BOARD

Under Review

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Under Review

SECTION 1 : MISSION & ETHOS

1.1 MSC PHILOSOPHY OF EDUCATION

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

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

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

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

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

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

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

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

Under Review

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)frntonhe e (a)4 (t)-2 (i)aononove ohetlsnscltokmesA-2 ((a)4 (l)

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

SECTION 1 : MISSION & ETHOS

1.4

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[(SE)-2.2 (CT)-2.1 (I)-2 (O)3(ge)4 ([BT/P /MCID 13 BDC /T50 1 Tf-0

- 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

Seconded Board Committee members must:

- disclose promptly any personal or business interests which may give rise to an actual or perceived

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 202
Approved 20 September 2022

Attachment 1 - Budget Planning Procedures

RESPONSIBILITIES

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

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 Dara(r)-1 ()dS/TT0 1 Tf-20.8 ( )-10 -4 (r)-Tj0 g/TTdy <Tf[i)-2 (n a)4 ((ons

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

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

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
-

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

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.

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

Under Review

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.

Under Review

POLICY

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

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

APPLICATION

1. Any member of the community may lodge a grievance regarding a school-related issue.
2. All staff in leadership positions have a responsibility to listen to or read any grievances brought to their attention and to manage the matter appropriately.
3. The College's Grievance (Community) Policy provides the guidelines to be used for the investigative 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

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

4. Staff and students are educated annually of their responsibilities in relation to Social Media usage.

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 provicin m6(T)J0 Tc (o)-8 mr (o-

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 parents or siblings attended Daramalan

SECTION 4: STUDENTS

4.3 POSITIVE BEHAVIOURS

RATIONALE

Dar

SECTION 4 :

- ganging up
- constant unconstructive criticism
- deliberately withholding information or equipment that a person needs to do their job or access their entitlements
- unreasonable refusal of requests for leave, training or other workplace benefits.

Sexual harassment

Sexual harassment is a specific and serious form of harassment. It is unwelcome sexual behaviour, which could m36..s uo(ar)-11 (b (d)-10 (11 (b (d)-106t (f)-1 (o) u)-4 (ak2 (h)-0.084 a (d)-i)-6u)-4 (s)-)TJ0o-6 (co)-4(m)-6 ()-

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.

Approved 19 May 2020

Under Review

SECTION 4 : STUDENTS

4.5 PROTECTION OF STUDENTS

RATIONALE

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

- x 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
- x 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
- x advising the College Board of any allegation that leads to an investigation
- x treating with fairness and compassion all those involved in an investigation and maintaining appropriate levels of confidentiality
- x offering care and support to those affected by an incident that involves abuse which may include professional counselling and therapy
- x standing down school staff or a volunteer when a serious allegation has been made against them, at least until an investigation is concluded
- x taking appropriate steps when an investigation is concluded.

Under Review

Approved: May 2021
To be reviewed annually

SECTION 4 : STUDENTS

4.6

SECTION 4 : STUDENTS

4.7

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.

Approved 19 May 2020

Under Review

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

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

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.

SECTION 5 : STAFF

5.5 STAFF PERFORMANCE REVIEW POLICY

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

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:
   - x offers courses that meet a range of individual needs and learning styles
   - x provides differentiated curriculum and assessment, extension opportunities and learning support
   - x encourages the use of teaching strategies that promote mutual respect, affirming relationships and the growing independence of learners
   - x provides links with the wider community which enrich learning opportunities
   - x includes assessment and reporting policies and practices that meet Australian and ACT government requirements
   - x acknowledges achievement at all levels
   - x provides co-curricular activities

Under Review

5. The College provides opportunities for parents to develop their knowledge and understanding of

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

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

SECTION 6 : PROGRAMS

6.3 CONDUCT OF STAFF,

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.

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 F

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."

Under Review

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.

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

The Principal

(a)