DARAMALAN COLLEGE BOARD POLICY MANUAL

Under review

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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. *#12*

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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 apolostic 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:

Under review

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.

Under review

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 ethos which makes it different from other schools. A key function of the Board is to identify measures by which that ethos can be integrated into all aspects of school life and nurtured.

POLICY

The ethos of the Missionaries of the Sacred Heart which is encompassed in Heart Spirituality underpins all policies and practices at both the Board and school level.
In order to embed and strengthen the College's ethos, time is spent by staff and students reflecting on and learning about the spirit and history of the Missionaries of the Sacred Heart.
Board Directors are encouraged to grow in their understanding of Heart Spirituality through prayer and other formation opportunities.

APPLICATION

1. The College is committed to maintaining a leadership position which is focussed on promoting the College's Mission through planning and coordinating formation opportunities for staff, students and families.
2. Staff are encouraged to participate in the courses and other programs offered by the Chevalier Institute team for staff of MSC schools.
3. Staff are provided with opportunities throughout the year to reflect on aspects of Heart Spirituality through a variety of formation activities.
4. Students are given opportunities to gain an understanding of Heart Spirituality and the history and mission of the Missionaries of the Sacred Heart through their studies, particularly Religious Education courses as well as retreats and liturgical celebrations.
5. Staff and student prayer frequently focus on aspects of Heart Spirituality.
6. Students and staff are encouraged to live out the Missionaries of the Sacred Heart ethos through participation in Social Justice and other community and Church initiatives.
7. During the school year liturgies focus on aspects of the Missionaries of the Sacred Heart Ethos, particularly on the school's theme for that year.
8. The College will undertake an MSC Ethos and Identity Review every five years as facilitated by the MSC Education Members Council to identify areas for reflection and improvement.

Under review

Updated 8 September 2022
Approved 20 September 2022

SECTION 1 : MISSION & ETHOS

1.4 SPIRITUAL FORMATION

RATIONALE

Daramalan College is a school operated by the Missionaries of the Sacred Heart. The MSC Vision in Education (Policy 1.2) 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 this spiritual vision in all schools operated by the Missionaries of the Sacred Heart in Australia, a policy was developed 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 the 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

The College has a plan for the personal, spiritual and faith formation of all staff and Board members.
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.

APPLICATION

1. The development and implementation of a formation plan for staff is the responsibility of the Principal and the College Executive.
2. The Board Chair has particular responsibility for promoting the spiritual dimension of the Board's work.
3. A formation plan for the Board which includes the annual Board Retreat is managed by the Board Chair through the Governance Committee.
4. The MSC Ethos and Identity Review provides the school with feedback to guide future areas of focus in relation to the formation of staff and students.
5. An electronic record is maintained to track the formation programs undertaken by each staff member. This record is kept by the Principal.
6. It is expected that all scheduled meetings of staff begin with a prayer.
7. On appointment, Board Directors are provided with the opportunity to understand the spiritual dimension of their role on the Board.
8. Board meetings begin with a prayer and provide an opportunity for reflection and/or sharing. Board Directors are invited to attend liturgical celebrations during the school year.

Under review

Reviewed 8 September 2022
Approved 20 September 2022

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.

Under review

Approved 20 August, 2019

SECTION 2: GOVERNANCE

2.2 (a) 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.

Under review

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

Under review

SECTION 2: GOVERNANCE

2.2 (b) CODE OF ETHICS FOR SECONDED BOARD COMMITTEE 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 College 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. Members seconded to Board Committees 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 Seconded Board Committee members:

- become more knowledgeable about the Missionaries of the Sacred Heart ethos.
- ensure that all Committee decisions that they are a party to 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.
- use care and diligence in fulfilling the functions of their role and in exercising the powers attached to that role.
- contribute to making Committee decisions fairly, impartially and promptly, considering all available information.
- 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.

Under review

Communications and Privacy

Seconded Board Committee members must:

- not disclose information or documents obtained as a Committee member unless required to do so by law or as agreed by a decision of the Board.
- respect the confidentiality of Committee discussions and maintain loyalty to Committee and 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 Committee/Board as only the Chair or nominated delegate can speak on behalf of the Committee/Board.
- respect the confidentiality and privacy of personal information about Committee and Board members and College staff.
- store, and later dispose of securely, all Committee materials.

Conflict of Interest

Seconded Board Committee 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 Committee 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 Committee and parental responsibilities if they have a student attending the College.

Approved May 2021

Reviewed and re-approved February 2022

CODE OF ETHICS FORM

I, (insert full name)

Hereby declare that I have read and will abide by the Daramalan College Code of Ethics for Seconded Board Committee Members Policy.

Under review

SIGNED:……

DATED:……..

SECTION 2: GOVERNANCE

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 strategic planning is to set strategic goals, objectives and strategies for the growth and improvement of the College pursuant to its mission and vision. The goals, objectives and strategies should be sustainable, affordable and resourceable. 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 and Management plans, including the School Improvement Plan (SIP) – 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.

Under review

Reviewed 18 October 2022
Approved 25 October 2022

SECTION 2: GOVERNANCE

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 the College's 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.

Under review

Reviewed 12 September 2022
Approved 20 September 2022

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 (ex-officio)
- the Business Manager (ex-officio non voting)
- the Accountant (ex-officio non voting)

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 including seeking submissions from Subject Coordinators
- 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, telephone, etc.

Under review

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.

Should a situation arise where significant changes to the budget position emerge, the FARM Committee can recommend that a revised Budget be brought to the Board for consideration and adoption.

Reviewed 12 September 2022

Approved 20 September 2022

Under review

SECTION 2: GOVERNANCE

2.5 RISK MANAGEMENT POLICY

RATIONALE

The Board of Daramalan College has developed its Risk Management Policy so that robust governance practices are in place 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 by both the College Board (Strategic risks) and the College Executive (Operational risks) and are then reviewed and managed as specified in the College's Risk Management Framework.
4. Each sub-committee of the Board reviews regularly the Strategic Risks associated with its areas of responsibility as a standard agenda item. Committees report to the Board at each meeting if there have been any increases in risk levels or emerging risks identified.
5. The College Board undertakes a full review of the Risk Register annually.

Under review

REVIEW

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

Reviewed 13 February 2023
Approved 21 February 2023

SECTION 2: GOVERNANCE

2.6 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 Resolution Policy
Grievance Policy (Staff)
Staff Harassment Policy and Procedures
ASIC Regulatory Guide 270 Whistleblower Policies

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

Under review

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 Central section of the All Staff Sharepoint , 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).

To qualify for protection, a whistleblower must make their disclosure to an eligible recipient. 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.

Under review

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. An eligible whistleblower can remian anonymous and still qualify for protection.

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.

Under review

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.

Reviewed 18 October 2022
Approved 25 October 2022

Under review

SECTION 3 : COMMUNITY

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 Catholic, 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.

Under review

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 digital 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. This includes onsite, on their way to and from school, and whilst on school-sanctioned activities.

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 and legislation
    - 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 College life
    - contribute to a clean and safe working environment.

5. The rights of parents are to:

Under review

- 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.

Under review

Reviewed and approved May 2023

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

Under review

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.

Reviewed and approved May 2023

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 to ensure that legislative requirements are met.

3. Information about WHS matters as well as forms for reporting and records of meetings are available to all staff on the College intranet.

Under review

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.

7. WHS is a standing item on the Finance, Audit and Risk Management (FARM) Committee meeting agendas.

Reviewed and approved May 2023

SECTION 3 : COMMUNITY

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 and the Australian Privacy Principles, 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 As part of the College policy, the Principal will notify the College Board should a privacy breach occur.
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 educated 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.

Under review

Reviewed and approved June 2023

SECTION 3: COMMUNITY

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

Under review

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 (e.g. 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 following consultation and consideration of the MSC Education Members Council Complaints Policy. If there are sufficient grounds for an investigation, they may appoint a person/s who meets with the relevant parties and keeps appropriate records. The Board Chair will keep Board Directors informed through the process.

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.

Reviewed and approved June 2023

Under review

SECTION 3 : COMMUNITY

3.6 SOCIAL MEDIA POLICY

RATIONALE

Daramalan College values a social and physical environment which is inclusive, safe and fun and where respectful relationships exist between all members of our community. Daramalan College recognises that many in the school community use social media and that online communities need cybercitizens who do the right thing by themselves and others online, particularly when no one is watching. The purpose of this policy is to set out guiding principles for the acceptable use of social media by members of the College community. This policy is based on the principle of respect for the dignity of each person.

DEFINITION

Social Media refers to all social networking sites such as, but not limited to, Facebook, Twitter, LinkedIn, YouTube, Snapchat, Instagram, TikTok, and video conferencing.

The Daramalan Community refers to all members associated with the College including, but not limited to, staff, students and families, alumni, Directors of the College Board, and seconded members of Board Committees.

POLICY

When using Social Media, Daramalan community members are expected to:

- respect the rights and confidentiality of others
- not impersonate or falsely represent another person
- not bully, intimidate, abuse, harass or threaten others
- not make defamatory comments
- not use obscene or offensive language towards others
- not post content that is unlawful, threatening, pornographic or invites violence against others
- not harm the reputation of Daramalan College or those within its community
- not use excessive criticism including portraying a person as socially, mentally, physically or intellectually inferior.

Under review

APPLICATION

1. The College promotes the safe and respectful use of social media by all members of the Daramalan community.
2. The College Staff Code of Conduct outlines the processes and protocols in place for Staff in relation to Social Media usage.
3. The College Acceptable Computer and Internet Use policy and the Pastoral Care Framework outline the processes and protocols in place for students in relation to Social Media usage.

4. Staff and students are educated annually of their responsibilities in relation to Social Media usage.
5. The College monitors social media activity which is linked to the College.
6. All reports of cyber bullying and other social networking misuses within the control of the College are investigated.
7. Breaches of policy by staff or students are investigated on a case by case basis by the Principal or the Principal's delegate.
8. Board Directors and seconded members of Board Committees adhere to and follow the Code of Conduct Declaration signed annually.
9. Online activities that are illegal are reported to police and/or other government authorities including the e-Safety Commissioner as required. This includes harassment of others and publishing (or, in some cases, merely having possession of) inappropriate images.

This policy links to the following College policies:

- Staff Code of Conduct
- Staff Social Media Policy
- Communication Policy
- Anti-Bullying and Harassment Policy
- Student Acceptable Computer and Internet Use

Reviewed and approved June 2023

Under review

SECTION 4 : STUDENTS

4.1 SPIRITUAL FORMATION 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. The Catholic ethos of the College, with its Missionaries of the Sacred Heart spirit, is the source and focus of the spiritual formation offered to students.
This policy is based on the Gospel values of love, faith and respect.

POLICY

That the spiritual formation of students is given high priority in all aspects of planning by the College Executive.
That all faith traditions are valued and respected.

APPLICATION

1. Within the school, the spiritual formation of students is the responsibility of all staff. They have the privilege and opportunity to foster religious experiences, reflections and responses in students, and to promote the school as a faith community. By praying and ministering to each other, staff are encouraged to form in themselves a Missionaries of the Sacred Heart spirit and outlook.

2. The spiritual formation of students is fostered specifically in Religious Education classes and Retreat programs, in Pastoral Care, in Liturgical celebrations, and in Social Justice groups and activities. It is implicit across the curriculum, in co-curricular activities, and in the example staff provide to students.

Under review

3. Students are encouraged to explore opportunities for spiritual growth beyond the school community, especially in family life and church communities.

Approved 19 September 2023

SECTION 4 : STUDENTS

4.2 ENROLMENT POLICY

RATIONALE

Daramalan College exists to carry on the mission of the Catholic Church to share and proclaim the Gospel message. It does so in a way which addresses the faith formation of students and supports the spiritual development of students of other faiths. This policy is based on the Gospel values of respect and hospitality.

POLICY

That the College's enrolment priorities respect the mission of the Catholic church and the ethos of the Missionaries of the Sacred Heart, as articulated in the MSC Vision and Ethos Statements.
That the College establish and publicise its enrolment priorities.
That the College articulate to families upon enrolment its expectations about matters such as participation in Religious Education classes and faith formation programs as well as community activities and sports programs.

APPLICATION

1. Enrolments are at the discretion of the Principal. The following priorities provide a guide:

    a. Initial preference is given to "family" students, such as those who have brothers or sisters currently attending Daramalan, those whose grandparent/s, parent/s or sibling/s attended Daramalan or another MSC school, children of staff members, or students who are re-enrolling.
    b. Preference is then 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 or overseas whose parents have demonstrated a long-term commitment to Catholic education.
    c. Preference is then given to non-Catholic students who have spent at least two years in Catholic primary schools, or who have demonstrated long-term commitment to Catholic education elsewhere.
    d. Others by discretion.

2. Notwithstanding the above, students are enrolled on their own merits. That a parent/carer 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.

Under review

3. The Principal may consider offering enrolment on a trial basis if the circumstances warrant such a decision.

4. No student is prevented from enrolling at the College simply because of the parent's/carer's 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 wellbeing of the student, the dignity of the individual, confidentiality and justice are the predominant considerations.

5. That on acceptance of enrolment, parents/carers and students 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 and participation.

6. The College works with parents/carers to provide reasonable adjustments for the learning needs of identified students.

7. Enrolment levels are maintained in such a way so as not to compromise the quality of pastoral care and education within the College.

8. Daramalan College collaborates with the Catholic Education Commission regarding enrolments into Year 7.

Approved 19 September 2023

Under review

SECTION 4: STUDENTS

4.3 POSITIVE BEHAVIOURS

RATIONALE

Daramalan College exists to proclaim and witness to the love of God. Gospel values provide a foundation for students to build positive relationships with others. The dignity of each person is respected within the school community.
Positive interactions are an expression of the loving care for each student that is an expectation within the College.
This policy is based on the Gospel values of trust, freedom, respect and peace.

POLICY

Students are encouraged to develop a sense of personal responsibility and self-worth in addition to respect for other people and their property, within the school and the broader community.

APPLICATION

1. A clear set of expectations and rules will be articulated to students.
2. Consequences will be applied in alignment with the Pastoral Care Framework according to individual needs and circumstances.
3. The support for students who do not meet the rules or stated expectations will be guided by care, respect and forgiveness.
4. The College will adhere to requirements stipulated in the ACT Education Act (2004) and the ACT Education Amendment Act (2022) in regard to matters such as Suspensions and Expulsions.

Under review

Reviewed 10 February 2023
Approved 21 February 2023

SECTION 4 : STUDENTS

4.4 BULLYING / HARASSMENT

RATIONALE

The ethos of Daramalan College is based on the premise that all members of the Daramalan community will have a deep respect for one another. Each student at Daramalan has 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 of trust, acceptance and compassion prevails within the community.
This policy is based on the Gospel values of justice and compassion.

POLICY

Bullying and harassment of any kind is not tolerated.
All complaints received are investigated promptly and impartially in accordance with Daramalan's current Pastoral Care Framework, and the confidentiality of all parties is maintained.
Appropriate action is taken following the investigation in line with the College's Pastoral Care Framework.

EXPLANATION OF TERMS

Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical, emotional, relational, cyber, sexual and prejudicial behavior that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.

Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records).

Under review

Bullying of any form or for any reason can have immediate, medium and long-term effects on those involved, including bystanders. Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying. (Bullying.NoWay!gov.au/resources)

Forms of Bullying
Bullying can take many forms, including jokes, teasing, nicknames, emails, pictures, text messages, social isolation or ignoring people, or unfair work practices.
Behaviours that may constitute bullying include but are not limited to:

- sarcasm and other forms of demeaning language
- keeping someone out of a group (online or offline)
- being rude or impolite
- threats, abuse or shouting

- Coercion, isolation, ganging up
- inappropriate blaming
- constant unconstructive criticism and negative teasing
- deliberately withholding information or equipment that a person needs to access their learning or other school activities
- unreasonable refusal of requests for leave, training or other school benefits.

Sexual harassment

Sexual harassment is a specific and serious form of harassment. It is unwelcome sexual behaviour, which could be expected to make a person feel offended, humiliated or intimidated. Sexual harassment can be physical, spoken or written and includes, but is not limited to:

- comments about a person's private life or the way they look
- sexually suggestive behaviour, such as leering or staring
- brushing up against someone, touching, fondling or hugging
- sexually suggestive comments or jokes
- displaying offensive screen savers, photos, calendars or objects
- repeated unwanted requests to go out
- requests for sex
- sexually explicit posts on social networking sites
- insults or taunts of a sexual nature
- intrusive questions or statements about a person's private life
- sending sexually explicit emails or text messages
- inappropriate advances on social networking sites
- accessing sexually explicit internet sites
- behaviour that may also be considered to be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.

Under review

Just because someone does not object to inappropriate behaviour at the time, it does not mean that they are consenting to the behaviour.

Sexual harassment is covered under this Policy when it happens at Daramalan College, at school-related events, or between members of the Daramalan community outside of the school which then has an impact at school.

A single incident is enough to constitute sexual harassment – it does not have to be repeated.

APPLICATION

1. Students, parents/guardians and staff have a responsibility to report any school-related incidents of bullying/harassment either to teachers, Pastoral Leaders, Assistant Principals or other senior staff. This can be done in writing or verbally.
2. Students affected by an incident are offered support and care, which may include professional counselling and therapy.
3. Daramalan College recognises that comments and behaviour that do not offend one person may offend another.
4. The response of the school to an incident will be in accordance with the College's Pastoral Care Framework including a record being placed on the student's file. This response may also include the intervention and referral to external agencies such as the AFP and e-Safety Commissioner.

Updated 9 February 2024

Approved 20 February 2024

Under review

SECTION 4 : STUDENTS

4.5 PROTECTION OF STUDENTS

RATIONALE

Daramalan College exists to proclaim and witness to the love of God. It aims to make Gospel values relevant in the lives of young people and their families. The school is committed to protecting and nurturing the development of every young person in its care. Additionally the College has a legal obligation to ensure the protection and safe guarding of students in its care. This policy is based on the Gospel values of justice, respect and dignity.

POLICY

The protection and care of all students and their welfare is of paramount importance and all policies and practices of the school must align with this priority.
All staff members and volunteers have a responsibility to protect from harm all the students in their care.
Any incident which causes the physical, sexual, psychological or emotional abuse of a student by school personnel or volunteers is unacceptable.
The College complies with all legal requirements and best practice relating to the protection of children and young people, including the National Child Safe Principles.

APPLICATION

To ensure the care and protection of students who are entrusted to its care, the school will:

1. have in place appropriate practices and procedures that promote the safety of students and articulate these clearly and regularly to staff and volunteers, including:

Under review

   - a Staff Code of Conduct that details the standards of conduct required of staff in their interactions with students which staff sign annually to confirm that they have read and understood the Code
   - a volunteers' code of conduct
   - encouraging a culture of transparency and trust so students feel confident to report any incident of concern and know how to make such a report
   - reviewing regularly Child Protection policies and practices (including the Staff Code of Conduct) to ensure they are current and take into account feedback from students, parents and staff

2. comply with all legal responsibilities relating to Child Protection such as:

   - Working with Vulnerable People (WwVP) checks and the maintenance of a WwVP register of staff and volunteers

- reporting criminal allegations to the police
- Mandatory Reporting
- advising the ACT Ombudsman of an allegation against a staff member or volunteer
- reporting to the ACT Teacher Quality Institute any teacher who is the subject of an allegation
- maintaining accurate record-keeping of any allegation and the outcomes of investigations
- standing down school staff or a volunteer when a serious allegation has been made against them, at least until an investigation is concluded.

3. maintain transparent and effective processes for responding to allegations including:

    - responding promptly and effectively to any allegation of physical, sexual, psychological or emotional abuse by gathering the initial information and establishing the steps that will be taken, as well as the timeframes for these, as soon as possible after an allegation is made
    - advising legal entities as well as the Missionaries of the Sacred Heart's Professional Standards Officer and the Director, MSC Education of any child protection allegation made involving a staff member or volunteer
    - advising the College Board Chair and then the Board of any allegation that leads to an investigation
    - treating with fairness and compassion all those involved in an investigation and maintaining appropriate levels of confidentiality
    - offering care and support to those affected by an incident that involves abuse which may include professional counselling and therapy
    - standing down school staff or a volunteer when a serious allegation has been made against them, at least until an investigation is concluded
    - taking appropriate steps when an investigation is concluded.

Related Policies:

Under review

Board
2.5 Risk Management
3.6 Social Media
4.3 Positive Behaviours
4.4 Bullying/Harassment

College
Staff Code of Conduct
Working With Vulnerable People Policy
Reportable Conduct Policy
Pastoral Care Framework
Mandatory Reporting Policy
Anti Bullying and Harassment Policy

Updated 9 February 2024 To be reviewed annually

SECTION 4 : STUDENTS

4.6 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 fosters the health, safety and wellbeing of its staff and students by implementing sunsafe practices.

APPLICATION

As part of general skin protection strategies, the College:

1. provides, where practically and commercially feasible, shade areas within the school grounds
2. incorporates into the school curriculum a focus on skin cancer prevention;
3. encourages all staff and students to protect themselves adequately from the sun at school, on excursions and while engaged in other outdoor activities;
4. timetables outdoor activities as far as is practicable to avoid times when the sun is at its strongest.

Approved March 2020

Under review

SECTION 4 : STUDENTS

4.7 UNIFORM

RATIONALE

The purpose of the Uniform Policy is to engender in 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

That students are required to wear the approved uniform as detailed on the College website and in material provided on enrolment.

That in determining the uniform and regulations associated with uniform consideration is given to suitability, gender equity, reasonable community expectations and affordability.

APPLICATION

1. Any change of uniform must be approved by the College Principal. The planning of any significant change to the school uniform should involve school community consultation.
2. It is the responsibility of staff to monitor school uniform, and students and parents to adhere to uniform requirements.

Under review *Approved March 2020*

SECTION 4 : STUDENTS

4.8 SUBSTANCE USE AND ABUSE

RATIONALE

Daramalan College encourages students to develop and display positive attitudes, values and behaviour. Supporting the well-being of each student is a priority for all staff.

The Pastoral Care Framework, and subjects such as Health, provide opportunities for students to learn about the risks associated with substance use and abuse.

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

POLICY

Daramalan College is committed to providing a safe and healthy learning environment, free of illegal drugs. Tobacco, alcohol and drugs, other than those medically prescribed, are not to be used by or in the possession of students on College property nor at any College function or activity.
The staff of the College will take a pastoral approach with regard to assisting students who are victims of substance abuse.

APPLICATION

1. The College's Pastoral Care Framework, which incorporates both education and consequences, will be used to manage students involved in substance use and abuse.
2. College teachers incorporate into the curriculum information which focuses on promoting an integrated approach to living that embraces the physical, mental, spiritual and social aspects of life and encourages students to make informed and responsible decisions about the use of alcohol, tobacco and other drugs.
3. The College treats 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. The College cooperates with police and other authorities in relation to illegal drugs and alcohol abuse.

Under review

Approved 19 May 2020

SECTION 5 : STAFF

5.1 EQUAL OPPORTUNITY, 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.
Daramalan College believes in equal employment opportunity as a social justice issue and as sound employment practice. This policy is based on the Gospel value of justice.

POLICY

Daramalan College practises equal opportunity in its employment practices and uses a consistent and transparent recruitment process.
All staff are selected or promoted according to merit, staff diversity is embraced and all staff are paid equally for work of equal or comparable value.

APPLICATION

1. The Principal and Deputy Principal are responsible for the implementation of this policy, and for monitoring and reporting 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. In the evaluation of employment applications, consideration will be given to the following, amongst other things:

    - qualifications suitable for the position to which they are appointed
    - the individual's willingness to support the Missionaries of the Sacred Heart ethos and to engage in formation in this ethos
    - demonstrating respect for Catholic teaching and practice
    - maintaining a balance in areas such as Catholicity, age and gender for the whole staff as well as those in for promotions positions
    - meeting legislative requirements

3. All staff must have a valid Working with Vulnerable People registration and teachers must have ACT Teacher Quality Institute registration.
4. The level of staffing is not markedly different from that in schools of similar type.
5. Vacancies for key positions of responsibility within the school are normally advertised externally and notified internally.
6. Promotion positions are open to all suitably qualified staff members at Daramalan and other suitably qualified applicants.
7. Staff members are expected to have the ability to work in a team and be loyal to the Daramalan community.

Under review

8. Staff members have 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.

Approved 18 August 2020

Under review

SECTION 5 : STAFF

5.2 PROBATIONARY STAFF: INDUCTION AND APPRAISAL

RATIONALE

It is important that new staff are made to feel welcome and receive an appropriate induction to the College as well as the level of support they need to assist them to adjust to their new role. At the same time, the College needs to evaluate their performance early in their employment.
The induction and appraisal of new staff at Daramalan College is based on Gospel values of care and justice.

POLICY

The College has a Probation policy for staff.
All staff employed by Daramalan College are employed on a probationary basis unless otherwise contracted, at the discretion of the Principal.
An induction process is undertaken which includes being provided with a mentor and signing off on key policies such as the Staff Code of Conduct and Work, Health and Safety.
During their probationary time, the work performance of the staff member is assessed in accordance with procedures listed below.

APPLICATION

1. Staff, other than short-term contract staff, are required to attend a one-day in-service on the Spirituality of the Heart and working in a Catholic school within a few months of commencing employment.

2. Mentors are usually appointed for all new staff to assist them as they become familiar with the school.

3. An induction process is coordinated by the Deputy with the supervisor of the new staff member.

4. The Subject Coordinator of the department to which a new teacher is attached provides the Principal/Deputy with a written assessment of the new teacher's progress, according to the schedule set for probationary teachers. This assessment will be based on factors including pedagogical skills, relationships, personal qualities and input to the Daramalan community. The Business Manager provides written feedback on new Support Staff members' performance in their role.

5. All new staff will receive verbal and written feedback, which assists in determining their continuing employment and areas for improvement and affirmation.

Under review

Approved 23 June 2020

SECTION 5 : STAFF

5.3 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 professionally for their role in education. The College promotes 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 makes 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 that are directly related to the acquisition of initial qualifications for the teaching of Religious Education.
Teachers must complete professional learning according to the ACT Teacher Quality Institute requirements to maintain registration for teaching in the ACT.

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 is shared equitably amongst the staff.
3. Professional Learning plans, which take into account the needs of individuals and the school, are developed yearly.
4. Staff members are surveyed regularly to determine their Professional Learning needs.
5. Records of attendance at in-service training sessions are kept by staff members and the school.
6. Staff members are expected to report (written or verbal) on the value, nature and content of the Professional Learning activity.
7. Staff members 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 is granted will be made each year at the time of budget formulation.
9. Any courses to be funded must align with current school needs or be of benefit to the College rather than for the enhancement of a particular individual's Curriculum Vitae.
10. The Deputy Principal assesses all applications for professional learning.
11. Applicants demonstrate successful completion of the unit course in order 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.

Under review

Approved 18 August 2020

SECTION 5 : STAFF

5.4 WORKPLACE HARASSMENT: STAFF

RATIONALE

The Spirituality of the Heart ethos by which Daramalan College operates, presupposes that all staff members show a deep respect for one another.
This policy is based on the Gospel values of justice, respect and compassion.

POLICY

Workplace harassment by and among staff members at Daramalan College is unacceptable.
All reported incidents are treated seriously.
The College follows its Staff Harassment Policy and Procedures when responding to any allegation raised.

DEFINITION

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 a supervisor about work performance or work-related behaviour.

Examples of workplace harassment include:

- abuse, either written and oral
- insulting or threatening gestures
- offensive physical contact
- interference with a person's workspace
- unwanted sexual overtures including 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 or messages that are offensive.

Under review

APPLICATION

1. The College has a Staff Harassment policy so that all staff have access to information about reporting mechanisms, investigation processes and record-keeping relating to allegations and investigations.
2. All staff sign annually to confirm that they have read and understood the Staff Harassment Policy and Procedures.
3. The College follows its Policy and Procedures in responding to any allegation.

Approved October 2020

SECTION 5 : STAFF

5.5 STAFF PERFORMANCE REVIEW POLICY

RATIONALE

The concept of accountability and professional learning is widely accepted in all walks of life; hence the provision of Performance Reviews for staff members in schools. The purpose of such a review is to foster professional growth through individuals reflecting on how they are performing in the light of their Role Description.
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 implements a system of Performance Review for all members of staff.

APPLICATION

1. A Performance Review System is implemented based on a staff member's Role Description.

2. A review involves a written self-reflection by each member of staff in the light of goals that are set at the beginning of a year based on the staff member's Role Description and the school's priority focus areas. The staff member has an annual discussion with a supervisor who validates the self-appraisal with comment and signature.

3. For staff in promotions positions, a summative review takes place when the staff member's contract is to conclude. The process for this performance review includes a self-reflection and feedback via a questionnaire from a range of staff who work with and for the staff member.
   The Principal and Deputy manage the review process for all staff in promotion positions. Staff undergoing a review receive both written and verbal feedback.
   Promotion position contracts may be extended or concluded through this process.

Under review

Approved 23 June 2020

SECTION 6 : PROGRAMS

6.1 CURRICULUM POLICY

RATIONALE

As a Catholic school operated by the Missionaries of the Sacred Heart, Daramalan nurtures a strong religious spirit and aims to provide opportunities for students to grow in their relationship with Jesus, as they come to understand the tenets of the Catholic faith.
Daramalan encourages all students to strive for the highest level of achievement in learning of which they are capable.
This policy is based on the Gospel values of faith, respect for the individual and the search for meaning and truth.

POLICY

The curriculum at Daramalan provides opportunities for students to develop their potential in all areas of life, including the religious, academic, vocational, social/emotional, community and physical dimensions. It is intended also to provide students with opportunities to acquire skills and attributes conducive for life-long learning.
The curriculum meets national and ACT government requirements.

DEFINITION

The curriculum encompasses all the learning experiences that are planned, guided and provided by the school. The curriculum is focussed on the individual student with his/her needs, abilities and interests. The whole environment of the school, with its many varied experiences as well as the valuable traditions of the past, encompass the broad curriculum.

APPLICATION

Under review

1. The faith dimension of the College underpins the learning experiences of students in all subject areas, especially in Religious Education and faith formation activities.
2. The curriculum covers all key learning areas within the Australian Curriculum as well as Religious Education.
3. Programs of learning for each subject reflect national and ACT requirements.
4. The curriculum:
    - offers courses that meet a range of individual needs and learning styles
    - provides differentiated curriculum and assessment, extension opportunities and learning support
    - encourages the use of teaching strategies that promote mutual respect, affirming relationships and the growing independence of learners
    - provides links with the wider community which enrich learning opportunities
    - includes assessment and reporting policies and practices that meet Australian and ACT government requirements
    - acknowledges achievement at all levels
    - provides co-curricular activities

5. The College provides opportunities for parents to develop their knowledge and understanding of the curriculum and to access information about their child's assessment and achievements.
6. The College maintains its capacity to adapt the delivery of curriculum according to changes, including developments in technology.
7. Curriculum is evaluated and reviewed internally and externally.

Approved 18 August 2020

Under review

SECTION 6 : PROGRAMS

6.2 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 activities.

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

The College will offer 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.
It is expected that all students and teaching staff will participate in at least one co-curricular activity each year.

APPLICATION

1. The College will offer co-curricular activities which:
   - increase the level of community spirit at the College
   - provide healthy lifestyle alternatives for students and staff
   - promote strong values of sportsmanship, collegiality and fair play
   - enhance leadership opportunities
   - increase student recognition of co-curricular-related career options in the community
   - promote a positive image of the College in the wider community
   - improve individual self-confidence

Under review

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

3. Students are strongly encouraged to participate in at least one co-curricular activity each year on the basis that sport and other activities complement their class work and are an integral part of their overall education, and teach 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.

4. As part of the enrolment process, students and parents are advised about opportunities to participate in co-curricular programs at the College.

5. Students are expected to participate with the College rather than for an external organisation whenever the College offers the same activity at a suitable level and with competent coaching. The College upon application may grant an exemption from participation in a College activity.

6. Teaching staff are expected to be involved in at least one co-curricular activity each year.

7. 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.

8. Financial support for the running of co-curricular activities is provided as far as resources permit.

9. 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.

10. To ensure that the safety and well-being of students has the highest priority at all times, all staff, parents and volunteers involved in co-curricular activities must adhere to the Daramalan Staff Code of Conduct.

11. All co-curricular activities with the College which involve students of the College are subject to the policies and normal expectations of the College, including:
    - parents and volunteers who are not staff must undergo required child protection screening and provide evidence of this.
    - volunteers who are not staff must be provided with an induction package that includes information regarding conduct with children.

12. All co-curricular activities, including tours and functions and any teams or groups that bear or use the name or logo of 'Daramalan' are subject to the policies and sanctions of the College

13. The College will have a Co-curricular Committee which will oversee the implementation of this policy, including:
    - coordinate all weekend sport and other activities run by the College
    - co-ordinate payments to staff for co-curricular work
    - obtaining prior approval of the Principal for changes or additions to sports uniform or touring apparel.

Under review

Approved 18 August 2020

SECTION 6 : PROGRAMS

6.3 CONDUCT OF STAFF, PARENTS AND VOLUNTEERS 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 manager, 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

All staff, parents and volunteers involved in co-curricular activities must abide by the College's 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, parent or volunteer 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. Parents and Volunteers involved in a co-curricular activity must provide evidence that they have a current ACT WWVP card to confirm that they are suitable to work with children and young people.
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 or perception of risk for the student/s or staff member.
7. The Principal, or her/his delegate, is responsible for ensuring that such co-curricular activities are appropriate for students and that the planning for the activity, including a risk assessment, is undertaken thoroughly.

Under review

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.

Approved 18 August 2020

Under review

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 not for 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 demonstrates the highest level of financial responsibility. The Finance, Audit and Risk Management Committee of the College Board (FARM) plays an important role in achieving this. The College has in place policies to cover key aspects of its financial management.

APPLICATION

1. The Finance, Audit and Risk Management Committee of the College Board ensures 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 monies.
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 for debt collection is employed as part of responsible management policy.

Under review

Approved 23 June 2020

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

Fees are set at levels that ensure that the College remains solvent while at the same time are realistic for the community that Daramalan serves.
To provide fair access for families who for reasons of genuine hardship are unable to pay full fees, the College implements a fee concession scheme.
Discounts are offered for siblings.

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. Fees and levies are annual charges, invoiced in quarterly instalments.
3. The standard way for families to pay fees is by fortnightly Direct Debit. All families will be informed of this when they enrol.
4. Approval from the Business Manager must be sought for any other method of payment. If other arrangements are made and not adhered to, then that family will be required to pay fees by Direct Debit.
5. An administration charge is applied to accounts which are overdue and this charge is made every two weeks thereafter unless other arrangements have been made.
6. The College may give an extension of time for fee payment to families who request it, providing the necessary documentation is completed by the family and approved by the Business Manager.
7. Fee concessions for genuine hardship are considered by the Business Manager in consultation with the Principal, after an application is made in writing by the family and supporting evidence is supplied. Concession agreements will be set at various deduction rates depending on an assessment of the documentation submitted outlining the family's individual circumstances.
8. All agreements made for concessions and extended payments are reviewed at least 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, and possibly the Principal, where the continued enrolment of the student/s will be discussed if a suitable payment schedule cannot be established. When fees are overdue with no reasonable explanation, the College employs the services of a legal agency to recover such debts. Termination of enrolment may be considered by the Principal if a satisfactory outcome is not achieved with the family.
10. 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.
11. Normally only students whose school fee payments are up to date may participate in co-curricular activities such as tours.

Under review

Approved 23 June 2020

SECTION 7 : FINANCE

7.3 FRAUD CONTROL POLICY

RATIONALE

The Fraud Control Policy provides a framework for the protection of the College's financial and other resources and to protect the integrity and good reputation of the College. It focusses on 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.

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."

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, parents or students.

APPLICATION

1. Any form of fraud will not be tolerated.
2. The College follows all laws that apply to any fraudulent or corrupt activities. Any person found to have committed fraud is subject to disciplinary action, including the likelihood of immediate termination of employment, as well as referral to the police for serious or repeated activities.
3. All staff are 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.
4. The Finance, Audit and Risk Management Committee of the Board has oversight of the College's Fraud Management Plan and will review the Plan at least annually.
5. The Board's Policy Committee has responsibility for integrating the Fraud Control Policy into the College's Policy Manual.
6. The Principal is responsible for developing and implementing a Fraud Management Plan to give effect to the Fraud Control Policy, consistent with Australian Standards.

Under review

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 list identified potential fraud and corruption risks faced by the College, controls put in place to manage the risk and responsibilities for managing risks.
A fraud risk assessment will be undertaken at least annually by the College with appropriate adjustments proposed and 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 23 June 2020

Under review

SECTION 7 : FINANCE

7.4 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 review

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.

Approved 18 August 2020

Under review