

Stakeholder Communication

Stakeholder Communication

Author: Teachers, YLCs, Senior Leaders

Target Audience: *Teachers, SWAN Coordinator, HOTL, NCCD Audit*

Purpose & Description: *A single-record-entry where communication has happened between the College and stakeholders.*

This can include:

- *parents*
- *specialist teachers*
- *support workers*
- *other government bodies*

Examples of communication might include:

- *record of phone call*
- *email chain*
- *letter attachment*

SWAN TAGs can be applied to Stakeholder Communication records that will expose relevant records for NCCD purposes.

Note that this record type has general visibility for 'teachers' but confidential visibility for: Primary Leadership Team, Secondary Leadership Team, SWAN Team

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