



GLOBAL SCHOOL PARTNERS Communication Policy



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www.globalschoolpartners.org.au

COMMUNICATION POLICY - 2020



Global School Partners facilitates partnerships between schools in Australia and schools in developing nations to enable students from across the globe to connect, share and learn with one another. In addition, we encourage Australians to support our work through sponsorship of students and funding of school projects and programs.

Our aim is to work collaboratively with community groups (schools) and individuals, to achieve mutually agreed goals that build capacity to both alleviate poverty through education and better health and raise awareness of how education can overcome poverty.

We inform students and school communities in Australia about the culture and circumstances experienced by students in their partner school in the developing country. We empower Australian students to make a positive, direct and tangible difference in the lives of students at their partner school.

Global Schools Partners are committed to ensuring open and clear communication between all members and school communities both in Australia and in partnering overseas schools and communities. Communication includes all contacts between members, whether written, verbal or via the internet.

At Global School Partners we believe that all communication should be open and honest at all times. All stakeholders are to be informed of events and procedures on a regular basis, always being mindful of the dignity and respect of others.

Global School Partners is committed to obtaining and publishing communication materials according to ethical principles, that are consistent with our stated purpose and values, that accurately describe the nature and scope of our work, that acknowledge the role of our partners, and that are consistent with ACFID's Fundraising Charter where the public materials relate to fundraising.

1. Communication Groups

Communication with Board Members:

Board members main form of communication is via email. The Board meets in accordance with Global School Partners' Constitution. Minutes of each meeting are taken by the Secretary and confirmed at the subsequent Board meeting. The AGM is held annually and this is communicated to all stakeholders via email.

Communication with stakeholders in Kenya:

Global School Partners employ a Program Officer who liaises with all schools and stakeholders in Kenya. Correspondence between the Program Officer and Global School Partners is via email, message sharing platforms and phone - both calls and text messaging. Global School Partners may also communicate to locally established stakeholder groups or individual Directors of Schools using the same methods of communication. Approximately every 12-18 months a team visit Kenyan schools and stakeholders led by a Board Member.

Communication with stakeholders in Australia:

Australian Partner Schools are contacted via email and phone. Visits to the existing Partners Schools and potential schools are organised with members of the Global School Partners Board.

Public Communication:

Global Schools Partners main platform for communication to the public is through the organisation's website. This website includes information about sponsorship, projects, programs, schools involved, Board membership, the organisation's policies and previous e-newsletters. Anyone from the public can subscribe to the Global School Partners e-newsletter which is distributed at least twice a year.

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2. Approval of public materials

Before Global School Partners publishes information, the following four questions must be answered;

Question Number	Question	YES	NO
1	Does the content contain information about the Global School Partners Board, policies or reports	Must have Board approval, then proceed to question 2	Proceed to question 2
2	Does the content contain information about or images of a stakeholder	Must have stakeholder consent, then proceed to question 3	Proceed to question 3
3	Is the content controversial in nature or is there a real and/or perceived impact on the subject	Must have Board approval, then proceed to question 4	Proceed to question 4
4	Does the content respect the dignity, values, history, religion, language and culture of the subject and is it authentic to the context, person and terms of consent given	Publish the content	Do not publish the content

3. Consent

Global School Partners seeks consent from all stakeholders before sharing their information. Special consideration is given to sponsor students whose name, photo and personal details appear on the Global School Partners website. Consent is obtained from Partner Schools through the 'Global School Partners-KC Sponsorship template'. (Appendix A)

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APPENDIX A



GLOBAL SCHOOL PARTNERS-KC SPONSORSHIP TEMPLATE

SCHOOL NAME	
PUPILS PROFILE	
	Name:-
	Year of Birth:-
	Age:-
	Gender/Sex:-
	Current School:-
	Class:-
	School if Sponsored:-
	Class Performance:-
	Current Sponsor(S):-
Hobbies:-	
FAMILY	
Mother's Name:-	
Father's Name:-	
Guardian's Name:-	
<u>Social/Economic Status:-</u>	
HOME	
	County:-
	Ward:-
	Division:-
	Location:-
	Sublocation:-
Village:-	
REASON FOR SPONSORSHIP	
Consent from legal guardian to participate in GSP Sponsorship program including publishing above information on website, newsletters and other material as required for the Sponsorship Program	
<input type="checkbox"/>	
Consent from legal guardian that future information shared with Partner School and / or GSP Program Officer may be made available to GSP for communication to sponsors and donors	
<input type="checkbox"/>	
OFFICIAL USE ONLY	
School Headteacher:	School Management:
Signed..... Date:	Signed.....Date;



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