING POLICIES AND PROCEDURES**

- Communication Policy
- Communication Pathways Booklet – Parent Handout
- Change Proposal Template

**BROAD GUIDELINES**

- Identify what is the issue that needs to be resolved and what is the goal.
- Best practice as a starting point.
- Appropriate timeline for consultation, actioning tasks and delivering on outcomes.
- Clear, transparent and timely communication process.
- It is good practice for all change, irrespective of its perceived impact, to follow a solid decision-making process; to be measured and consider other external factors that may affect the successful adoption of the change.

**ASSESSMENT & REPORTING**

The Principal will report regularly to the Freshwater Bay P.S. Board on all matters pertaining to Significant Change.

**VERSION HISTORY**

Version	Approved By	Approval Date	Review Date	Sections Modified	Owner	Implementation Officer
1.0	SCHOOL BOARD	11-05-2021	11-05-2022		Principal	Principal