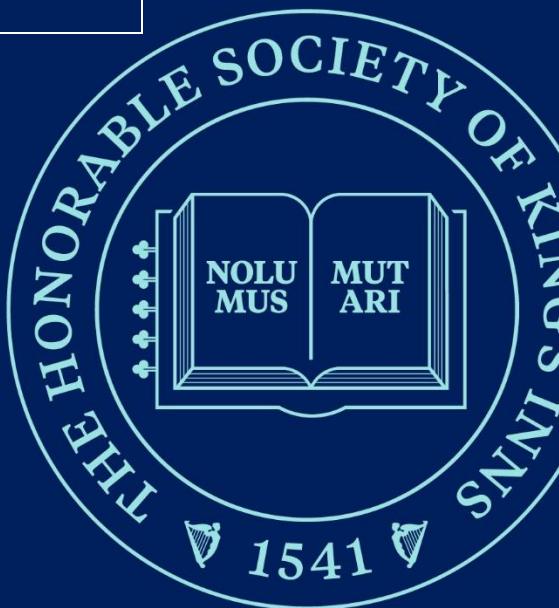


KING'S INNS

Public Information and Communication Policy

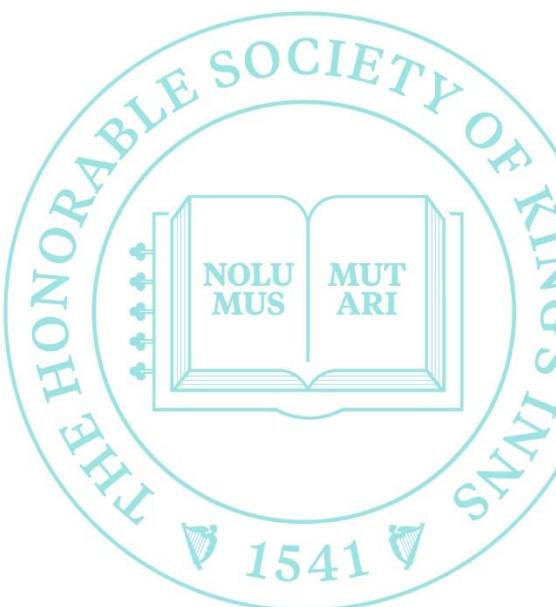
Responsible staff member:	CEO
Date of first approval:	2/4/2025
Name of approval body:	Council of King's Inns
Frequency of review:	Every 3 years, unless it is required sooner
Next review date:	2028

Revision No.	Details of change/s	Date
01		
02		



CONTENTS

CONTENTS	2
1. Purpose of Policy	3
2. Scope of Policy	3
3. Policy Statement	3
3.1 Public Information	3
3.2 Learner Information	4
3.3 Publication of Quality Assurance Policies, Procedures and Reports	4
3.4 Publication of Quality Assurance Evaluation Reports	4
4. Roles and Responsibilities	4
5. Monitoring and Review of Policy	5
6. Referenced Policies	5



1. Purpose of Policy

Public information refers to the information that the Honorable Society of King's Inns (King's Inns) communicates and publishes about King's Inns, our education and training programmes, activities and related services, our quality assurance policies and procedures and about the evaluations and findings from quality assurance evaluations.

The purpose of this policy is to set out King's Inns commitment to publishing and communicating information that is clear, accurate, objective, up to date and easily accessible to all our stakeholders.

2. Scope of Policy

This policy applies to all staff members whose role involves the preparation and/or approval of information for publication or presentation about King's Inns, our education and training programmes, activities and services, quality assurance policies and procedures and evaluations and findings from quality assurance evaluations. The scope of the policy includes marketing of education programmes and all related information.

3. Policy Statement

King's Inns is committed to providing clear, accurate, up to date and easily accessible information to current and prospective learners, graduates, members, the public and other stakeholders.

3.1 Public Information

King's Inns regards its website as a primary point of contact with stakeholders and the main resource for public information.

We use a range of channels to communicate and engage with the public, including:

- The website, www.kingsinns.ie, which provides information about the institution, our education and training programmes, application procedures and latest King's Inns news
- Social media platforms. These channels link to news, updates for learners, application information and other relevant updates
- Phone enquiries are taken through the King's Inns reception and staff members can be contacted via a central number and by email
- Open Days provide prospective learners with an opportunity to visit the campus, meet with members of the teaching staff and find out about our courses and services
- Visits to third level institutions
- Attendance at law careers fairs
- Visits from Transition Year students to King's Inns.

The Communications Team uses the website and social media platforms to engage with prospective learners and applicants, promoting events, alumni profiles, newsletters, application deadlines and other relevant information.

3.2 Learner Information

King's Inns is committed to providing prospective and current learners with honest, transparent, up to date and accurate information related to our education and training programmes, learner supports and resources.

King's Inns uses a variety of methods to publish information on programmes and awards, including the King's Inns website and social media platforms.

All students are provided with a student handbook through the Virtual Learning Environment (VLE), Moodle, which includes information on staff members and appropriate contact details, facilities and resources available, and practical information on studying at King's Inns.

Each programme webpage includes information on:

- The name of the programme
- The award to which the programme leads, where relevant
- The name of the awarding body / awarding bodies (as applicable)
- The title of the award; whether the award is recognised within the National Framework of Qualifications (NFQ) and, if so, the level of the award on the NFQ
- The procedures for access transfer and progression that apply to the programme, where relevant

The King's Inns website also includes our Disability Support Policy and details on how to apply for reasonable accommodation.

3.3 Publication of Quality Assurance Policies, Procedures and Reports

Quality Assurance (QA) policies, procedures and guidelines are published on the King's Inns website and on the VLE, Moodle. The QA section of the King's Inns website includes quick links to policies, procedures, guidelines and forms and documents e.g., complaints procedure, appeals forms and the Student Code of Conduct.

3.4 Publication of Quality Assurance Evaluation Reports

King's Inns is committed to transparency with regard to the findings of independent quality assurance evaluations and is committed to publishing such reports on the website and, where appropriate, a quality improvement plan.

4. Roles and Responsibilities

Overall responsibility for this policy lies with the Chief Executive Officer (CEO), however, several members of staff are responsible for executing the provisions of the policy including the CEO, Communications Executive, Dean, Registrar, and relevant Coordinator(s) as appropriate.

5. Monitoring and Review of Policy

The policy owner is responsible for monitoring implementation of the policy, ensuring that all associated documents are updated and current, and that the policy is reviewed as required.

The policy will be reviewed every three years from the date of first approval unless changes are required owing to legal, statutory and/or organisational change.

All policies and policy changes are approved by Council on the recommendation of Standing Committee.

6. Referenced Policies

- [Disability Support Policy](#)