DARAMALAN COLLEGE BOARD POLICY MANUAL

Under review

SECTION 1 : MISSION & ETHOS

1.4

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.
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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.
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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.

Under review

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.

Reviewed 18 October 2022
Approved 25 October 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 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

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 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:
   - x learn in a Catholic, Christian environment
   - x develop their maximum potential in all areas of college life
   - x be treated with respect, understanding, kindness and courtesy
   - x learn in a healthy and safe environment

x

x

SECTION 3 : COMMUNITY

3.2 PASTORAL CARE

RATIONALE

Pastoral Care at Daramalan is concerned with the intrinsic value and dignity 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 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

3.4 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

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 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 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 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

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
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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.