

Policy number: 4

Version 1: January 2021

To be reviewed: November 2022

Person responsible: Principal, School of Sport Education NT

Introduction

Clear and proper communication to all stakeholders is essential to the successful operation of the School of Sport Education NT.

Purpose

To ensure a clear process is defined for communication of information from the School of Sport Education NT to all stakeholders, including but not limited to:

- School Sport Australia Executive Officer and other office staff
- School Sport Australia member bodies
- School Sport Australia Board and Committees
- All staff members of the School of Sport Education NT.
- NT Schools, Teachers and Principals
- Student participants and their families
- Volunteer team officials and helpers
- The School of Sport Education NT uniform supplier
- Local businesses
- State Sporting Organisations and venues
- Northern Territory Department of Education

Policy

The School of Sport Education NT is committed to communicating in a timely, appropriate, relevant and accurate way to positively promote the School of Sport Education NT program.

All staff are required to communicate in a professional manner in accordance with this policy using existing and developing means of delivery.

A variety of communication methods will be utilised to ensure the most appropriate and effective delivery method. This includes but is not limited to:

- Face to face conversations and meetings
- Telephone
- Telephone conferences
- Video conferences via such platforms as Skype, Microsoft Teams
- The School of Sport Education NT Facebook page
- Text messages
- Team App
- The School of Sport Education NT website
- Newsletters

Communication timelines are to be in accordance with the schedules published in School of Sport Education NT documents. Any form of communication by or within the School of Sport Education NT should actively lead, implement, promote, respect and support the values of the School of Sport Education NT:

Respect

Resilience

Responsibility

Inclusivity