



DARAMALAN COLLEGE

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POLICY MANUAL

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# DARAMALAN COLLEGE POLICY MANUAL

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# SECTION 1 : MISSION & ETHOS

## 1.1 MSC PHILOSOPHY OF EDUCATION

The Missionaries of the Sacred Heart were founded by Fr. Jules Chevalier at Issoudun, France in 1854. He had a vision of regenerating society through devotion to the Sacred Heart. Included among the ways of achieving this vision was the education of youth.

Mindful that the teaching closest to Jesus' heart is his command to love one another as I have loved you, Missionaries of the Sacred Heart especially value love, concern, compassion, understanding, respect, and acceptance of every individual.

*I give you a new commandment love one another;  
just as I have loved you,  
you also must love one another.  
By this love you have for one another everyone will know  
that you are my disciples. (John 13:34ff)*

These qualities are enshrined in the charism handed on by Jules Chevalier and embodied in the current MSC Constitutions:

*As Missionaries of the Sacred Heart,  
we live our faith in the Father's love revealed  
in the Heart of Christ.  
We want to be like Jesus who loved with a human heart;  
we want to love through him and with him,  
and to proclaim his love to the world. #10*

*Ours is a spirit of family and a spirit of brotherhood,  
formed by kindness and understanding,  
by compassion and mutual forgiveness,  
by gentleness, humility and simplicity,  
by hospitality and a sense of humour #32*

This charism generates the spirit in which various MSC ministries recognise the importance of meeting the specific needs of our times.

*In a constant effort to share in the sentiments of the Heart of Christ,  
we will be attentive to all human needs and aspirations,  
such as,  
the need to be respected as persons,  
the need for love and peace,  
for freedom, justice and truth,  
and the search for meaning in life.  
We will become all things to all people,  
by respecting different cultures,  
and by being ready to undertake whatever apostolic services people may need.  
#24*

The Missionaries of the Sacred Heart in Australia have had a long involvement in the education of youth. Beginning with an Apostolic School at Douglas Park NSW in the 1920s, they later opened schools in Toowoomba, Bowral, Hamilton, Darwin and Canberra, and they also accepted responsibility for two schools in Papua New Guinea.

The Australian Catholic Church has been extensively involved in the education of youth for over 100 years. The Missionaries of the Sacred Heart see this as still an effective ministry for meeting the needs of the times. Hence MSC schools proclaim and give witness to the love of God in our world.

They seek to engender a strong belief in God's love for all as manifested through the heart of Jesus Christ. *Fortes in Fide (Strong in Faith)* is the common motto of MSC schools. Father Chevalier saw particular value in the education of youth as a means of remedying the indifference of secular society to the love of God.

In the first MSC Constitutions which were approved in 1877 and which he himself wrote, we find the following:

*The Society (of the Missionaries of the Sacred Heart) has education as one of its principal tasks. All among us who accept the care of young people should never lose sight of the sublimity of such an important mission. Considering the great usefulness of this ministry, they will apply themselves to it with all the more keenness and zeal, in so far as it is often enough a thankless task...*

*They should not forget that the salvation of civil and ecclesiastical society depends on the Christian education of youth. "Train young people in the way they should go; even when they grow old they will not swerve from it".*  
(Prov. 22/6)

*It follows from this that the main hope for the Church for better times rests on the religious instruction of youth.*

It was also part of the vision of Jules Chevalier that the mission to regenerate society would be carried out not only by professed religious, but also by an association of lay people who would form another branch of the Congregation. Among the staff of MSC schools are lay people who share the mission and charism of the Missionaries of the Sacred Heart, and who work with them in a special way to proclaim and witness to the love of God.

Chevalier also gives advice for those involved in the ministry of education:

*In order that a ministry of this nature be completely fruitful, it is necessary that those among us who take it on combine forces, and work with a spirit of unity.... It is also necessary that they commend themselves to their students by the goodness of their lives as well as by their teaching.*

*They should be tireless in teaching their students whatever is needed for them to gain academic results with distinction. And they should never forget that the first task required of them is that their students become 'fortes in fide' (strong in faith), dedicated with great love to the practice of all Christian virtues.*

# **SECTION 1 : MISSION AND ETHOS**

## **1.2 MSC VISION IN EDUCATION**

MSC schools exist to proclaim and witness to the love of God. They aim to make gospel values real in the lives of young people, their families and the staff who serve them.

With care, compassion and understanding as their hallmark qualities, MSC schools strive to build a community of faith among staff, parents and students. Great value is placed on commitment, trust and acceptance of others in fostering the growth of community. In the spirit of a loving and supportive family, members help one another grow in knowledge, faith and service.

While aiming for excellence in the search for truth, MSC schools recognise the importance of balanced human development and strive to help young people to achieve their full potential in all areas of life, and to be ready to show initiative in parish, religious and civic life. They are attentive to the aspirations and needs of individuals, especially of those who are disadvantaged or isolated: mentally, physically, financially, emotionally or geographically.

Staff relate to students with compassion and availability, creating a sense of family which permeates their attitude as professional teachers and caring adults. Staff also relate to each other with the same sense of understanding and care, ministering to each other in an atmosphere of friendship and collegiality.

Staff strive to improve their professional appreciation of their work by sharing in prayer and staff development exercises, and participate regularly in programs which enable them to collaborate with greater understanding in the MSC style of education at their school.

Founded on love and built on love, MSC schools offer a vision of hope for humankind, one to which all their members can contribute as they grow strong in faith.

# **SECTION 1 : MISSION & ETHOS**

## **1.3 MSC ETHOS**

### **RATIONALE**

The charism of religious congregations gives a special quality to the life of the institutions which they establish. Daramalan College, founded in 1962 by the Missionaries of the Sacred Heart, has been blessed with a distinct MSC Ethos which makes it different from other schools. A key function of the Board is to identify measures by which that Ethos can be maintained.

### **POLICY**

In order to maintain and strengthen the MSC Ethos at Daramalan, time is spent by staff and students reflecting and learning about the Missionaries of the Sacred Heart, their history and their spirit.

### **APPLICATION**

1. Staff are encouraged to participate in the courses run at Douglas Park for staff of MSC schools and other programs of the Chevalier Institute team.
2. Staff will have the opportunity throughout the year to reflect at Daramalan on aspects of the MSC Ethos.
3. Through their studies, particularly Religious Education courses, retreats and liturgical celebrations, all students are given an opportunity to gain an understanding of MSC history and spirituality.
4. Staff and student prayers will focus on aspects of a Spirituality of the Heart.
5. Membership of the Lay MSC Association and the Young MSC Association will be encouraged.
6. During the school year there will be liturgies which focus on aspects of the MSC Ethos.

*Reviewed and re-approved November 17, 2015*

# **SECTION 1 : MISSION & ETHOS**

## **1.4 SPIRITUAL FORMATION**

### **RATIONALE**

Daramalan College is an MSC school. The MSC Vision in Education states that “MSC schools exist to proclaim and witness to the love of God. They aim to make gospel values real in the lives of young people, their families and the staff who serve them.”

In order to maintain the spiritual vision in all MSC schools in Australia, a policy was developed by the MSC Education Committee in 2009 and later approved by the MSC Provincial, which provides MSC schools with a framework for enabling all staff and Board members to explore and develop their own spirituality within the context of the MSC charism. The Daramalan College Policy for Spiritual Formation of Staff and Board members is based on the principles and expectations of the policy established for all MSC colleges in Australia.

### **POLICY**

1. The College will have a plan for the personal, spiritual and faith formation of all staff and Board members.
2. The development and implementation of the plan for staff will be the responsibility of the Principal and the College Executive. The plan for the Board will be managed by the Board Chair through the Governance Committee.
3. An electronic record will be maintained to track the formation programs undertaken by each staff member. This record will be kept by the Principal.
4. Special attention will be given to the quality of staff prayer and liturgical celebrations and to placing appropriate MSC, Catholic and Christian symbols within the College.
5. It is expected that all scheduled meetings of staff will begin with a prayer.

### **APPLICATION**

#### **1. New Staff**

- 1.1 For staff who commence at the beginning of the school year there will be a brief introduction to the Spirituality of an MSC school on the New Staff day.
- 1.2 All new staff will be provided with a copy of the text “Now You’re Working for the Catholic Church” or a similar publication and asked to read this. An opportunity will be provided for them to share reflections on this several weeks after starting work at the College..
- 1.3 All new staff must attend a full day reflection, organised on a school day by the College. The day will focus on MSC charism and Spirituality of the Heart. These days will be arranged each term to accommodate staff who begin at any time in the school year.
- 1.4 New staff will be advised about other opportunities for participation such as the weekly Staff Prayer and the monthly Staff Mass.

## **2. All Staff**

- 2.1 At the beginning of each school year all staff will be asked to write goals for their personal, professional and religious formation. This document will form the basis of a discussion between the staff member and his/her supervisor which will be held, if possible, during the first term.
- 2.2 One full day will be programmed each year for all staff to participate in a retreat/religious formation/spirituality experience.
- 2.3 Throughout the year the College will make available other opportunities for spiritual/religious development ranging from staff prayer to liturgical celebrations through to support for attending courses offered by the Chevalier Institute, the Diocese or other appropriate providers.
- 2.4 All staff are expected to attend major liturgical functions such as Sacred Heart Day, Chevalier Day and the annual Opening Mass.
- 2.5 Financial support will be offered to staff members undertaking or upgrading their qualifications in Religious Education, spiritual or theological studies.
- 2.6 All staff will be strongly encouraged to attend at least one retreat at Douglas Park during their time of employment at Daramalan College.
- 2.7 Staff will be encouraged to attend sessions offered by the Chevalier Institute team on their visits to the College.

## **3. Coordinators**

- 3.1 As well as meeting the requirements for all staff, attendance at a Douglas Park Retreat or the Heart Centred Leadership course is a requirement for Coordinators. Generally this should be done either prior to starting their appointment or in the first year of their appointment.
- 3.2 During their period of appointment, Coordinators will be encouraged to develop their leadership skills and to participate in the Spirituality of the Heart course or other such courses.

## **4. Executive Team**

- 4.1 In addition to the formation offered for Coordinators, members of the Executive will be expected to spend a substantial time reflecting on their leadership in the spirituality of the heart.
- 4.2 Each member of the Executive is expected to have his/her own formation plan which will include goals related to developing their spiritual and religious growth.
- 4.3 Members of the Executive may receive financial support to assist with improving their understanding of the charism of an MSC college.

## **5. Board Members**

- 5.1 Members of the College Board will spend a significant time at the annual Board Retreat focussing on developing their understanding of an aspect of MSC spirituality.
- 5.2 Board meetings will begin with a prayer and should have, from time to time, an opportunity for reflection and/or sharing.



- 5.3 Board members will be invited to attend liturgical events held at the College throughout the year.
- 5.4 New Board members will undergo an induction procedure which will include helping them to understand better the spiritual and religious dimension of their role.
- 5.5 The Chair of the Board will be offered additional opportunities for continuing study of the spiritual dimensions of the Board Chair's role.

*Reviewed and re-approved May 19, 2015*

# **SECTION 1 : MISSION & ETHOS**

## **1.5 HUMAN RELATIONS**

### **RATIONALE**

Relationships are important in any institution. In Daramalan College, which derives its distinctive ethos from the Missionaries of the Sacred Heart, relationships should be based on a Spirituality of the Heart. This implies an emphasis on love and respect among all members of the community, based on God's unconditional love for all people.

### **POLICY**

The rights of staff, students and parents should be everywhere respected as a basis for a mutual relationship of love and support. To foster this, staff, students and parents also need to accept that they have responsibilities which will ensure positive relationships.

### **APPLICATION**

The rights and responsibilities of students, staff and parents include:

#### **1. THE RIGHTS OF STUDENTS**

- a. To learn in a Christian environment.
- b. To develop one's maximum potential in all areas of college life.
- c. To be treated with respect, understanding, kindness and courtesy.
- d. To learn in a healthy and safe environment.
- e. To the safety of one's person and property.
- f. To a pleasant and clean College environment.
- g. To compassionate support when difficulties arise.

#### **2. THE RESPONSIBILITIES OF STUDENTS**

- a. To act in a safe and considerate manner showing respect for all.
- b. To accept the responsibility to be organised and to try to achieve one's maximum potential within and outside the classroom and to learn to accept the consequences of one's actions.
- c. To contribute to the life of the College to the best of one's ability.
- d. To respect College property and the property of others.
- e. To protect one's health and the health of others by maintaining a safe environment free from harmful influences.
- f. To help others in time of need.
- g. To behave in public in a manner than enhances the College's name.
- h. To respect the learning of others.

- i. To allow others to be listened to.
- j. To use electronic media in a responsible and respectful manner.

3. THE RIGHTS OF STAFF

- a. To be respected as a professional who works in an environment where the teaching and learning process and support roles are respected.
- b. To provide a positive learning experience without undue disruption.
- c. To continuing professional development.
- d. To support from one's peers.
- e. To be treated with respect, understanding, kindness and courtesy.
- f. To contribute to the development of the whole College Community.
- g. To a clean and safe working environment.

4. THE RESPONSIBILITIES OF STAFF

- a. To be professional in providing a safe and stimulating learning and work environment.
- b. To be professional in the presentation of programmes and student management strategies.
- c. To respect management, colleagues, parents and students.
- d. To allow others to be listened to.
- e. To be professional in reporting to both parents and supervisors.
- f. To provide a positive role model for students.
- g. To be aware of, and professional, in the implementation of all College policies.
- h. To continue professional development by actively seeking out learning opportunities and contributing that learning to the development of the facility.
- i. To provide support to the College when it is required.
- j. To participate actively in varying aspects of the College's activities.
- k. To encourage a clean and safe working environment.
- l. To dress appropriately.

5. THE RIGHTS OF PARENTS

- a. To have one's child learn in a safe and stimulating environment where Gospel values are taught and lived.
- b. To have the maximum learning opportunities available for each child in every class.
- c. To have one's child taught by competent and professional teachers.
- d. To communicate with the College on matters of concern and receive a response in a timely manner.
- e. To request information on the curriculum and assessment.
- f. To have feedback about student progress and attendance and to have access to staff when necessary.
- g. To participate in parent forums.
- h. To know the appropriate contact person in the College for a variety of issues.

6. THE RESPONSIBILITIES OF PARENTS

- a. To encourage one's child to be a responsible member of the Daramalan community.
- b. To ensure one's child attends school, is punctual, is nourished, appropriately dressed and equipped.
- c. To support the school, the staff and the learning process by showing respect for all.
- d. To ensure one's child has a clear understanding of appropriate behaviour both in the classroom and at all school activities.
- e. To pay all fees on time or if that is not possible, to contact the Business Manager to make alternate arrangements.
- f. To liaise with appropriate contact people when matters of concern arise.
- g. To encourage and assist their children to achieve their full potential.
- h. To interact with staff in a courteous manner.

*Reviewed and re-approved May 19, 2015*

# **SECTION 1 : MISSION & ETHOS**

## **1.6 PASTORAL CARE**

### **RATIONALE**

In the spirit of Jesus, the Good Shepherd, a strong pastoral care system is appropriate in any Catholic school. Some Gospel values that characterise the approach to pastoral care at Daramalan College as an MSC school are love, compassion, and respect for every individual.

### **POLICY**

Pastoral Care at Daramalan College will reflect the MSC Ethos and will embrace all members of its community.

### **APPLICATION**

1. Pastoral Care underpins all aspects of College life.
2. Pastoral Care at Daramalan is concerned with the intrinsic value and well-being of each person. It is effected in the development of quality relationships which are based on trust, respect, commitment, acceptance of others and personal attentiveness to their needs. It is effected in the provision of care networks which foster and support the total well-being of each person in the school community. It is effected through meaningful and positive learning experiences.
3. Pastoral Care builds community through affirmation of the unique gifts of each individual. This affirmation springs from a compassionate heart which expresses itself in welcoming, listening, supporting, sharing, challenging and forgiving.
4. Pastoral Care will be evident in the practice of self-discipline, which is essential for each person to attain his/her full potential. It is also evident in the overall discipline procedures within the school which exist to protect the rights of students and staff.
5. The responsibility for Pastoral Care at Daramalan rests initially with staff, who work with one another, with students and their families to build up and sustain a supportive community.

*Reviewed and re-approved May 19, 2015*

# **SECTION 1 : MISSION AND ETHOS**

## **1.7 ENROLMENT POLICY**

### **RATIONALE**

Daramalan College exists to carry on the mission of the Church to preach the Gospel. It does so in a way which primarily addresses the faith development of students from a Catholic background but also supports the religious development of students of other faiths and challenges all with the message of the Gospel. This policy is based on the gospel values of respect and hospitality

### **POLICY**

In keeping with the College's participation in the mission of the Church and the ministry of the Missionaries of the Sacred Heart, enrolment procedures at Daramalan are guided by a deeply Christian and actively Catholic ethos. The College accepts students in a non discriminatory manner but only on the condition that they are prepared to respect the religious dimension of the College and to participate in its Religious Education programme, retreats and liturgical celebrations.

### **APPLICATION**

1. The College will endeavour to ensure that parents and students accept in more than a superficial manner the values on which the College is based. Parents and students will enter into a covenant with the College to support its goals and values, meet contractual obligations and accept its reasonable expectations with regard to conduct both within and outside of the College.
2. Enrolments will be at the discretion of the Principal. The following points provide a guide:
  - a. Initial preference is given to "family" students, such as those who have brothers or sisters currently attending Daramalan, those whose parents or siblings attended Daramalan or another MSC school, children of staff members, or students who are re-enrolling.
  - b. Preference will then be given to Catholic students from Catholic Primary Schools; Catholic students whose parents are members of a local parish community in rural areas where a Catholic school is not available; and Catholic students from interstate whose parents have demonstrated a long-term commitment to Catholic education.
  - c. Preference will then be given to non-Catholic students who have spent at least two years in Catholic primary schools, or have demonstrated long-term commitment to Catholic education elsewhere.
  - d. Others by discretion.

3. Notwithstanding the above, students are enrolled on their own merits. That a parent or sibling has been enrolled at the College neither guarantees nor excludes enrolment automatically. Attendance at another Catholic school does not guarantee enrolment at Daramalan automatically, nor does place of residence preclude enrolment.
4. The College will not refuse enrolment simply because of a record of serious misbehaviour at another school. However, enrolment in such a case may be on a trial basis and only if there is no apparent risk of harm to other students and staff and if resources are available to address the student's specific needs.
5. No student shall be prevented from enrolling at the College simply because of an inability to pay full fees. However failure to pay fees without good cause may result in cancellation of enrolment. In all questions of fee payment the good of the student, the dignity of the individual, confidentiality and justice are the predominant considerations.
6. The College welcomes students with disabilities. It will work with parents to ensure that resources and expertise can cater adequately for the student's disability.
7. Whilst every effort is made to accommodate the needs of other schools within the local Church, enrolments are maintained at a level which accords with the sound financial development of the College and proper use of its resources. Enrolment will also be maintained in such a way as not to compromise the quality of pastoral care within the College nor its academic excellence.
8. Daramalan College works with the Catholic Education Commission on enrolments into Year 7.

*Reviewed and re-approved November 17, 2015*

## **SECTION 2 : STUDENTS**

### **2.1 SPIRITUAL DEVELOPMENT OF STUDENTS**

#### **RATIONALE**

Daramalan College exists to proclaim and witness to the love of God. It has as its motto, "Fortes in Fide": Strong in Faith, and strives to create a climate in which prayer and the search for truth and meaning in life are valued and nurtured.

#### **POLICY**

Great importance is attached to fostering the spiritual development of students.

#### **APPLICATION**

1. While respecting all authentic spirituality, the Catholic ethos of the College with its MSC spirit is the source and focus of the spiritual development offered to students. They are encouraged to explore opportunities for spiritual growth beyond the school community, especially in family life, church communities and MSC sponsored Mission Experiences.
2. Within the school, the spiritual development of students is the responsibility of all staff. They have the privilege and opportunity to foster religious experience, reflection and response in students, and to build up the school as a faith community. Staff are empowered for this by praying with and ministering to each other, and forming in themselves an MSC spirit and outlook.
3. The spiritual development of students is especially fostered in Religious Education and Faith Development programs, in Pastoral Care, in Liturgical celebrations, and in Social Justice groups. It is implicit across the Curriculum, in co-curricular activities, and in the example staff give to students.

*Revised & Re-approved May 19, 2015*



## **SECTION 2 : STUDENTS**

### **2.2 BEHAVIOUR MANAGEMENT**

#### **RATIONALE**

Daramalan College exists to proclaim and witness to the love of God, and to make the Gospel values real in the lives of young people and their families. Each person at Daramalan, made in "the image and likeness of God", has real worth and dignity.

Thus, student behaviour at Daramalan is to be an expression of the College's loving care for each student and for the whole school community. The climate of the school will be one of trust and freedom, respect, cooperation and peace.

#### **POLICY**

Students are encouraged to develop a sense of personal responsibility, worth and self-esteem. They should respect other people, their rights, their property and the property of the school.

#### **APPLICATION**

To enable this, student behaviour at Daramalan will be in accordance with clearly established standards and procedures which will seek to ensure that behaviour management is administered justly, tempered always by mercy and compassion.

Behaviour Management should not be based solely on legalism but take into account individual needs and circumstances. It is built around love, care, respect and forgiveness, which recognises that students may be excluded from the community if they fail to respond to Daramalan's spirit and ethos.

*Revised & Re-approved May 19, 2015*

## SECTION 2 : STUDENTS

### 2.3 BULLYING / HARASSMENT

#### RATIONALE

A Spirituality of the Heart, on which the ethos of Daramalan College is based, presupposes that all members of the Daramalan community will have a deep respect for one another. This means that all members of the school community have a right to participate, learn and work in an environment free from all forms of bullying and harassment, so that learning, personal growth and self esteem are promoted and an atmosphere where trust, acceptance and compassion prevail.

#### POLICY

Bullying/harassment of any kind will not be tolerated. Reported incidents of bullying and/or harassment will be treated seriously and investigated promptly, confidentially and impartially. Appropriate action will be taken in line with Student Welfare Policy.

#### EXPLANATION OF TERMS

Bullying/harassment is any behaviour (including of a sexual nature) which is enacted by individuals or groups and which causes a person or group to feel or experience degradation or lack of self worth, intimidation, abuse or to have their property damaged. It includes the reckless indifference to and/or the wilful conscious desire to hurt, threaten or frighten someone.

Different forms of bullying/harassment include:

1. **Physical** includes fighting; pushing; shoving; throwing objects; gestures; invasion of personal space; taking, hiding or damaging personal property.
2. **Verbal** includes name calling; offensive language; putting people down directly or behind their backs, and by spreading rumours. It can also be by innuendo.
3. **Visual** includes offensive notes; gestures; graffiti; graphics and images.
4. **Sexual** includes unwelcome or uninvited touching; unwelcome or uninvited comments; attention or other behaviour of a sexual nature that makes one feel embarrassed, uncomfortable, intimidated, upset, frightened, anxious, humiliated or offended.
5. **Victimisation** includes standover tactics; threats to "get" people; repeated exclusion or isolation of a peer; spreading of rumours about a person; persistent unkind teasing; use of intimidation;; the deliberate interference of a person's right to engage in lawful activities.
6. **Misuse of Technology** includes electronic communications, such as cyber bullying, text messaging, email, chat rooms.

## **APPLICATION**

1. Students, parents/guardians and staff have a responsibility to report any school related incidents of bullying/harassment either to class teachers, pastoral leaders, counsellors, assistant principals and/or principal.
2. Students affected by an incident will be offered support and care, which may include professional counselling and therapy.
3. The response of the school to an incident will be in accordance with the current student welfare policy.

*Revised & Re-approved June 16, 2015*

## **SECTION 2 : STUDENTS**

### **2.4 PROTECTION OF STUDENTS**

#### **RATIONALE**

Daramalan College exists to proclaim and witness to the love of God. It aims to make the Gospel values real in the lives of young people and their families. Thus, any incidence of physical, sexual or emotional abuse of students within the school by school personnel is unacceptable. It betrays the trust that parents and/or students have placed in the school and undermines the school's commitment to enhance and protect the welfare of the young people entrusted to its care. This policy is based on the gospel values of justice, compassion and trust.

#### **POLICY**

The College will comply with all legal requirements and best practice relating to the protection of children and young people.

#### **APPLICATION**

To ensure the welfare and protection of students who are entrusted to its care the school shall:

1. put in place required practices and procedures;
2. respond, as required under mandatory reporting law, to any allegations of physical, sexual or emotional abuse;
3. offer care and support to those affected by an incident that involves abuse, which may include professional counselling and therapy;
4. treat with justice and compassion those against whom allegations are made;
5. stand down school personnel against whom an allegation has been made until an investigation is concluded;
6. in accordance with the College's Poor Performance and Misconduct Policy terminate the employment of school personnel who in the opinion of the Principal have acted inappropriately towards a student.

*Revised & Re-approved November 17, 2015*

## **SECTION 2 : STUDENTS**

### **2.5 SUN PROTECTION POLICY**

#### **RATIONALE**

The purpose of this Policy is to encourage all students and staff to avoid skin damage caused by the harmful ultraviolet rays of the sun. Childhood and adolescent exposure to harmful radiation from the sun is a major contributory factor in the later development of skin cancer. This policy is based on the gospel value of respect for self and others.

#### **POLICY**

In exercising its duty of care, Daramalan College will foster the health and wellbeing of its staff and students by implementing sunsafe practices in line with College policy.

#### **APPLICATION**

As part of general skin protection strategies the College will:

1. increase, where practically and commercially feasible, the provision of shade within the school grounds by providing shade areas where appropriate and practical;
2. incorporate into the school curriculum a focus on skin cancer prevention;
3. encourage all staff and students to protect themselves adequately from the sun at school, on excursions and while engaged in other outdoor activities;
4. timetable outdoor activities as far as is practicable to avoid times when the sun is at its strongest.

*Revised & Re-approved November 17, 2015*

## **SECTION 2: STUDENTS**

### **2.6 UNIFORM**

#### **RATIONALE**

The purpose of the Uniform Policy is to engender in the students a sense of personal pride in their appearance and a sense of identity and collegiality.

It aims to reduce a spirit of competition between students with regard to dress and to create in students a sense of meeting the reasonable community standards of appropriate dress whilst acknowledging the need for comfort and the preservation of good health. This policy is based on the gospel value that all students are equal in the sight of God.

#### **POLICY**

Students at Daramalan are required to wear the approved uniform as detailed on the College website.

In determining the uniform and regulations associated with uniform consideration should be given to suitability, gender equity, reasonable community expectations and affordability.

#### **APPLICATION**

1. There should be no unauthorised changes to uniform. Any change of uniform must be approved by the College Principal.
2. Significant change to the school uniform should involve school community consultation.
3. It is the responsibility of staff to monitor school uniform, and students and parents to adhere to uniform requirements.

*Revised & Re-approved November 17, 2015*

## **SECTION 2: STUDENTS**

### **2.7 SUBSTANCE USE AND ABUSE**

#### **RATIONALE**

The Mission Statement of Daramalan College encourages positive attitudes, values and behaviours, which includes respect for self and others. This responsibility has provided the framework for the development and implementation of the pastoral care programme which includes

1. promoting an integrated approach to living that embraces the physical, mental, spiritual and social aspects of life;
2. encouraging our students to make informed and responsible decisions about the use of alcohol, tobacco and other drugs;
3. treating as confidential, subject to compulsion under law, all communications and other endeavours initiated by or on behalf of a student in the context of medical assistance or counselling for substance abuse;
4. developing a collaborative approach towards educating students about substance use and abuse.

This policy is based on the gospel values of respect and compassion.

#### **POLICY**

It is the policy of Daramalan College that tobacco, alcohol and drugs, other than those medically prescribed, are not to be used by or be in the possession of students on College property or at any College function or activity. Whilst the College will exercise pastoral care with regard to students who are victims of substance abuse, it must endeavour to ensure that its students are educated in a drug-free environment. The College will adopt educational, counselling and corrective measures as appropriate or necessary and consistent with the student welfare policy.

#### **APPLICATION**

1. The current student welfare policies operating in the College will be followed for students who transgress this policy.
2. The College will incorporate into the curriculum, information which focuses on the use and abuse of drugs.
3. The College will promote the responsibility of each student to maintain a healthy lifestyle and to avoid substance abuse.
4. The College will cooperate with police and other authorities in relation to drug and alcohol abuse.

*Revised & Re-approved November 17, 2015*

## **SECTION 3 : STAFF**

### **3.1 RECRUITMENT AND EMPLOYMENT OF STAFF**

#### **RATIONALE**

In any school, members of staff have a profound influence on the personal growth of individual students. The values that characterise the lives of members of staff are crucial in enabling a Catholic school such as Daramalan to fulfil its purpose. The staffing policy of Daramalan College is based on such gospel values as faith, compassion, service, respect for the individual, and the search for truth.

#### **POLICY**

In the recruitment and employment of staff at Daramalan College, attention will be given amongst other things to:

1. qualifications,
2. the individual's willingness to support the MSC ethos and to engage in formation in this ethos,
3. demonstrating respect for Catholic teaching and practice,
4. maintaining Catholicity, gender balance, and financial viability.
5. meeting legislative requirements.

#### **APPLICATION**

1. Staff must be people who will mirror to students the values of the College. This implies a willingness to understand and live out the MSC ethos in relationship to students, parents, and other members of staff as well as the Staff Code of Conduct.
2. Staff must have suitable qualifications for the position to which they are appointed.
3. Attention will be paid to the proportion of the teaching staff who are committed members of the Catholic faith.
4. The lifestyle of staff members should be such that they are role models for students of a Christian way of life.
5. There should be a reasonable balance of male and female in the teaching staff and in promotion positions.
6. The level of staffing will not be markedly different from that in schools of similar type.
7. Vacancies for major positions of responsibility within the school will normally be advertised externally and notified internally.
8. Promotion positions are open to all suitably qualified staff members at Daramalan and other suitably qualified applicants.



9. Staff are expected to have the ability to work in a team and be loyal to the Daramalan community.
10. Staff should have an interest in and the ability to relate well with young people, as well as a willingness to challenge and inspire students to achieve their God-given potential.
11. Teaching staff are expected to use a wide range of teaching strategies and to participate in regular professional activities.
12. Teaching staff are expected to be involved in some form of co-curricular activity with students.
13. Membership of the Lay MSC Association is encouraged.

*Revised and re-approved June 16, 2015*

## **SECTION 3 : STAFF**

### **3.2 PROBATIONARY STAFF: INDUCTION AND APPRAISAL**

#### **RATIONALE**

Joining the staff of a school can be an exciting, challenging and even daunting experience. It is important that new staff are made to feel welcome at Daramalan and to receive whatever level of support they need to assist them in their role. At the same time, the college needs time to evaluate their performance. The induction and appraisal of new staff at Daramalan College is based on gospel values of care and justice.

#### **POLICY**

All staff employed by Daramalan College are employed on a probationary basis unless otherwise contracted at the discretion of the Principal. During that time their work and performance are assessed in accordance with procedures listed below, while at the same time they will be given whatever support is needed to assist them in their work.

#### **APPLICATION**

1. Staff, other than short term contract staff, will be required to attend a one-day inservice at Daramalan within a few months of commencing employment.
2. Mentors will usually be appointed for all new staff to assist them as they become familiar with their new school.
3. The subject coordinator of the department to which the new teacher is attached will provide the Principal/Deputy with written assessments of the new teacher's progress, according to the schedule set for probationary staff. This assessment will be based on factors including pedagogical skills, relationships, personal qualities and input to the Daramalan community. The Office Manager will provide a written assessment of a new Support Staff member's performance in their roles.
4. All new staff will receive verbal and written feedback, which will assist in determining their continuing employment.

*Revised and re-approved August 18, 2015*

## **SECTION 3 : STAFF**

### **3.3 PROFESSIONAL LEARNING**

#### **RATIONALE**

In all aspects of education, there is a constant need for the skills of teaching and support staff to be updated and renewed in a way that enriches them both personally and professionally for their role in education. The College can promote professional learning by assisting staff to gain qualifications that directly relate to a particular need within the College, and at the same time benefit directly from the enhancement of their skills. This policy is based on the Gospel values of care and respect for the individual.

#### **POLICY**

Daramalan College will make available to its staff those professional learning activities which will enhance both teaching and learning as well as other responsibilities within the College community. Priority will be given to the funding of studies which are directly related to the acquisition of initial qualifications for the teaching of Religious Education.

#### **APPLICATION**

1. Under the direction of the Principal, the Deputy is responsible for the implementation of the Professional Learning Policy.
2. The opportunity to attend Professional Learning should be shared equitably amongst the staff.
3. Professional Learning plans, which take into account the needs of individuals and the school, should be developed yearly.
4. Staff will be surveyed regularly to determine their Professional Learning needs.
5. Records of attendance at in-service training sessions must be kept by staff members and the school.
6. Staff are expected to report (written or verbal) on the value, nature and content of the Professional Learning activity.
7. Staff are strongly encouraged to participate in at least one significant Professional Learning activity each year, other than those compulsory whole school activities.
8. The determination as to the amount of funding to be set aside and the courses for which the funding will be granted will be made each year at the time of budget formulation.
9. Any courses to be funded must have a clear relationship to the current needs or benefit of the College and not simply be funded merely for the enhancement of a particular individual's Curriculum Vitae.
10. The Deputy Principal assesses all applications for professional learning.

11. Applicants must demonstrate successful completion of the unit course to qualify for funding.
12. If there is no call for courses related to the acquisition of initial qualifications for Religious Education, assistance for relevant post-graduate study in the area including Pastoral Care or Ministry will be considered.

*Revised and re-approved August 18, 2015*

## **SECTION 3 : STAFF**

### **3.4 EQUAL OPPORTUNITY POLICY**

#### **RATIONALE**

Daramalan College believes in equal employment opportunity as a social justice issue and as sound employment practice. It enables the College to fully utilise the skills and talents available. This policy is based on the gospel value of justice.

#### **POLICY**

In line with Government requirements Daramalan College practises equal opportunity. All employees and applicants for employment will be treated according to their skills, qualifications, abilities and aptitudes.

#### **APPLICATION**

1. The Principal and Deputy Principal monitor and report on the College's employment patterns as required by Government legislation and to ensure that the College acts in a way that is just to all people.
2. The Principal and the Deputy Principal are directly responsible for the implementation of this policy.

*Revised and re-approved November, 2015*

## **SECTION 3 : STAFF**

### **3.5 WORKPLACE HARASSMENT: STAFF**

#### **RATIONALE**

A 'Spirituality of the Heart', on which the ethos of Daramalan College is based, presupposes that all staff members at Daramalan will have a deep respect for one another.

#### **POLICY**

Workplace harassment among staff members at Daramalan College is unacceptable. Reported incidents will be treated seriously. The College Staff Harassment Policy will be followed.

#### **DESCRIPTION**

Workplace harassment consists of offensive, abusive, belittling or threatening behaviour, which is unwelcome, unsolicited, unreciprocated and often repeated. It should not be confused with legitimate comment and advice, including feedback from supervisors about work performance or work related behaviour.

Examples of workplace harassment include:

- abuse, both written and oral
- insulting or threatening gestures
- offensive physical contact
- interference with a person's work space
- unwanted sexual overtures, references to personal life
- continual exclusion of a person or group from normal conversation
- spreading misinformation or malicious rumours
- pictures, emails and social media, graffiti, phone calls, messages that are offensive.

#### **APPLICATION**

The College Staff Harassment Policy will be followed.

*Revised and re-approved August 18, 2015*

## **SECTION 3 : STAFF**

### **3.6 STAFF PERFORMANCE REVIEW POLICY**

#### **RATIONALE**

The concept of accountability and professional learning is widely accepted in all walks of life; hence the development of Performance Reviews for staff members in schools. The purpose of such a review is to foster professional learning, through individuals reflecting on how they are performing in the light of a role description or mission statement. Such reviews are generally formative, affirming recent achievements and identifying areas for future development. This policy is based on the gospel values of integrity, honesty and justice.

#### **POLICY**

Daramalan College has a system of Performance Review for all members of staff.

#### **APPLICATION**

1. A Performance Management System has been developed based on Role Descriptions written in Objective/Performance Indicator format.
2. The review will take place annually. It will involve a written self-appraisal by each member of staff in the light of goals that were set at the beginning of a year and the staff member's Role Description. It will also involve discussion with a supervisor. That person will validate the self appraisal with comment and signature.
3. A summative review will take place when a staff member is due for reappointment to a promotion position, and will follow a similar format, as determined by the Principal in consultation with staff.

*Revised and re-approved November 17, 2015*

## **SECTION 4 : CURRICULUM**

### **4.1 CURRICULUM POLICY**

#### **RATIONALE**

The curriculum encompasses all the learning experiences that are planned, guided and sponsored by the school. The individual student with his/her needs, abilities and interests is the centre around which the curriculum is focussed. The whole environment of the school with its many varied experiences as well as the valuable traditions of the past, contribute to the total growth of each individual student.

As a Catholic school under the auspices of the Missionaries of the Sacred Heart, Daramalan nurtures a strong religious spirit and aims to provide opportunities for students to grow in a real relationship with Jesus, as they come to understand the tenets of the Catholic faith and commit themselves to the service of others for the love of Jesus. This curriculum policy is based on such gospel values as faith, respect for the individual, truth and learning and community.

#### **POLICY**

The curriculum at Daramalan will provide opportunities for all students to grow to their potential in all areas of life, including the religious, the intellectual, the academic, the vocational, the emotional, the civic and the physical. It is intended also to give students the skills and attitudes for life long learning. The curriculum will also meet Territory and national government requirements.

#### **APPLICATION**

1. Effective Religious Education programs and engaging liturgies are essential, but the faith dimension should pervade all the learning experiences of the students. Teachers are expected to reflect a strong spirit of faith in their own lives in order to help build a community of faith in the College. Emphasis is placed on a way of living that also helps to build community.
2. Respect for the individual in the curriculum will be shown in many ways by:
  - a. offering courses that will meet individual needs and learning styles as closely as possible. This implies a wide variety of courses, differentiated teaching, flexible programming, extension opportunities, learning support programs, links with the wider community, local businesses and other institutions and preparation for life in the post school years;
  - b. teaching methods and attitudes that promote mutual respect and affirming relationships between teachers and students;
  - c. assessment and reporting policies, which acknowledge that all students can learn effectively;
  - d. the development and presentation of courses that promote respect for others, especially the disadvantaged;



- e. careful and realistic guidance to students in making subject choices;
  - f. acknowledging achievement at whatever level in all activities;
  - g. providing co-curricular activities to meet the interests of as many students as possible;
  - h. providing staff development opportunities to meet the changing needs of teachers and their continuing education.
3. In emphasising truth and learning, Daramalan aims to help students strive for the highest level of achievement in learning of which they are capable. While excellence can be seen as an absolute, there is a relative level at which individuals should be challenged to perform excellently with their respective talents. We encourage all students to attain this level. A commitment to study is stressed, as well as critical thinking which should be applied to academic studies as well as religious and social values. In all learning, we remember that ultimate truth is found in God and it is that truth that makes us free (John 8:32).
  4. Teaching programs for various subjects should include, where possible, the study of issues, texts and ideas, which allow discussion of topics connected with the gospel values that the College stresses. Thus, respect for the individual will be fostered through the understanding of issues connected with justice and peace and with the needs of groups such as indigenous people and migrants; community and faith will be enhanced by class activities, which express those values.
  5. Excursions are encouraged within Daramalan College as learning experiences which contribute to the education of students and build a sense of community and common purpose. However, excursions must be seen to relate to the curriculum, respect the principles of gender equity and social justice, conform to the requirements of good order within the College and be conducted in a way which protects and promotes the moral and physical well being of the students.
  6. Students from other schools may accompany a College excursion only with the permission of the Principal. Permission will usually only be given if there is some advantage to the excursion.
  7. Detailed management practices to ensure safe conduct of excursions are developed and approved by the Principal.
  8. Students are encouraged to participate in at least one form of co-curricular activity each year.
  9. An appropriate system of pastoral care is implemented to help students grow in personal responsibility for their own actions and in their relations with others.
  10. Equal opportunity is afforded to both girls and boys in all aspects of College life. Subject fees are not charged which allows students to choose courses without concern over additional costs.
  11. Curriculum needs regular evaluation through consultative processes.

*Revised and re-approved August 18, 2015*

## **SECTION 5: CO-CURRICULAR**

### **5.1 CO-CURRICULAR POLICY**

#### **RATIONALE**

Students are strongly encouraged to support and participate in all aspects of their educational experience at the College. The educational experience includes student contribution to the community spirit of College life by commitment to co-curricular activity each year.

The College views participation in a co-curricular activity such as sport, band, musical etc as an opportunity for students to learn and experience team work, principles of good sportsmanship and fair play, collegiality, the health benefits available through such activity and the importance of a balance between physical and academic activity.

This policy rests on the Gospel values of respect, collegiality and the use of gifts and talents.

#### **POLICY**

As part of the enrolment process, students and parents are advised about opportunities to participate in co-curricular programs at the College. It is expected that all of our students will participate in at least one co-curricular activity each year. Students currently participating in externally based activities are expected to transfer to a similar College activity.

The College will offer guidance in co-curricular activities to ensure that the values of participation, community, cooperation, teamwork, sportsmanship and healthy alternatives become a part of the personal development of each student.

#### **APPLICATION**

1. Application of the policy should:
  - a. increase the level of community spirit at the College;
  - b. provide healthy lifestyle alternatives for students and staff;
  - c. promote strong values of sportsmanship, collegiality and fair play;
  - d. enhance leadership opportunities;
  - e. increase student recognition of co-curricular-related career options in the community;
  - f. promote a positive image of the College in the wider community;
  - g. improve individual self-confidence.
2. Students are expected to participate with the College rather than an external organisation whenever the College offers the same activity at a suitable level and with competent

coaching. The College upon application may grant exemption from participation in a College activity.

3. Staff are expected to be involved in at least one co-curricular activity each year.
4. Parents are encouraged to contribute to co-curricular activities wherever possible. The College will be proactive in providing a welcoming and inclusive environment to facilitate parent participation in co-curricular activities.
5. Financial support for co-curricular activities will be provided as far as resources permit.
6. The College will develop an appropriate code of behaviour to support the development of the values listed in this policy. This will be discussed with each group at the beginning of each activity each year.
7. Students from other schools may participate in College co-curricular activities with the permission of the Principal. Permission will usually only be given if there is some advantage to the activity.

*Revised and re-approved August 18, 2015*

## **SECTION 5: CO-CURRICULAR**

### **5.2 ORGANISATION OF CO-CURRICULAR ACTIVITIES**

#### **RATIONALE**

Daramalan students are strongly encouraged to participate in co-curricular activities. For many students, sport and other activities complement their class work and are an integral part of their overall education. The activities available are seen to be valuable in teaching students about working together, success and failure, developing friendships, building self-confidence and realising the benefits of a healthy lifestyle, and such gospel values as respect and care for self and others.

#### **POLICY**

Daramalan College will promote participation in co-curricular activities by its students as a means of Christian celebration of life, personal development, healthy lifestyle, community involvement and acknowledgement of personal talent. These activities are to be approached in a spirit of friendly competition.

Teams or groups that bear the name "Daramalan" are under the control of the College and subject to its policies and sanctions. However, in order to promote the organisation of activities the College gratefully accepts the work of clubs developed by staff, parents and other interested persons for the promotion of particular activities.

#### **APPLICATION**

1. To this end the College will have a Co-curricular Committee which will coordinate all weekend sport and other activities run by the College, as well as payments to staff for co-curricular work.
2. In all co-curricular activities with the College all matters affecting the involvement of students of the College are subject to the policies and normal expectations of the College.
3. All co-curricular tours and functions are regarded as College events, and so are governed by College requirements.
4. Any changes or additions to sports uniform or touring apparel require the prior approval of the Principal.
5. Any parents and volunteers who are not staff must undergo required child protection screening and provide evidence of this.
6. Volunteers who are not staff must be provided with an induction package that includes information regarding conduct with children.

*Revised and approved September 22, 2015*

## **SECTION 5 : CO-CURRICULAR**

### **5.3 CODE OF CONDUCT FOR STAFF AND OTHER ADULTS INVOLVED IN CO-CURRICULAR ACTIVITIES**

#### **RATIONALE**

The College strongly endorses the provision of a wide range of co-curricular activities to support the overall development of each student. Staff members play a vital role in the provision of such activities in a managing, coaching or facilitating role. At times parents and other adults may also be in positions of responsibility for co-curricular activities either with or under the direction of college staff.

It is essential that any staff member or other adult involved in co-curricular activities with students of the College has a clear understanding of the expectations of the College in regard to how they conduct themselves with and in the presence of students. It is also essential that any safety, financial, student management and mandatory reporting policies of the College as well as legal requirements are adhered to at all times.

This policy is based on the gospel values of service, trust and personal responsibility.

#### **POLICY**

To ensure that the safety and well-being of students is given the highest priority at all times, all staff and other adults involved in co-curricular activities will abide by the staff Code of Conduct.

#### **APPLICATION**

1. Any co-curricular activity that is offered must have the prior approval of the College Principal.
2. Staff and other adults who take responsibility for any co-curricular activity must ensure that all College expectations in terms of student and staff conduct are adhered to and that required procedures for supervision, notification of injuries and other matters including WHS are followed.
3. Any non-staff member involved in a co-curricular activity must be provided with a copy of the staff code of conduct, and sign an agreement to abide by it.
4. Staff and other adults involved in a co-curricular activity must demonstrate at all times the highest standard of conduct and provide a positive role model to the students.
5. Staff and other adults involved in a co-curricular activity must undergo required child protection screening to confirm that they are suitable to work with children and young people and provide evidence of this to the College

6. In most cases, there should be more than one staff member or adult responsible for supervising the co-curricular activity. Where this is not possible, procedures must be put in place to minimise any risk for the student/s or staff member.
7. The Principal, or her/his delegate, is responsible for ensuring that such activities are appropriate for students and that the planning for the activity, including a risk assessment, is undertaken thoroughly.
8. The Principal will arrange for a booklet to be prepared explaining the College's expectations in relation to student management, excursions/tours, supervision, notification of injuries and other relevant matters to be available for people who take responsibility for a co-curricular activity.

*Revised and re-approved November 17, 2015*

## **SECTION 6 : ADMINISTRATION**

### **6.1 WORKPLACE HEALTH AND SAFETY [WHS]**

#### **RATIONALE**

Daramalan College is committed to ensuring that it provides a safe and healthy working environment in accordance with its legal obligation (*The Work Health and Safety Act 2011*) and its commitment to the well-being of all students, staff, volunteers, contractors and visitors. This policy applies to every person who comes onto school property for any approved activity and is based on the gospel values of personal responsibility and justice.

#### **POLICY**

Daramalan College will ensure its workplace and workplace activities are safe and healthy as far as practicable for staff, students, volunteers, visitors and contractors and that it meets all statutory responsibilities as an employer.

It is the responsibility of all staff and management to ensure that they contribute to keeping the campus safe for themselves and others.

#### **APPLICATION**

1. Staff will be informed annually about their responsibilities in relation to workplace health and safety and the processes for reporting and progressing WHS issues.
2. Forms for reporting and keeping electronic records of issues are available to all staff.
3. Audits will be scheduled in a cyclical manner to ensure all areas of the college are compliant.
4. The College will continually review its procedures to ensure it remains compliant with current Workplace Health and Safety legislation.
5. The WHS Committee will report to the Principal and to the Finance, Audit and Risk Management Committee on a regular basis.

Approved November 17, 2015

## **SECTION 6 : ADMINISTRATION**

### **6.2 PRIVACY**

#### **RATIONALE**

Daramalan recognises each person as a unique creation of a loving God. Each individual person must be allowed to grow and develop. Each person has a right to have aspects of her/his life protected by appropriate handling of personal information. This policy is based on the gospel values of trust and respect.

#### **POLICY**

Daramalan College will comply with Australian privacy laws in carrying out its functions, and will make available statements that outline how it handles personal information in accordance with Australian Privacy Principles

#### **APPLICATION**

1. The Principal will have responsibility for ensuring the College has in place appropriate documentation covering the collection, use, storage and disclosure of personal information.
2. The College will provide a statement that outlines how it handles personal information.
3. The College privacy documentation will be made available to all staff and members of the Board.
4. Staff will be reminded annually of their responsibilities, particularly in relation to the collection, management of, use and provision of access to, information about its immediate community of students, parents, staff and volunteers, and its wider community of past students and friends of the College, and others associated with the College.

*Reviewed and re-approved November 17, 2015*



## **SECTION 6 : ADMINISTRATION**

### **6.3 GRIEVANCE RESOLUTION**

#### **RATIONALE**

The core values of Daramalan College and of the Missionaries of the Sacred Heart support a community where good relations, fair and just treatment and forgiveness are essential elements of community living. In such an environment, all are valued and respected. A strong belief in the dignity of each person and a sense of fairness and justice underpin this policy.

Good relationships within school communities are paramount to the well being and comfort of all members. To maintain good relationships, grievances or conflicts must be addressed. The aim is that grievances are resolved and all parties can feel satisfied with the grievance resolution process. Fair and open communication ensures that the rights and responsibilities of all parties are respected with the intent that consensus be achieved.

#### **POLICY**

Daramalan College is committed to providing a fair, safe and supportive environment where grievances are dealt with sensitively and expeditiously.

#### **APPLICATION**

1. An essential part of developing that environment is ensuring that all are encouraged to come forward with their grievances in the knowledge that those in a position of responsibility will take appropriate action to address those grievances. Confidentiality will be respected.
2. Grievance resolution is a responsibility of those in leadership positions.
3. Any member of the College community may lodge a grievance regarding school related problems. However, if other procedures exist that more appropriately address that grievance (eg sexual harassment or unlawful discrimination), that mechanism should be used.
4. This policy applies to all forms of grievances with the exception of grievances that may constitute unlawful conduct or behaviour, which should be progressed through the more formal channels appropriate to the conduct.
5. The Principal may establish a grievance resolution committee on an ad-hoc basis to meet identified needs.

6. ***When a grievance is raised between staff members or parents of the school and the school Principal and the matter has not been able to be resolved at the local level:***
- a. The staff member / parent grievance is referred to the Director of MSC Education. The Director of MSC Education will collaborate with the Board Chair to seek a resolution to the issue. They will determine if there are sufficient grounds for an investigation. If there are sufficient grounds for an investigation they may appoint a person/s who will meet with the relevant parties and keep appropriate records.
  - b. The reviewer/s will present findings to the Director of MSC Education and the Board Chair, who will make a decision on the issue.
  - c. This decision will be communicated to the Principal, the complainant and the Provincial for any consequent action.
  - d. All relevant documents will be kept in the Provincial archives.

*Reviewed and re-approved September 22, 2015*

## **SECTION 6 : ADMINISTRATION**

### **6.4 OPERATION OF THE BOARD**

#### **RATIONALE**

Good governance is fostered by clear guidelines for the operation of any organisation. This is based on the gospel value of stewardship.

#### **POLICY**

The Board of Daramalan College will operate in accordance with its Constitution and protocols, its Code of Ethics for Directors and relevant corporation laws.

#### **APPLICATION**

1. The Board is a decision making body with particular responsibility in the areas of policy and planning. The day-to-day management of the school is the responsibility of the Principal.
2. While the Principal is responsible to the Provincial for the management of the College [see Articles 58(3)], the Principal is also responsible to the Board for the execution of its decisions.
3. The Board will take responsibility for Strategic Planning for the College.
4. The Board will ensure that its membership involves an appropriate mix of skills and that new members receive a suitable induction.
5. The Board will adopt a governing style that values critical analysis and promotes deliberation.
6. The Board will endeavour to be strategic in its deliberations, while leaving detailed work to the Committees.
7. Each committee will review its terms of reference and work plans annually and submit these to the Board for approval.
8. The Board will conduct a self-evaluation exercise every two years and review its results.
9. The Board will invite from time to time members of staff to its meetings to make presentations about their areas of responsibility. Student leaders also speak to the Board annually.
10. Documentation for meetings will be forwarded to Directors at such a time in advance that sound preparation for the meeting is possible.

11. The Chairperson of the Board and the Principal will build a strong working relationship.
12. The College will arrange Directors and Officers Insurance Liability.

*Reviewed and re-approved October 20, 2015*

## **SECTION 6 : ADMINISTRATION**

### **6.5 CODE OF ETHICS FOR BOARD MEMBERS**

#### **RATIONALE**

Board members' capacity to effectively contribute to the operation of the Board in policy, planning and decision making matters in the context of providing guidance to an MSC school will be enhanced through the adoption of a Code of Ethics consistent with the MSC Ethos. The need for a Code of Ethics rests on the gospel values of stewardship, fairness and justice.

#### **POLICY**

The Board will develop and adopt a Code of Ethics consistent with the MSC Ethos.

#### **APPLICATION**

1. Board members recognise that Daramalan College forms an integral part of the teaching mission of the Catholic Church in Canberra. Because the Board operates under the authority of the Missionaries of the Sacred Heart, it is expected that members will become more knowledgeable about the MSC ethos as contained in the Constitution of the College.
2. Members should ensure that all Board decisions are consistent with the ethos of the College as a Catholic and MSC institution.
3. Members will recognise that the work of the Board is primarily concerned with governance and policy, whereas management is primarily the responsibility of the Principal and Staff of the College.
4. Members will respect the confidentiality of Board discussions and maintain loyalty to Board decisions even though they might not personally be in full agreement with a final decision.
5. Members will keep a clear separation between Board and parental responsibilities if they have a student attending the College, and likewise between Board and personal business interests if Board decisions might bring them pecuniary benefit.
6. Members understand that they do not represent any particular interest group connected with the College, and that the Principal is not responsible to individual members of the Board but only to the Board as a whole.
7. Members will familiarise themselves with their obligations under the Constitution of the College, common law and Corporations Act, and act in accordance therewith.
8. Members will come to meetings well-prepared by reading appropriate documentation in advance, and by completing requested tasks through committee work and reports.
9. Members should not hesitate to ask questions so that they can be well informed on issues which affect the welfare of the College, and at the same time they should be alert to alternate solutions to solve issues.

10. Only the Chair can speak on behalf of the Board.

*Reviewed and re-approved October 20, 2015*

## **SECTION 6 : ADMINISTRATION**

### **6.6 DELEGATIONS POLICY**

#### **RATIONALE**

This policy sets out the circumstances under which the Board may delegate its responsibilities. Delegations of authority are the mechanisms by which Daramalan College enables officers of the college to act on behalf of the college.

The purpose of the Delegations Policy is to establish a framework for delegating authority within Daramalan College in a manner that facilitates efficiency and effectiveness and increases the accountability of staff for their performance.

The policy applies to all members of the Board and the staff of Daramalan College who have delegated authority to act and sign documents on behalf of Daramalan College.

Delegations of authority within Daramalan College are intended to achieve four objectives:

1. to ensure the efficiency and effectiveness of the college's administrative processes;
2. to ensure that the appropriate officers have been provided with the level of authority necessary to discharge their responsibilities;
3. to ensure that delegated authority is exercised by the most appropriate and best-informed individuals within the college; and
4. to ensure internal controls are effective.

Delegations are a key element in effective governance and management of Daramalan College and provide formal authority to particular staff to commit the college and/or incur liabilities for the college. The policy is based on the Gospel values of stewardship, integrity and service.

#### **POLICY**

The Board of Daramalan College is responsible for over-sighting the management of the college. Under the Corporations Act and Daramalan College's Constitution, the Board can delegate any of its functions except

- (a) the power of delegation, and
- (b) any functions reserved to the Board under the Corporations Act.

The Board may delegate its functions to:

- A member or members of the Board; and
- A sub-committee of the Board; and
- The Principal and through the Principal to members of the staff of the college.

However, the Board may not delegate its power

- to adopt the college's strategic plan; or
- to adopt the college's business plan; or
- to adopt the college's annual budget.

## The Principal

- (a) is charged with the duty of promoting the interests and furthering the development of Daramalan College;
- (b) is responsible for the administrative, financial, and other business of Daramalan College; and
- (c) exercises a general supervision over the staff of Daramalan College.

The Principal may seek the approval of the Board to delegate any function or any power or duty conferred or imposed upon them, subject to this delegations policy, to any member of the staff of the college, or any person or persons, or any committee of persons.

Daramalan College is committed to the highest standards of integrity, fairness and ethical conduct, including full compliance with all relevant legal requirements, and in turn requires that all its Board members, officers (including its Principal), managers, employees and contractors acting on its behalf meet those same standards of integrity, fairness and ethical behaviour, including compliance with all legal requirements.

There is no circumstance under which it is acceptable for Daramalan College or any of its employees or contractors to knowingly and deliberately not comply with the law or to act unethically in the course of performing or advancing Daramalan College's business.

## **APPLICATION**

1. The Principal will ensure a Delegations Register is available for use by staff at all levels within the College and by the Board.
2. Staff will be reminded by the Principal of their responsibilities in terms of meeting required standards of integrity, ethical behaviour and compliance annually.

*Reviewed and re-approved March 19, 2016*



## **SECTION 7: FINANCE**

### **7.1 FINANCIAL POLICY**

#### **RATIONALE**

Daramalan College exists to provide a service for all families whatever their financial status. It operates as a non profit institution, a community sharing a common interest. The financial policy of the College rests on the gospel values of service, justice and compassion.

#### **POLICY**

In all its business operations the College will demonstrate the highest level of financial responsibility. The Finance, Audit and Risk Management Committee of the College Board has an important role to play in achieving this. The College will put in place policies to cover key aspects of its financial management.

#### **APPLICATION**

1. The Finance, Audit and Risk Management Committee of the College Board will ensure sound financial management through effective planning, careful adherence to the budget and oversight of College finance policies including Delegations, Procurement and Purchasing, Fees, Fraud Control, Segregation of Duties, Credit Card Usage and Financial Reporting.
2. The College will meet all statutory requirements in relation to the receipt and expenditure of all moneys.
3. An auditor is appointed annually by the College Board.
4. Building Fund donations provide additional resources for the capital development and maintenance of facilities.
5. Fundraising by the Parents and Friends Association is used for projects that directly benefit the students.
6. The Scholarship Fund operates under the requirements of the Australian Tax Office
7. The use of legal agencies is accepted as part of responsible management policy.

*Reviewed and re-approved October 20, 2015*

## **SECTION 7: FINANCE**

### **7.2 FEES POLICY**

#### **RATIONALE**

Daramalan College is a Catholic not for profit educational institution. It shares in the educational mission of the Church. While governments contribute substantially to the costs of education, the balance is met by charging school fees. This fees policy is based on the gospel values of justice and compassion.

#### **POLICY**

1. Fees will be set at levels that ensure that the College remains solvent and at the same time are realistic for the community that Daramalan serves.
2. Those that enter into a contract to pay fees will be required to meet their obligations. The College will consider granting a concession of fees to those families who for reasons of genuine hardship are unable to pay full fees.
3. The College can also give an extension of time to families for fee payment providing the necessary paperwork is completed by the family and approved by the Business Manager.
4. Legal services will be employed, as needed, in debt recovery.

#### **APPLICATION**

1. The level of tuition fees and levies is set annually by the College Board after receiving advice and recommendations from the Finance, Audit and Risk Management Committee.
2. Accounts are sent each term and are due to be paid in full within 2 weeks of the beginning of the school term unless a periodic payment plan is negotiated.
3. An administration charge is imposed on accounts not settled within 2 weeks of the due date, and every two weeks thereafter unless other arrangements have been made.
4. Discounts are offered for siblings.
5. Fees and levies are annual charges, invoiced in quarterly instalments. The total annual fee and levy must be paid for Year 12 students who complete the requirements for an ACT Senior Secondary Certificate. For students in other years, one month's notice, in writing addressed to the Principal, of an intention to withdraw is required; otherwise a full term's fees will be charged.
6. The standard way for families to pay fees is by fortnightly direct debit. All families will be informed of this when they enrol. Approval from the Business Manager must be sought for other methods of payment. If other arrangements are made and not adhered to, then that family will be required to pay fees by Direct Debit.
7. Fee concessions for genuine hardship are considered by the Business Manager in consultation with the Fees Committee, after an application is made in writing and supporting evidence is supplied. Concession agreements will be set at various deduction rates depending on the family's individual circumstances.
8. All agreements made for concessions and extended payments will be reviewed annually.
9. Any family which has not made suitable payments by the beginning of Term 3 will be required to attend a meeting with the Business Manager, where the continued enrolment of the student/s will be discussed if a suitable payment schedule cannot be established.

10. When fees are overdue with no reasonable explanation, the College will employ the services of a legal agency to recover such debts. Termination of enrolment will be considered by the Principal if a satisfactory outcome is not achieved.
11. Normally only students whose agreed school fees are up to date may participate in co-curricular activities such as tours.

*Reviewed and re-approved October 20, 2015*

# SECTION 7: FINANCE

## 7.3 Fraud Control Policy

### RATIONALE

The Fraud Control Policy provides a framework for the protection of College financial and other resources and to protect the integrity and good reputation of the College. This includes reducing the risk of fraud occurring, discovering and investigating fraud when it occurs, and taking corrective action appropriate to the degree of fraudulent behaviour. In this way, this policy exists to ensure the effective management of College resources which is linked to the Gospel values of stewardship and honesty.

### POLICY

The College has a policy of zero tolerance towards fraudulent activity or behaviour by all staff, members of the Board and its sub committees, contractors, third party service providers or students. To give effect to this:

1. Any form of fraud will not be tolerated.
2. The College will follow all laws that apply to any fraudulent or corrupt activities and any person found to have committed fraud will be subject to disciplinary action including the likelihood of immediate termination of employment.
3. All staff will be provided with relevant training and support to enable them to meet their obligation to understand and adhere to procedures that are in place to prevent, detect, report and respond to fraud.

### APPLICATION

#### Definition

The College will adopt Australian Standard 8001-2003 which defines fraud as:

*“dishonest activity causing actual or potential loss to any persons or entity including theft of moneys or other property by employees or persons external to the entity and whether or not deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or for improper use of information or position.”*

#### Responsibilities

The Board is responsible for providing strategic direction and leadership for the College, and for oversight of a robust governance and compliance monitoring framework that ensures:

- best practice financial management and governance policies and procedures;
- effective management of financial and non-financial risks; and
- compliance with relevant laws, regulations and standards applying to the activities of the College

The Board established a Finance, Audit and Risk Management Sub Committee (FARM) to assist it in discharging its responsibilities. FARM provides independent assurance and assistance to the Board

on the College's risk control and compliance framework and to assist in fulfilling its responsibilities for the financial oversight and accountability of the College.

One of the responsibilities of FARM is to review the College's fraud control mechanisms to ensure the College has appropriate processes and systems in place to identify and manage fraud and capture and effectively investigate fraud related information. As such, FARM has an oversight responsibility for the Fraud Management Plan. The Board's Policy Committee has responsibility for integrating the Fraud Control Policy into the College's Policy Manual.

The Principal is responsible for developing and implementing a Fraud Management Plan to give effect to the Fraud Control Policy, consistent with Australian Standards. The Principal will submit the Fraud Management Plan to FARM for approval and will regularly review (at least annually) the Fraud Management Plan and make recommendations to FARM on suggested changes to the Plan and to the Board's Policy Committee on suggested changes to the Fraud Control Policy.

## **Fraud Management Plan**

The Fraud Management Plan will cover the prevention, detection, reporting, investigation, prosecution, penalties and recovery of proceeds of fraudulent activity. It will also include training of employees in ethics and fraud awareness, the training of employees involved in fraud control activities, external scrutiny of the college's fraud control activities by an auditor and awareness raising of the Board and staff of circumstances that may indicate the possibility of fraud.

The Fraud Management Plan will make provision for a Risk Register which lists the identified potential fraud and corruption risks faced by the College, major controls put in place to manage the risk, responsibility for managing the risk and a residual risk rating for each identified potential fraud. A fraud risk assessment will be undertaken at least annually with appropriate adjustments made to the Risk Register to be submitted to FARM for approval.

In order to reduce the risk of fraud, the Fraud Management Plan will articulate strategies in areas such as communication, timeliness, staff behaviour and recruitment and will include specific actions to ensure accurate financial reporting and methods to be used by management to minimise fraud and corruption.

*Approved August 16, 2016*