



## Media Policy

*Queanbeyan and District Preschool Association acknowledges that the media provides an effective vehicle to communicate information to the Queanbeyan community and wider public. The following statements have been devised to clarify responsibilities and expectations in relation to the media.*

- Written communication is to be on Queanbeyan and District Preschool Association letterhead, and presented at the meeting of Management Board for approval, prior to release. It is then recorded in a register of outgoing correspondence.
- For urgent issues, the QDPA Managing Director or Chair of the QDPA Management Committee may authorise a media statement, or act as a spokesperson for the Association.
- Preschool Directors have discretion at preschool level to approve outgoing communication relevant to their individual preschool, including Facebook posts.
- All petitions, community surveys etc. are to be organised or approved by the QDPA Managing Director and QDPA Management Committee.
- Individuals, other than staff, who wish to speak in relation to preschool education, should do so as individual members of the community, rather than as an individual representing the Preschool Association.
- Advertisements placed in newspapers (e.g. positions vacant, meeting notices) are the responsibility of the Administrative Officer in consultation with QDPA Managing Director (refer *Staff Recruitment Policy*).
- Any Online communications will seek to keep all records private and confidential and maintains all records and communication according to *National Privacy Principles, Privacy Act 1988, National Regulations* and all related policies of the Association

### **Further reading:**

- 1) Queanbeyan and District Preschool Association, *Correspondence Policy*.
- 2) *Code of Ethics for Staff*.
- 3) *Code of Conduct*
- 4) *Online Policy*
- 5) *Confidentiality Policy*
- 6) *Privacy Policy*