



The Catlins Area School

Currently under review

We are reviewing this policy for its content and how well the school implements it. To share your comments and rate its implementation, click the "Start your review" button.

About the review process ⓘ

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Media

The Catlins Area School has procedures in place to ensure successful interactions with the media.

At our school, the designated media contacts are the board chair and/or principal. The board chair and principal may work closely to prepare a response to a media enquiry, and determine together who speaks to the media.

Receiving a media enquiry

Our process for receiving a media enquiry is to record:

- the name, organisation, role, and contact details of the person enquiring
- who the enquiry is for
- what the enquiry is about
- whether they are contacting any other staff, schools, or organisations.

If the issue is serious, potentially controversial, or sensitive, or there are employment, legal, or privacy considerations, the school may choose to respond in writing only. We may also seek advice from the Ministry of Education, NZSTA, or a media advisor. If the media enquiry is about a traumatic incident, we follow our **Crisis Management** procedure, which contains information about working with the media in these circumstances.

Our designated media contact maintains a record of all communication with media.

Related topics

- **Crisis Management**
- **Communication During an Emergency, Disaster, or Crisis**
- **Privacy**
- **Requests for Official Information**
- **Concerns and Complaints**
- **Community Conduct Expectations**
- **Staff Conduct**

Resources

- Ministry of Education | Te Tāhuhu o te Mātauranga: [Media enquiries – Information for schools](#)

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