

SECTION 2: GOVERNANCE

2.1 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 operates in accordance with its Constitution and protocols, its Code of Ethics for Directors and relevant corporation laws. The Board is responsible for maintaining the Missionaries of the Sacred Heart ethos and for the College's strategic planning, key policy development, risk oversight and the financial accountability for the College.

APPLICATION

1. The Principal is responsible to the Provincial to further the Objects and to work with the Board for the management and performance of the College [see Article 26), and is responsible to the Board for the execution of the Board's decisions.
2. The Board:
 - ensures that its membership includes a mix of skills appropriate to achieve the responsibilities of the Board, and provides new members with a suitable induction
 - adopts a governing style that values critical analysis and promotes deliberation
 - maintains a conflict of interest register
 - conducts a self-evaluation exercise every two years and reviews its results
 - invites to its meetings from time to time guest presenters, including members of staff and student leaders, to present on such matters that the Board considers appropriate to inform its understanding of the College's operations and issues and to aid decision-making
 - uses Committees to undertake detailed work in order to allow Board meetings to focus on strategic matters.
3. Documentation for meetings is forwarded to Directors in advance of meetings so that sound preparation for the meeting is possible.
4. The Board Committees review their Terms of Reference and work plans annually and submit these to the Board for approval.
5. The College arranges Directors and Officers Insurance Liability.

Approved 20 August, 2019

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2.2 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 a Missionaries of the Sacred Heart school is enhanced through the adoption of a Code of Ethics consistent with the Missionaries of the Sacred Heart Ethos. The need for a Code of Ethics rests on the gospel values of stewardship, fairness and justice.

POLICY

The Board develops and adopts a Code of Ethics consistent with the Missionaries of the Sacred Heart ethos. Board members have an obligation, at all times, to comply with the spirit, as well as the letter of the law, and with the principles of the Code of Ethics.

CODE OF ETHICS

Conduct

It is expected that Board members:

- become more knowledgeable about the Missionaries of the Sacred Heart ethos as articulated in the Constitution of the College as the Board operates under the authority of the Missionaries of the Sacred Heart
- ensure that all Board decisions are consistent with the ethos of the College as a Catholic and a Missionaries of the Sacred Heart institution
- act with honesty, in good faith and in the best interests of the College at all times
- familiarise themselves with, and act in accordance with, their obligations under the Constitution of the College and with the Corporations Act
- use care and diligence in fulfilling the functions of their role and in exercising the powers attached to that role
- contribute to making Board decisions fairly, impartially and promptly, considering all available information, and having taken all reasonable steps to be satisfied as to the soundness of all decisions taken by the Board
- ensure that child safety is paramount in all Board policies and decisions
- contribute in a constructive, courteous and positive way to enhance good governance and the reputation of the College and the Missionaries of the Sacred Heart
- not engage in conduct likely to discredit the College or Missionaries of the Sacred Heart ethos.

Communications and Privacy

Board members must:

- not disclose information or documents obtained as a Board member unless required to do so by law or as agreed by a decision of the Board
- respect the confidentiality of Board discussions and maintain loyalty to Board decisions even if they are not personally in full agreement with a final decision
- not make any public statement regarding the business of the Board as only the Chair or nominated delegate can speak on behalf of the Board
- respect the confidentiality and privacy of personal information about Board members and College staff
- store, and later dispose of securely, all Board materials.

Conflict of Interest

Board members must:

- disclose promptly any personal or business interests which may give rise to an actual or perceived conflict of interest
- properly manage any conflict between the Board member's personal or business interests and those of the College and, in particular, must disclose any conflicts of interest as soon as they arise. This includes financial or personal interests that may arise from:
 - * business or professional activities
 - * membership of other organisations
 - * employment or accountability to other people or organisations
 - * ownership of property or other assets.
- maintain a clear separation between Board and parental responsibilities if they have a student attending the College,

Approved 20 August 2019

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2.3 STRATEGIC PLAN

RATIONALE

The Board of Daramalan College is responsible for overseeing the strategic planning for the College. Strategic planning delivers defined objectives and key strategies designed to achieve a set of organisational goals, an assessment of the resource allocation to meet the goals and priority objectives which have been identified as key indicators of achievement.

The purpose of the College's strategic planning is to set goals which focus on opportunities for growth and improvement and the strategies to achieve the College's mission and vision.

The purpose of this policy is to provide guidance to the Board and the College Executive about the overall planning processes that will be used.

Good governance is based on the Gospel value of stewardship.

POLICY

1. The College Board conducts a Strategic Planning process at least once every five years.
2. The College Board reviews performance against the Strategic Goals and Objectives at least annually.
3. The College Executive establishes Operational Plans consistent with the Board's Strategic Goals and Objectives.

APPLICATION

Daramalan College is required to undertake organisational planning under its charter from the Missionaries of the Sacred Heart. Consequently, Daramalan College has in place the following types of plans:

- Daramalan College Strategic Plan – this provides the framework that communicates the college's strategic intent.
- Business/Management plans – these plans are created to be consistent with the Strategic Plan.
- Departmental plans - operational plans which cover the academic, sporting and other extra-curricular dimensions of the College.
- Special purpose plans - cross-organisational processes, sub-processes or parts thereof.

Approved 20 August 2019

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2.4 BUDGET

RATIONALE

The Board of Daramalan College is responsible for overseeing the Budget of the College and for ensuring that the College operates within a responsible, sustainable financial framework and in alignment with the Strategic Goals and Objectives.

In line with this responsibility, the Daramalan Board conducts a Budget planning process each year as part of its annual business planning.

Good governance is based on the Gospel value of stewardship.

PURPOSE

This policy is designed to set out the process for compiling, monitoring and reviewing Daramalan Colleges annual Budget.

POLICY

1. The Board of Daramalan College conducts a Budget planning process each year as part of its annual business planning.
2. The College operates under a Budget that is flexible in responding to unforeseen events, including possible reductions in cash flow, and therefore is monitored regularly and reviewed.

APPLICATION

The Budget process is outlined in Attachment 1 and includes a list of procedures for preparing, monitoring and reviewing the Budget as well as the personnel responsible for these roles.

Approved 20 August 2019

Attachment 1 - Budget Planning Procedures

RESPONSIBILITIES

The Board of Daramalan College has ultimate responsibility for overseeing the Budget of the college and for ensuring that the college operates within a responsible, sustainable financial framework.

It is the responsibility of the Business Manager to prepare all budgets and review budgets in consultation with the Finance, Audit and Risk Management Committee (“FARM Committee”).

The FARM Committee comprises:

- at least two non-Executive Directors
- the Principal
- the Business Manager
- the Accountant (ex-officio)

PROCEDURES

Preparation of the Budget

In the second half of each year, the Accountant starts preparing the budget estimates as part of the Business Plan for the following year. The process includes:

- considering operational costs
- setting payroll costs
- estimating grant and other income
- considering capital project expenditure
- recommending fee changes.

The initial Budget estimates are based on the current expenditure projections to end of year, plus Consumer Price Increments for salaries or relevant wage increases, revisions to awards/contracts, and an agreed % increase on operating expenses such as power, telephones, etc.

The FARM Committee is provided with information about how cost increases are absorbed or lead to increases in fees.

The Business Manager/Accountant presents the draft Budget for discussion at a FARM Committee meeting. The FARM Committee accepts the estimates as presented or requests variations, within the context of the Business Plan. A detailed report denoting reasons for decisions is attached to the draft Budget for discussion.

The Business Manager/Accountant revises the draft and presents the amended draft Budget at the next available FARM Committee meeting, usually in October. Once adopted by the FARM Committee and approved by the Board, this becomes the official operating Budget for Daramalan for the following year, and all Board members and employees must work within the financial limits stated or implied by this document.

Monitoring and Reviewing the Budget

The Accountant is responsible for monitoring the College's expenditure, reviewing the actual and budgeted expenditures, and reporting on the progress of such expenditure.

Financial reports are prepared for each FARM Committee meeting showing the year-to-date expenditure and its variation from the budget estimates, and indicating any increases or decreases in funding. A detailed commentary is attached to Board reports detailing reasons for variations and recommendations for corrective action if required.

The Accountant indicates what effect any variations will have on the budget projections and provides this information to the Principal and the FARM Committee. The Accountant reports on any other financial matters that are related to the Business Plan.

Once adopted by the Board, the Amended Budget becomes the new operating budget for the remainder of that financial year.

Approved 20 August 2019

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2.5 DELEGATIONS POLICY

RATIONALE

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.

Delegations are a key element in the 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 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. The policy is based on the Gospel values of stewardship, integrity and service.

POLICY

1. 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
- a sub-committee of the Board
- the Principal and through the Principal to members of the staff of the college.

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

2. The Principal is charged with the duty of promoting the interests and furthering the development of Daramalan College and is responsible for the administrative, financial and other business of the College as well as exercising general supervision of 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.

APPLICATION

1. The Principal ensures a Delegations Register is available for use by staff at all levels within the College and by the Board.
2. Staff members are reminded by the Principal of their responsibilities in terms of meeting required standards of integrity, ethical behaviour and compliance annually.
3. Staff members are advised that they may not act on behalf of the college beyond their delegated responsibility in terms of expenditure, providing authorisations or speaking for the college.

Approved 20 August 2019

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2.6 RISK MANAGEMENT POLICY

RATIONALE

The Board of Daramalan College has developed its Risk Management Policy so that robust governance practices are in place in order to manage effectively the broad spectrum of risks faced by the College. The Risk Management Policy is aligned to the College's Strategic Goals and Objectives and it aims to support a consistent and effective approach to Risk Management.

In line with good governance, this policy is based on the Gospel value of stewardship.

POLICY

1. Risk Management is the responsibility of the College Board and College staff.
2. The College's Risk Appetite Statement, which underpins the Risk Management Framework, is set by the College Board.
3. The College Board is committed to the principles of risk management and to incorporating these into all key areas of the College including the ethos of the Missionaries of the Sacred Heart, teaching and learning, financial management, technology, co-curricular, safety and well-being, human resources, Work Health and Safety, reputation and corporate governance.
4. The College is committed to ensuring there is a consistent and effective approach to risk management at all levels.
5. The College fosters and encourages a risk-aware culture where risk management is seen as a positive attribute of decision-making rather than a corrective measure.
6. Risks are assessed and managed in accord with the College's Risk Management Framework.

APPLICATION

1. The College Board sets the College's Risk Appetite and reviews it at least annually.
2. The College's Risk Management Framework defines how risks are assessed in line with the Risk Appetite set by the College Board.
3. Risk Registers are established and then reviewed as specified in the College's Risk Framework.

REVIEW

The Risk Management Policy is reviewed every three years, or more frequently, if required.

Approved 20 August 2019

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2.7 WHISTLEBLOWER POLICY

RATIONALE

Daramalan College is committed to the protection of individuals who disclose information about illegal or improper conduct occurring within Daramalan College. This policy aims to provide a safe and confidential environment where such concerns can be raised by whistleblowers without fear of reprisal or detrimental treatment.

This policy is based on the Gospel values of good stewardship and justice.

1. RELATED POLICIES AND FRAMEWORKS

Grievance Policy (Staff)

Staff Harassment Policy and Procedures

2. DEFINITIONS

“ASIC” means the Australian Investment and Securities Commission

“APRA” means the Australian Prudential Regulation Authority

“Associate” means any individual within the meaning of the Corporations Act

“Corporations Act” means the *Corporations Act 2001* (Cth)

“Personal Work-Related Grievance” is as defined in section 1317AADA of the Corporations Act, and may include the following grievances:

- an interpersonal conflict between the discloser and another employee;
- a decision relating to the engagement, transfer or promotion of the discloser;
- a decision relating to the terms and conditions of engagement of the discloser;
- a decision to suspend or terminate the engagement of the discloser, or otherwise to discipline the discloser.

“Relative” has the same meaning as in the Corporations Act

“Spouse” has the same meaning as in the Corporations Act

3. POLICY

All officers, employees and contractors of Daramalan College must comply with this Whistleblower policy.

This policy is available to all officers and employees of Daramalan College in the Staff Services section of the intranet Daranet (<https://daranet.daramalan.act.edu.au/resources>), on the College website (www.daramalan.act.edu.au) and in the Board Policy Manual.

4. APPLICATION

In order to provide clear guidelines, the policy sets out:

- who is entitled to protection as a whistleblower under this policy and the Corporations Act;

- the protections whistleblowers are entitled to under this policy and under the Corporations Act; and
- how disclosures made by whistleblowers in accordance with this policy and under the Corporations Act will be handled by Daramalan College.

4.1 WHO IS ENTITLED TO PROTECTION

To be treated as a whistleblower under this policy the person must:

- be one of the individuals set out below;
- disclose information regarding the type of matters set out below; and
- disclose that information to one of the persons or bodies set out below..

Disclosures can be made by a current or former:

- a) officer or employee of Daramalan College
- b) contractor or supplier of goods and services to Daramalan College, or their current and former employees;
- c) Associate of Daramalan College or
- d) a Relative, Spouse or a dependant of an individual mentioned above.

Disclosures can be made about unlawful conduct or conduct that endangers the public or financial system which you suspect on reasonable grounds has occurred or is occurring within Daramalan College including conduct by an officer or an employee of Daramalan College. However, disclosures which are solely about a Personal Work-Related Grievance (as defined) will not be protected under this policy. Such matters may be appropriately dealt with in accordance with Daramalan College's Grievance Policy (Staff).

A whistleblower may make a disclosure to the following people or bodies:

- a) your supervisor or manager (if you are an employee of Daramalan College);
- b) an Officer of Daramalan College;
- c) an auditor of Daramalan College;
- d) ASIC;
- e) APRA; or
- f) a lawyer in order to obtain advice or representation about the Corporations Act.

If the circumstances described in section 1317AAD of the Corporations Act exist, then a whistleblower may make a public interest or emergency disclosure to the following persons:

- g) a member of a Commonwealth or State parliament or Territory legislature; or
- h) a journalist.

4.2 MAKING A DISCLOSURE

A disclosure can be made in person, by telephone or in writing to one of the people or bodies identified in 4.1 above. The external persons and bodies in section 4.1 above, may have other means by which to make a disclosure. It is important to note that a whistleblower does not have to reveal their identity when making a disclosure.

4.3 HOW DARAMALAN COLLEGE INVESTIGATES DISCLOSURES

The person who receives the disclosure will promptly forward it to the Principal who will determine whether it requires formal investigation.

In the event that a complaint is made against the Principal, the disclosure will be provided to the Board Chair and the Director of MSC Education who will determine who will manage the process.

Any formal investigation of a disclosure will be undertaken by an impartial senior person, or an external investigator.

The Principal (or alternate person managing the process should the disclosure involve the Principal) will ensure that the investigation:

- a) is conducted promptly;
- b) is sufficiently resourced;
- c) is conducted in a fair and objective manner;
- d) is conducted in strict confidence;
- e) protects the identity of the person who made the disclosure; and
- f) gives the opportunity to any person who is adversely mentioned in the disclosure an opportunity to respond prior to any findings being made.

At the conclusion of the investigation, the investigator will provide the Principal (or the alternate person managing the process in the event that the disclosure involves the Principal) with a report that will summarise how the investigation was conducted, the evidence collected and contain findings in relation to the allegations in the disclosure and recommend any action required.

Following receipt of the investigation report, the Principal (or alternate person managing the process) will take appropriate action, which may include:

- a) implementing the recommendations of the investigator;
- b) requesting further investigation;
- c) recommending disciplinary action; and/or
- d) notifying regulatory or law enforcement bodies.

The whistleblower will be informed of the results of the investigation following the Principal (or alternate person managing the process) taking the steps outlined above. However, some circumstances may limit the information provided to the person, such as confidentiality or other legal constraints.

5. PROTECTION FOR WHISTLEBLOWERS

5.1 A whistleblower is entitled to protection of their identity, or information that is likely to lead to their identity becoming known. The whistleblower's identity or information that is likely to lead to their identity becoming known, can only be disclosed where it is made to:

- a) an in-house or external lawyer for the purposes of obtaining legal advice or legal representation;
- b) ASIC;
- c) APRA;
- d) A Commonwealth, State or Territory Authority for the purposes of assisting them in the performance of their duties;
- e) The Australian Federal Police; or

- f) A Court or Tribunal, in circumstances where it is considered necessary in the interests of justice;
or is otherwise made with the consent of the whistleblower.

A whistleblower's identity may be disclosed to others as part of the investigation process, but only if necessary and Daramalan College will take all reasonable steps to avoid the identification of the whistleblower.

5.2 Other protections provided to whistleblowers are:

- a) Daramalan College will not cause any detriment to the whistleblower because of the disclosure;
- b) anyone who causes or threatens to cause detriment to a whistleblower or another person in the belief or suspicion that a report has been made, or may have been made, proposes to or could be made, may be guilty of an offence under the Corporations Act and may be liable for damages;
- c) the whistleblower has immunity from any civil, criminal or administrative legal action (including disciplinary action) as a result of making the disclosure; and
- b) no contractual or other remedies may be enforced and no contractual or other right may be exercised, against the whistleblower for making the disclosure.

6. REVIEW

This policy is governed by the Corporations Act 2001 (Cth) and will be reviewed at least every three years.

Approved: 24 September 2019

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3.1 COMMUNITY RELATIONSHIPS

RATIONALE

Daramalan College derives its distinctive ethos from the spirituality of the Missionaries of the Sacred Heart. Relationships are based on God's love and respect for all members of the community.

POLICY

All members of the school community have a responsibility to create and maintain positive relationships.

APPLICATION

The rights and responsibilities of students, staff and parents are outlined in separate sections.

1. The rights of students are to:
 - learn in a Christian environment
 - develop their maximum potential in all areas of college life
 - be treated with respect, understanding, kindness and courtesy
 - learn in a healthy and safe environment
 - receive compassionate support when difficulties arise.

2. The responsibilities of students are to:
 - act in a safe and considerate manner showing respect towards all
 - respect the learning of others
 - allow others to be listened to
 - work to achieve their maximum potential within and outside the classroom, accepting the consequences of their actions
 - use electronic media in a responsible, safe and respectful manner
 - respect college property and the property of others
 - promote the health and wellbeing of themselves and community members
 - help others in time of need
 - contribute to the life of the College to the best of their ability
 - behave at all times in a manner that enhances the college's name.

3. The rights of staff are to:
 - be respected as a professional
 - work without undue disruption in a positive learning environment
 - access continuing professional learning
 - receive collegial support
 - be treated with respect, understanding, kindness and courtesy
 - provide their views on educational programs, policies and procedures, especially in regard to proposed changes, through consultation processes or other appropriate feedback
 - contribute to the development of the whole college community
 - work in a clean and safe working environment.

4. The responsibilities of staff are to:
 - be professional and contribute to providing a safe and stimulating learning and work environment
 - adhere to appropriate national and state registration processes
 - be professional in the presentation of programmes, student support strategies and workplace practices
 - respect the rights of management, colleagues, parents and students
 - allow others to be listened to
 - be professional in communicating with all members of the school community
 - provide a positive role model for students
 - adhere to and show support for all college policies
 - continue professional learning by actively seeking out opportunities and contributing to the college following these experiences
 - participate actively in varying aspects of the college life
 - contribute to a clean and safe working environment.

5. The rights of parents are to:
 - have their child learn in a safe and stimulating environment where Gospel values are promoted through the ethos of the Missionaries of the Sacred Heart
 - have a wide variety of learning opportunities available for all children
 - have their child taught by competent and professional teachers
 - receive a response in a timely manner from the college following an issue raised or a complaint made
 - request information be provided on curriculum and assessment structures and procedures
 - be provided with feedback about student progress and attendance
 - be consulted about and provide feedback to the college about educational programs and policies through appropriate avenues
 - know the appropriate contact person in the College for a variety of issues.

6. The responsibilities of parents are to:
- encourage their child to be a responsible member of the Daramalan community
 - assist their child to achieve their full potential within the college environment
 - ensure their child attends school, is punctual, appropriately dressed and has the necessary equipment for lessons
 - notify the school regarding extended student absences
 - support the school, teachers and the learning process by showing respect for all
 - liaise respectfully with the appropriate contact people when matters of concern arise
 - encourage safe and responsible behaviour by their child both in the classroom and at all school activities
 - pay all fees on time or, if that is not possible, contact the Business Manager to make alternate arrangements.

Approved 29 October 2019

SECTION 3 : COMMUNITY

3.2 PASTORAL CARE

RATIONALE

Pastoral Care at Daramalan is concerned with the intrinsic value and well-being of each person. It is evident in the development of quality relationships which are based on trust, respect, commitment, acceptance of others and personal attentiveness to their needs. It is shown in the provision of care networks which foster and support the total well-being of each person in the school community.

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.

In the spirit of Jesus the Good Shepherd, a strong Pastoral Care system characterises the college. Core values that underpin the approach to Pastoral Care at Daramalan as a Missionaries of the Sacred Heart school are love, compassion, and respect for every individual.

POLICY

The Pastoral Care provided by the college reflects the Missionaries of the Sacred Heart ethos and embraces all members of the school community.

The Pastoral Care of all staff and students is a priority for the college and a structured Pastoral Care program is provided for students from Years 7-12.

The particular needs of individual staff and students are a key consideration when implementing policies and responding to issues or requests.

APPLICATION

1. The core values of the Missionaries of the Sacred Heart underpin all College policies and practices.
2. Students and staff are supported in a wide range of ways to meet their individual needs.
3. A structured Pastoral Care program is provided to ensure students have the information they need to deal with a range of adolescent issues and to provide opportunities for personal growth and development from Years 7-12.
4. The core values of the college guide the way staff, students and families are supported and how the overall expectations of students are set and consequences are applied.
5. The responsibility for Pastoral Care rests initially with staff, who work with one another, with students and their families to build up and sustain a supportive community.

Approved 29 October, 2019

SECTION 3 : COMMUNITY

3.3 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 ensures 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. All staff, students and management are responsible for keeping the campus safe for themselves and others.

APPLICATION

1. Staff and students are informed annually about their responsibilities in relation to Workplace Health and Safety (WHS) and the processes for reporting and progressing WHS issues.
2. The WHS Committee has responsibility for undertaking regular reviews of the College's safety policies and practices and for documenting reports and findings provided to the Committee.
3. Information about WHS matters as well as forms for reporting and records of meetings are available to all staff on the College Intranet.
4. Audits of the College facilities are scheduled in a cyclical manner to ascertain that all areas of the College are safe from hazards.
5. The College continually reviews its policies and procedures to verify that it remains compliant with current WHS legislation.
6. The WHS Committee reports to the Principal and to the Finance, Audit and Risk Management (FARM) Committee on a regular basis on issues that have arisen and activities undertaken.

Approved 29 October, 2019

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3.4 PRIVACY

RATIONALE

Daramalan recognises each person as a unique creation of a loving God. 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

All members of the Daramalan community are able to participate fully in all aspects of college life with the assurance that the personal information they provide to the college will be protected. Daramalan College respects the privacy of its community members and complies with Australian Privacy laws in carrying out its functions. The college publishes and informs members about how it uses and stores personal information.

APPLICATION

1. The Principal has responsibility for ensuring the College has in place appropriate policies and procedures covering the collection, use, storage and disclosure of personal information.
2. The College provides a statement to parents on application for enrolment and to staff on commencement that outlines how it handles personal information and how to make a complaint about the handling of their personal information by the College.
3. The College's Privacy Policy is available on the College website.
4. Staff are 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 the wider community of past students and friends of the College, and others associated with the College.

Approved 29 October 2019

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3.5 GRIEVANCE RESOLUTION

RATIONALE

The core values of Daramalan College and of the Missionaries of the Sacred Heart support a community where good relationships, 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 so that these can be resolved and all parties can feel satisfied with the resolution process. Fair and open communication ensures that the rights and responsibilities of all parties are respected with the intent that consensus be achieved. This policy is based on the Gospel values of justice and forgiveness.

POLICY

Daramalan College is committed to providing a fair, safe and supportive environment where grievances are dealt with sensitively and expeditiously. Community members are encouraged to raise their grievances in the knowledge that those in a position of responsibility will take appropriate action to address those grievances.

It is expected that confidentiality is respected by all parties throughout a grievance issue.

APPLICATION

1. Any member of the community may lodge a grievance regarding a school-related issue.
2. All staff in leadership positions have a responsibility to listen to or read any grievances brought to their attention and to manage the matter appropriately.
3. The College's Grievance (Community) Policy provides the guidelines to be used for the investigation process including the decision to determine if a grievance is vexatious or has substance.
4. The Principal may decide to establish a grievance resolution committee on an ad-hoc basis to meet an identified need.
5. This policy applies to all forms of grievances, however, if other procedures exist that more appropriately address the particular grievance (eg sexual harassment or unlawful discrimination), that mechanism should be used.
6. Grievances concerning behaviour that may constitute unlawful conduct or behaviour, are progressed through the more formal channels appropriate to the conduct and as required by law.
7. When a grievance is raised between a staff member or parent 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 collaborates with the Board Chair to seek a resolution to the issue. They determine if there are sufficient grounds for an investigation. If there are sufficient grounds for an investigation they may appoint a person/s who meets with the relevant parties and keep appropriate records.
- b. The reviewer/s present their findings to the Director of MSC Education and the Board Chair, who makes a decision on the issue.
- c. This decision is communicated to the Principal, the complainant and the Provincial for any consequent action.
- d. All relevant documents are kept in the Provincial archives.

Approved 29 October 2019