

## PUBLIC INFORMATION AND STATEMENTS POLICY

### Rationale:

To ensure professional accurate and responsible communications with the community.


### Purpose:

To facilitate communication links with the community, the media and other relevant organisations.

### Guidelines:

1. The only personnel authorised to make public statements on behalf of the college are the Presiding Board Member, the Principal, or another board member delegated by the Presiding Board Member.
2. Staff are delegated by the Principal to make communications to our community relevant to their area of responsibility.
3. There will be clear procedures in place which relate to this policy.
4. Unless a decision is taken 'In Committee', all official records (board minutes, audited accounts, strategic plans, etc) will be made available to all interested parties on request.
5. A copy of ratified board minutes are held at Reception and available on our website.
6. This policy will be included in the staff induction programme.

Review schedule:	Reviewed and Tabled:
Triennially	31 July 2023

Deputy Presiding Member Signature:	
Date:	31 July 2023