BUZZ LIST POLICY

ST JOSEPH’S SCHOOL
KINGSWOOD

Reviewed May 2012
St Joseph’s Kingswood is all about our children. We create and uphold a nurturing environment for our children, families, teachers, volunteers, and the wider parish. We are a Catholic community of educators and learners who strive for excellence in education, and we are innovative and collaborative in our approach. Our life long purpose is to maintain a sense of belonging for all our children encouraging them to reach their full potential.

1. Purpose

This policy governs the function of the St Joseph’s School Kingswood P & F Buzz List.

2. Definition

A buzz list is a directory of parent/carer contact information for students attending the school. Typically these are organised into class groupings.

The buzz list provides a number of both practical and community functions.

It is a practical list for parents to contact each other to facilitate social activities such as play dates, sports teams etc. It also enables class reps to organise school activities, drive P&F initiatives and arrange pastoral care if required.

It is also a valuable tool for the development of relationships and a sense of community, particularly at a class level. Buzz lists are used by class reps and parents to organise social functions and ultimately develop lasting friendships. These relationships are essential to building a strong school community.

3. Principles

The Buzz List raises some concerns regarding child protection and privacy. As such, it is not recommended by St Joseph’s Kingswood that a Buzz List should be available. It is recognised however that the school community feels that it is a valuable service, and therefore strict guidelines are required to try and minimise risk.

4. Accountability

All members of the P & F and parent/carer community are responsible for promoting adherence to the policy, and complying with the policy and standards

5. Policy and Procedures

The P & F are responsible for development of appropriate procedures for the collection, use, disclosure or management of the Buzz List.

In summary:
5.1. Parents will have the opportunity to register to the Buzz List via a registration form provided by the P&F. This form, when signed by parents, acknowledges that their personal information provided will be shared either with all those registered to the Buzz List, or a specific class only based on their choice. This is seen as express permission.

5.2. Parents will be advised that The Buzz List is to be used for non-commercial purposes and will revolve around school based messages only.

5.3. Parents are to be advised that there is no guarantee, implied or otherwise, that personal information will be kept secure, nor is there any assurance that the recipients of any child personal details acquired through the buzz list hold a current PCU (Catholic Police Check authority) Police clearance.

5.4. Parents will be reminded to keep their copy of the Buzz List in a safe and secure environment to avoid unauthorised usage.

5.5. Records will be destroyed by the P&F at the end of each school year by shredding the forms and appropriate disposable and removing computer files.

6. **Key Roles and Responsibilities**

The P & F are responsible for development of appropriate procedures for the collection, use, disclosure or management of the Buzz List.

Due to St Joseph’s, Kingswood’s, own stringent child protection and privacy policies it will NOT have any involvement in the collection, use, disclosure or management of the Buzz List.

7. **Review**

8. This policy will be reviewed every 3 years, or earlier if information becomes available that significantly affects the content of the policy

9. **Appendices**

10. **References**