



## School Policies, Procedures & Guidelines



**R-6** Primary Campus  
17 Pennington Terrace, Pennington  
Phone: 8447 0500

**7-12** Secondary Campus  
33 Newcastle Street, Rosewater  
Phone: 8447 0500

Website: [www.mcc.catholic.edu.au](http://www.mcc.catholic.edu.au) | Email: [mcc@mcc.catholic.edu.au](mailto:mcc@mcc.catholic.edu.au)



**WESTERN  
TECHNICAL  
COLLEGE**  
44 Russell Street, Rosewater  
Phone: 8447 0560  
Email: [info@wtc.sa.edu.au](mailto:info@wtc.sa.edu.au)  
Website: [www.wtc.sa.edu.au](http://www.wtc.sa.edu.au)

## Contents

1. Introduction .....	3
2. Mission And Vision .....	3
3. SACCS Policies & Procedures.....	3
4. College Policies.....	5
5. Enrolment Policy .....	6
6. Fee Policy .....	8
7. Student Uniform Policy .....	9
8. Duty Of Care Policy.....	14
9. Student Driving & Passenger Policy .....	16
10. Health Care and Medication Policy.....	18
11. Food and Drink Safety Policy.....	20
12. Sun Protection Policy .....	22
13. Extreme Weather Policy.....	24
14. Personal Responsibility Policy .....	28
15. Anti-Bullying, Anti-Harassment, Anti-Violence Policy.....	30
16. Anti-Sexual Harassment Policy.....	33
17. Use of Prohibited Substance (Drug) Policy .....	35
18. Academic Integrity Policy .....	38
19. ICT Acceptable Use Policy .....	40
20. Security Camera Use Policy.....	45
21. Communicating with Families Policy.....	47
22. Privacy Policy.....	49

## 1. Introduction

Mount Carmel College is a Catholic co-educational school from Reception to Year 12 in the Josephite tradition. Mount Carmel College includes a primary campus, secondary campus and the Western Technical College.

## 2. Mission And Vision

The Gospel values of 'Caritas et Dignitas' (Love & Dignity) reflect our heritage as a Catholic school in the Josephite tradition. They are the foundation of Mount Carmel College.

The Vision and Mission of Mount Carmel College is to serve its community by providing a quality, contemporary Catholic education. The legacy of the Josephite tradition enriches the College as it works to meet the needs of the times. At the heart of our mission is a diverse learning community where relationships are grounded in Gospel values, individuals feel they belong and all are encouraged to celebrate their personal excellence.

Our Core Values are *Belonging, Diversity, Excellence* and *Relationship*.  
We empower hearts and minds to flourish.

## 3. SACCS Policies & Procedures

All South Australian Commission for Catholic Schools (SACCS) Policies apply to Mount Carmel College.

The SACCS Policies can be found at:

<https://cesacatholic.sharepoint.com/sites/CESAShare/Governance/Policies%20and%20Procedures>

Some (but not the complete list) of the significant SACCS policies and procedures are:

- Aboriginal and Torres Strait Islander Education Policy
- Aboriginal and Torres Strait Islander Education Procedure
- APRIM Policy 2020
- APRIM Procedures 2020
- Audit Policy
- Behaviour Education and Personal Responsibility Policy
- Capital Development Policy
- CCTV Video & Audio Surveillance Policy
- CDPP Child Safeguarding Policy
- Charter for Staff in Catholic Schools South Australia
- Cloud Computing Policy
- Code of Conduct
- Complaint Response and Resolution Procedure
- Conflict of Interest Procedure 2020
- COVID-19 Vaccination Policy
- COVID-19 Vaccination Procedure
- Cultural Diversity & Learning Guidelines
- Cultural Diversity & Learning Policy
- Curriculum, Assessment and Reporting in Catholic Schools Policy
- Curriculum, Assessment and Reporting in Catholic Schools Procedure
- Cyber Crime Policy
- Data Policy - SACCS Policy
- Dealing with Family Law Related Issues - Procedure
- Duty of Care Policy

- Duty of Care Procedure
- Early Childhood Education and Care Services Processes and Protocols
- Education of Gifted and Talented Students Policy
- Education of Gifted and Talented Students Procedure
- Engaging Contractors in Catholic Schools Procedure
- Enrolment Policy
- Enrolment Procedures
- Excursions and Camps Guide for Schools
- Fee Policy
- First Aid Policy
- First Aid Procedure
- Gender Equality Policy
- ICT Acceptable Use Policy
- ICT Access Management Policy
- Information Security Policy
- Information Sharing Policy
- Languages and Cultures Policy
- Naming & Branding Approval for Diocesan Schools Policy & Procedures
- Overseas Travel Procedure
- Pastoral Care Policy
- Pastoral Care Procedure
- Privacy Policy
- Privacy Statement - Adelaide Archdiocese
- Procedures for Engaging and Inducting Volunteers
- Protective practices for staff in their interactions with children and young people
- Recognition and Awards Policy
- Recognition and Awards Procedure
- Records Management Policy
- Recruitment of Staff in Catholic Schools Procedure
- Religious Leadership in Catholic Schools Policy 2021
- Reporting Harm of Children and Young People Procedure
- Resolving Informal Complaints between Workplace Participants Procedures
- Responding to Discrimination, Bullying and Harassment in the Workplace - Procedure
- Responding to problem sexual behaviour in children and young people (2019)
- Return to Work and Placement of Injured-Supernumerary Employees\_ Procedures
- Safeguarding Children and Young People Policy
- School Uniform Policy
- School Uniform Procedure
- Social Media Policy
- Students with Disabilities Policy
- Suicide response and postvention guidelines
- Suspension and Expulsion\_ Procedures for Catholic Schools
- Teacher Accreditation Policy
- Whistleblower Policy

#### 4. College Policies

Mount Carmel College policies are in line with SACCS Policy documents.

*“.. within SACCS and diocesan policies and guidelines ... in a spirit of partnership, Boards act to: develop policies that nurture the religious dimension and guide the direction of the school;”*

*The Board’s policies should not be concerned with the detail of the implementation, nor should the Board develop policies relating to the day-to-day administration of the school. Policies should reflect the values and principles that underpin Catholic education. A good policy is a guide for action and not the action itself.*

*(Catholic Schools Board manual)*



## 5. Enrolment Policy

### Purpose

The purpose of this policy is to articulate the Mount Carmel College's position in relation to the enrolment of students and the partnership established with parents / guardians of students.

### Scope of Policy

This policy applies to enrolment at Mount Carmel College and is aligned with the South Australian Commission for Catholic Schools Enrolment Policy.

### Policy

Mount Carmel College, conducted in the Josephite tradition, welcomes all Catholic families, as well as families from other churches and faith tradition, and non-religious backgrounds who are prepared to value and respect the ethos, values, liturgical and sacramental practices and tradition of the Catholic Church within the context of the Mount Carmel College community.

### Underlying Principles

- (a) The preferential option for those in poor and marginalised circumstances is fundamental in a Catholic Josephite school.
- (b) Mount Carmel College values belonging and is committed to and encourages the enrolment of Aboriginal and Torres Strait Islander children.
- (c) Mount Carmel College values inclusion and is committed to the enrolment of students with diverse learning needs and those with special needs.
- (d) Parents are the primary educators of their children, particularly in the area of faith education. On choosing enrolment into Mount Carmel College, parents enter into partnership with the College focussed on the child's faith development and education.
- (e) Mount Carmel College recognises that parents / guardians exercise their right to choose a Catholic education for their child(ren) dependent on enrolment positions available and the enrolment policy and procedures.
- (f) Mount Carmel College values partnership with families throughout the duration of the enrolment of their child(ren).
- (g) Mount Carmel College recognises the Church's ministry to the world, the preservation of the College's Catholic ethos, the desire of some non-Catholic parents to choose a Christian education for their children and a call to ecumenism. As such, Mount Carmel College welcomes applications for enrolment of students from families who belong to other churches and faith traditions or from non-religious backgrounds who are prepared to support the ethos, values, liturgical and sacramental practices and traditions of the Catholic Church.

*Board approved: 20 September 2022*

**R-6 Primary Campus**  
17 Pennington Terrace, Pennington  
Phone: 8447 0500

**7-12 Secondary Campus**  
33 Newcastle Street, Rosewater  
Phone: 8447 0500



44 Russell Street, Rosewater  
Phone: 8447 0560  
Email: [info@wtc.sa.edu.au](mailto:info@wtc.sa.edu.au)  
Website: [www.wtc.sa.edu.au](http://www.wtc.sa.edu.au)

## Enrolment Procedure

The Enrolment Priority Criteria are used in circumstances where the requirements of the South Australian Commission for Catholic Schools Enrolment Policy and the Mount Carmel College Enrolment Policy have been met and when demand exceeds the number of available enrolment places at a year level.

Mount Carmel College, conducted in the Josephite tradition, welcomes all students and values a diverse community. All prospective students and their family must have demonstrated support for the ethos of the College if already attending school or be willing to support the College ethos for students who have not yet commenced schooling.

Decisions about enrolments are informed by the following criteria:

- Siblings of students already enrolled in the College
- Students attending a local Catholic school
- Students attending a Catholic school
- Baptised Catholic students and their siblings relocating from rural communities
- Baptised Catholic students
- Children of an Old Scholar of Mount Carmel College
- Date of application

The criteria above, although not in hierarchical order, is applied at the discretion of the Principal in light of special pastoral responses to enrolment applications.

### Mount Carmel College Mary MacKillop Centre

The Mary MacKillop Centre caters for students with a mild to moderate intellectual disability, including Autism Spectrum students with an intellectual disability. This eligibility condition is in addition to consideration of the criteria above.



## 6. Fee Policy

All Catholic Schools are required to adopt the SACCS Fee Policy. See the link in section 3 of this document.

**R-6** Primary Campus  
17 Pennington Terrace, Pennington  
Phone: 8447 0500

**7-12** Secondary Campus  
33 Newcastle Street, Rosewater  
Phone: 8447 0500

Website: [www.mcc.catholic.edu.au](http://www.mcc.catholic.edu.au) | Email: [mcc@mcc.catholic.edu.au](mailto:mcc@mcc.catholic.edu.au)



44 Russell Street, Rosewater  
Phone: 8447 0560  
Email: [info@wtc.sa.edu.au](mailto:info@wtc.sa.edu.au)  
Website: [www.wtc.sa.edu.au](http://www.wtc.sa.edu.au)

## 7. Student Uniform Policy

### Purpose

At Mount Carmel College, students wear a compulsory student uniform with a sense of pride in belonging to the school community. The student uniform promotes equity and equality, self-discipline and care. While at school and in the community, students represent the legacy, tradition, and values of the College by proudly wearing the student uniform with the motto *Caritas et Dignitas* (Love and Dignity), reflecting the high standard of behaviour required of a Mount Carmel College student.

Health and safety factors are important when incorporating items of clothing as part of the student uniform. Specific instructions for wearing the uniform may apply when undertaking certain tasks or in particular locations.

This policy document sets out the circumstances and manner in which the student uniform is to be worn.

### Policy

1. Full student uniform must always be worn at all times during the school day, and to and from the College, and during official College activities, unless advised otherwise by the Principal or person(s) appointed by the Principal.
2. The full student uniform is set out in the attached Schedule. Responsibility for the Schedule is delegated to the Principal or person(s) appointed by the Principal.
3. Whenever the student uniform is worn, students should consider themselves to be ambassadors for the College, whether at an official event or not. The College may take action to uphold the reputation of the College.
4. The Mount Carmel College community strives to ensure all families have access to all compulsory uniform items.
5. Students and families have the right to clear communication on this Policy, Procedures and the Uniform Schedule.
6. The consequences of breaches of this Policy are laid out in the Procedures. Responsibility to maintain the Procedures is delegated to the Principal or person(s) appointed by the Principal.

Board approved: 20 September 2022

## Student Uniform Procedure

### **Wearing the correct student uniform:**

1. All Mount Carmel College uniform items can be purchased from Hambours, 2 Wilson Street, Royal Park, Ph: 8447 2077 or via the online uniform shop at <https://mtcarmel.hambours.com.au>
2. A Uniform Shop is also located on the primary campus for purchase of items specific for our primary students.
3. The uniform is to be worn in full, not mixing seasons together or wearing part of the uniform.
4. The uniform is to be worn neatly, kept clean and tidy, and be respected as an extension of the College's reputation and 'brand' within the community.
5. The full student uniform does not include Personal Protective Equipment (PPE), which may be required to be worn from time to time and/or during scheduled curriculum activities. All PPE instructions are in addition to this Policy. Special instructions re the wearing of the student uniform or grooming may apply for certain tasks or in particular locations for health and safety compliance.
6. All items of clothing and personal belongings are the responsibility of the student. The College takes no responsibility for lost or damaged items, and does not insure jewellery, personal devices or other personal items.

### **Wearing the incorrect student uniform:**

1. A written explanation via email or in the Student Diary is required from a Parent/Guardian if a student is not in correct uniform for any reason on a given day or period of days. The note should indicate the anticipated date when full uniform will be worn.
2. If a student is wearing the incorrect student uniform and a suitable explanation (as in 1 above) is not provided, the College may invoke disciplinary procedures, which may include, for secondary students, the student being sent home to change into correct uniform, internal suspension, external suspension, or other action at the discretion of the Principal or person(s) appointed by the Principal.

## Student Uniform Schedule

All Mount Carmel College uniform items can be purchased from **Hambours**, 2 Wilson Street, Royal Park, Ph: 8447 2077 or via the online uniform shop at <https://mtcarmel.hambours.com.au>

### ACTIVE WEAR (R-6) & PE UNIFORM (YEARS 7-12)

#### Item

Polo Top	Ink blue/gold polo top with monogram
Shorts	Ink blue (with gold piping) shorts with monogram
Tracksuit Pants	Ink blue (with gold piping) tracksuit pants with monogram
Tracksuit Jacket or Fleecy top (1/2 zip)	Ink blue (with gold piping) jacket with monogram, full zip Ink blue (with gold piping) jacket with monogram, half zip
Rugby Jumper ( <i>optional 7-12</i> )	Ink blue (with chocolate & gold piping) jumper with monogram
Socks	Plain black, short socks
Footwear	Lace-up sports sneakers, cross trainers or basketball boots only. Slip-on Volleys, ninja slippers and skate shoes (eg Vans) are not to be worn
Hat (R-6)	Blue monogrammed legionnaire's hat or blue monogrammed bucket hat
Hat (7-12)	Ink blue cap with MCC lettering or blue monogrammed bucket hat
Backpack	College backpack with logo
Communication/Library bag (R-6)	College bag with logo

**Seniors:** Year 6 students have the option of a special seniors' polo top and fleecy top

### UNIFORM ITEMS (Years 7 to 12)

#### Item

Dress (Terms 1 & 4)	Mount Carmel College striped dress
Skirt (Terms 2 & 3)	Pleated skirt + Mount Carmel College shirt (short or long sleeved)
Shirt, shorts, pants (Terms 1 & 4)	Mount Carmel College shirt (short or long sleeved) + Mount Carmel College shorts or pants
Shirt, shorts, pants (Terms 2 & 3)	Mount Carmel College shirt (short or long sleeved) + Mount Carmel College shorts or pants + Mount Carmel College tie
Jumper	Dark brown v-neck jumper with monogram
Footwear	Black leather, lace-up, low heeled school shoes or t-bar shoes (not the slip on style, boots, sandshoes, platform soles or high heels)
Socks*	Plain black short or long socks (no logos, no anklet socks)
Tights*	Black tights (50 denier)
Jacket	Ink blue tracksuit zippered jacket (chocolate & gold piping) with monogram
Backpack	Mount Carmel College backpack

*\* Socks and tights are not to be worn together. Tights only to be worn with the winter skirt, not with the summer dress*

**Seniors:** Year 12 students have the option of a special seniors' top.

A Mount Carmel College scarf is also available as an optional item.

Note: where a student identifies with a different gender to their birth gender and specific accommodations are requested, a meeting of the student and a parent/guardian with the Principal will be required to discuss student uniform requirements and other accommodations.

### Transition Period – Primary Campus Students

No parent of a student at Our Lady of Mount Carmel (OLMC) Parish School in 2021 who is currently a student on the Mount Carmel College Primary Campus will need to buy a new uniform, unless their child has outgrown their OLMC Active Wear uniform.

### Transition Period – Secondary Campus Students

All students in Years 7 to 12 are required to wear the designated student uniform.

With the change of colour of the Mount Carmel College backpack from brown to blue, no parent needs to buy a new backpack until it needs replacement.

### Notes on the wearing of the uniform

1. Please mark all articles of clothing with the student's name.
2. Secondary students are able to wear the PE uniform to and from school only on days when they have a scheduled practical PE lesson or dance lesson.
3. The length of skirts and dresses must be approximately knee length. The length of shorts must not be adjusted so as to be too short in the opinion of the College.

### Hair and Grooming

- a) Hair shall be neat and tidy. Shoulder length hair or longer must be tied back and must not hang down across the eyes or in front of the shoulders.
- b) Extreme hairstyles and/or colouring (eg rats tails, mohawks, patches of colour) are inappropriate for school and are not permitted. The cutting of patterns in hair is not permitted.
- c) Hair should not be cut extremely short, including bald, unless for a medical reason.
- d) Hair accessories (eg ribbons, clips, combs) must be in school colours – dark brown, cream, dark blue or gold.
- e) A very light, discreet foundation is the only acceptable makeup.
- f) Nail polish, if worn, must be a natural colour and discreet.
- g) Nails (natural and acrylic) must be kept short, as long nails can be a safety hazard. Acrylic nails are a safety hazard in certain areas (eg Food Technology, practical Design, Technology & Engineering) and so are not permitted if a student is undertaking these classes or activities.
- h) Visible body art (eg tattoos) is not permitted.
- i) All students are required to be clean shaven. If this is in conflict with your practised religion, a meeting with the Deputy Principal, Head of Campus or Principal is required to discuss an exemption to this requirement.
- j) Good hygiene is expected as it can impact on the comfort of other people eg use of a personal deodorant. Regular showering and washing of the student uniform will assist personal hygiene.

### Accessories

- a) Students may wear the official scarf with the Mount Carmel College logo. In particular lessons or activities students may be required to remove the scarf for health or safety reasons.
- b) The wearing of jewellery is discouraged. Jewellery can be dangerous if worn during physical activities and items could be lost. Jewellery, if worn, needs to be discreet and inoffensive.
- c) The following items are permitted: a watch, one plain ring, one simple neck chain with religious medal or cross, tucked into the uniform. No other jewellery is permitted (eg anklets, bracelets, wrist bands).
- d) Earrings and piercings: one small plain earring in one or both lower earlobes only. No other visible piercings (eg facial piercings) are permitted. Band-aids covering piercings are not permitted.



# MOUNT CARMEL COLLEGE

R-12

## What is a School Shoe and what is a Sports Shoe?

### School Shoe

Black, leather lace-up school shoes  
or black leather T-bar shoes



### Sports Shoe

Lace-up sports sneakers,  
cross-trainers or basketball boots



**X** Not permitted



← These are slip-ons, not lace-up →

Boots

Visit [www.mcc.catholic.edu.au](http://www.mcc.catholic.edu.au) or phone 8447 0500

## 8. Duty Of Care Policy

'Duty of Care' relates to the law of negligence and it means in simple terms that teachers and schools owe a duty to students to take reasonable care or exercise reasonable skill to protect them from injury ('Civil Liability Act, Section 3).

In fulfilling the responsibility of Duty of Care, Mount Carmel College is bound by the SACCS Policy on Duty of Care to Students. See the link in section 3 of this document.

### Duty Of Care Procedure

#### *Safety and Respect*

All students and school staff have a right to work in a safe environment. It is unacceptable in any situation where a member of the school community (student, teacher, staff member, parent or visitor) is intimidated, bullied, abused, threatened or assaulted; or their property is deliberately damaged by another member of that community or the public in circumstances arising out of their activities in the College.

#### *Parent or Visitor Behaviour*

All parents and visitors are required to conduct themselves in a lawful, ethical, safe and responsible manner that recognises and respects the rights of others. Consequences for a breach of these expected behaviours may include police being called, exclusion from the College property and/or a cessation of communication by College staff.

#### *Student Behaviour*

Students are required to comply with the various policies and procedures of the College including Student Personal Responsibility, Anti-Bullying, Anti-Harassment, Anti-Violence, Anti-Sexual Harassment and the Use of Prohibited Substance (Drug) Policy.

#### *Staff Behaviour*

Staff have expected behaviour detailed in a number of documents including the Enterprise Agreement, Code of Conduct and Staff Handbook. Consequences for a breach of expected behaviours are detailed in these documents.

#### *Student Absence*

Student attendance is a high priority at Mount Carmel College and we know that students who attend school regularly are more likely to be successful in their studies.

When a student is absent, parents/guardians should notify the school by 9:00am on that day by texting **0438 368 846** or phoning 8447 0500. A medical certificate is required if a student is away for more than 3 days. For any planned extended absence, a letter to the Principal, Deputy Principal or Head of Campus is required to explain circumstances.

To enhance our attendance procedures, parents/guardians are notified of any unexplained student absence by text messages. SMS text messages are automatically sent to your mobile phone explaining that our records show that your child is absent from school.

### *Bicycles, Skateboards & Scooters*

Bicycle riders are required to wear helmets by law. Bicycles are not to be ridden on school grounds and need to be secured during the day. Skateboards and scooters are not to be used on the school grounds. If brought to school, they are to be secured in an office area, as directed by College staff.

### *Cleanliness of the College*

To encourage responsibility for the school environment, all students are rostered to clean-up duties during the school day.

### *Excursion Permission Forms*

All Excursion Permission Forms must be completed and returned by the due date. Failure to comply may mean that the student is unable to attend the excursion.

### *First Aid Room*

Students need to inform their teacher if they are ill or injured. For secondary students, the Student Movement Log in the student diary needs to be signed by the teacher before they go to the First Aid Room in the Front Office, where a decision will be made about further action required, including contact with Parents/Guardians.

### *Leaving the School Grounds*

Students must not leave the school grounds during school hours without permission. Students leaving school for appointments must show their notes/appointment cards to the teacher at the start of the day. Students must sign out at the Front Office, showing diary notes, appointment cards etc. On return to school, students must again sign in at the Front Office.

Appointments should be made outside of school hours if possible. This is particularly important for senior secondary students.

### *Student Movement Log*

Students leaving class during lesson time must carry their diary with them at all times and have their movement log completed by the teacher.

### *Valuables*

Students should not bring to school items that are of great sentimental or monetary worth.

### *School Bags*

Students are not to carry their school bags around, but to keep them locked in their lockers at all times

## 9. Student Driving & Passenger Policy

### Purpose

This policy provides a framework where the guidelines related to student drivers, as outlined in the South Australian Commission for Catholic Schools (SACCS) Duty of Care Procedure can be implemented. The SACCS Duty of Care Procedure states that while schools cannot prevent students from driving to school, they do have a duty to ensure that parental consent is obtained from all relevant parents or guardians for student drivers transporting minors.

### Policy

A written authority is required from the Principal or their delegate, and from the student's parent/guardian before a student is permitted to drive to and/or from school. Student drivers may only carry passengers/siblings in their vehicles in accordance with applicable statutory guidelines/legislation.

1. Student drivers are required to obtain written permission from their parents and from the Principal, or their delegate, on the school form, prior to driving to or from school.
2. Student drivers' licences should be checked for authenticity and sighted by the Principal or their delegate.
3. The student driver shall provide the registration number and make of any vehicle/s being driven to and/or from school. The student shall promptly inform the school if the vehicle information changes.
4. Students are not to use their own vehicle going to and from school organised activities during school hours, except in specially agreed exceptional circumstances where the Principal or delegate and the student's parent, have given written permission. Schools should provide adequate transport for all parties concerned.
5. Where private vehicles are used to transport students to school organised activities, specific written consent is to be given by all relevant parents, including parents of student drivers and passengers, and provided to the school. The parents of the passengers are required to sign approval as to who the driver will be.
6. Students with Learner's Permits are not allowed to transport other students under any circumstances unless it is an immediate family member and a parent has given permission
7. The College does not permit students to park their vehicle on school grounds, including College carparks
8. Students are prohibited from accessing vehicles during school hours, irrespective of where the vehicle is parked, unless specific prior approval has been given by the Principal or Deputy Principal
9. Students should not use their cars as a place for recreation or leisure
10. Parents/guardians are advised that Mount Carmel College takes no responsibility for damage to any vehicles left on school premises and that drivers park at their own risk.
11. The College may direct students not to park in particular locations, even if it is public space

*Personal responsibility:*

12. The owner/driver is responsible for ensuring they carry the relevant driver's licence, that the vehicle is appropriately registered and insured, and roadworthy, and that the number of passengers does not exceed the number of seatbelts
13. Any claims arising out of accident or injury would be dependent upon the owner of the vehicle having the appropriate insurance and on the application of common law principles. The person in charge of the vehicle is responsible for ensuring that all those travelling in the vehicle are using the appropriate restraining device
14. Any child under 8 must be restrained in the rear seating position first. A front seat should only be used by a child when all of the rear seating positions are used by other children. In these circumstances, the largest child should be seated in the front. Laws regarding seatbelts and child restraints can be found on the SA government My Licence website
15. Drivers must observe applicable speed limits on and around school grounds
16. Consideration must be given at all times to neighbouring residents of the school including garbage collection days and local parking restrictions.
17. Students are expected to act responsibly at all times, adhering to all road traffic rules.

*Breaches/Consequences:*

18. The usual school procedures will be invoked if breaches of the driving policy occur.

*Board approved: 1 November 2022*

### Student Driving & Passenger Procedure

In line with advice from the Catholic Education South Australia, the procedures and conditions for students driving to school have been established to ensure the safety and wellbeing of all students at Mount Carmel College. These procedures must be adhered to if a student is to be granted permission to drive a vehicle to and/or from school.

Permission forms are available from the Student Office. No student is to drive or be a passenger with another student (unless a direct family member) before returning these forms to the Deputy Principal (Secondary Campus) and receiving permission to do so. As per the policy, the student's licence shall be sighted by the Deputy Principal and the student shall provide the registration number and make of any vehicle/s being driven to and/or from school.

## 10. Health Care and Medication Policy

### Rationale

All members of the Mount Carmel College community have responsibilities to ensure health care and the wellbeing of students, staff and volunteers.

Many students attending school need medication to control a health condition. It is necessary that teachers (as part of their duty of care) assist students, when required to take their medication. The school will ensure the students privacy and confidentiality and will exercise sensitivity towards this issue to avoid any stigmatisation.

### Policy

Mount Carmel College will:

- fulfil its duty of care in the provision of an adequate first aid service
- allocate appropriate resources, including equipment, to provide effective first aid responses which reduce, whenever possible, the severity of an injury/illness
- ensure staff, including designated First Aid Officers, are trained and undertake training as designated by South Australian Commission for Catholic Schools and/or Catholic Education SA policies and procedures determine
- apply risk management principles to identify any gaps in first aid provisions
- respond promptly to those people that are injured or require first aid
- ensure that staff, students, visitors, volunteers and contractors are aware of how and where to obtain first aid assistance
- effectively record incidents on injuries and illnesses
- investigate incidents and first aid responses, for continuous improvement purposes relating to first aid and reducing the risk of injury
- comply with the provisions of the relevant legislation in regard to providing first aid services

The College reserves the right to temporarily exclude students from attending school if an illness or a medical condition places the student or other people in the school population at risk eg during a pandemic.

The SA Health website lists the exclusion period from school, pre-school and childcare for a number of diseases or condition including chicken pox, conjunctivitis, diarrhoea, hand, foot and mouth disease, head lice, hepatitis, measles, meningitis, mumps, rubella, scabies and whooping cough.

Regarding medication:

- to ensure that the interests of staff, students and parents/guardians/approved persons are not compromised, medication will only be administered with explicit written permission from a parent or guardian *except* if an adrenaline autoinjector (eg EpiPen or Anapen) is administered where the staff member believes the student is having an episode of anaphylaxis.

Parents or guardians must:

- notify the school if their child has anaphylaxis or severe allergies
- complete health care plans and agreements with their health care professionals and provide them to the school
- provide required medication to the school

Parents have a responsibility to work in partnership with the College to ensure open communication in all matters of health management and care and must provide relevant and updated information including supplying a medical action plan, ensure medication is authorised by a prescribing practitioner, ensure medication is provided to the school and is clearly labelled in relation to frequency, dosage and its expiry date and supply medication as required in a timely manner.

*Board approved: 1 November 2022*

## Health Care and Medication Procedure

Mount Carmel College has a First Aid Room on the Primary Campus and on the Secondary Campus. Western Technical College students, staff, trainers and visitors will use the Secondary Campus First Aid room if required.

All teachers and all Education Support Officers are required to hold a designated, current First Aid Certificate.

The College maintains a detailed list, of each student with special medical conditions, and the details of the condition and response required in an emergency. The list is available to teachers and other staff. Special arrangements may be required for some students whilst on excursions or camps.

Parents should not send their child to school if their child is unwell.

A student who is bleeding or has an open wound cannot attend class until the wound is attended to, and so must immediately go to the First Aid Room for treatment.

School personnel DO NOT undertake invasive health care eg injections, gastrostomy feeding, catheterisation.

### Asthma Aware School

Staff undertake appropriate training in first aid, including for asthma. In consideration of students, staff and visitors who may suffer from asthma or other breathing issues, use of aerosol sprays at school, including deodorants and body sprays, is strongly discouraged.

### Allergy Aware School

Some students or staff within the school have allergies to particular food. Some classes or year levels may be asked to refrain from bringing particular food to school, for the safety of others. The school requests that nuts and nut products not be brought to school by any student or staff.

Staff members will take particular care to check the allergies of each student in their care, particularly where the College is supplying food or drink.

### Birthdays and food

Whilst birthdays are important occasions, due to the large number of students with food allergies and intolerances, please do not bring a birthday cake or other food to school to share with other students. This policy is consistent with the policy at many childcare centres.

## 11. Food and Drink Safety Policy

Food provided or sold to children and students in schools must be safely handled and stored. In South Australia, food businesses including school canteens must comply with the:

- [Food Act 2001](#)
- [Australia New Zealand Food Standards Code](#).

Running a canteen includes a legal responsibility under the [Food Standards Code](#) (standard 3.2.2 and 3.2.3).

### Food safety supervisor

From December 2023, food businesses (canteens) must have an appointed and certified food safety supervisor. See [SA Health's food safety management tools - standard 3.2.2A](#) for more information.

### Staff and volunteers

Staff and volunteers who undertake or supervise food handling activities must have skills and knowledge in food safety and food hygiene.

If staff or volunteers do not have these skills or knowledge they must complete food safety and food hygiene training.

### Food safety principles

Canteen staff and volunteers must follow these food safety principles:

- follow good personal health and hygiene practices, including handwashing
- control the temperature of potentially hazardous food
- protect food from contamination
- keep the food business clean
- clean and sanitise equipment and utensils
- keep equipment and the business in good condition
- keep the business free from pests.

See SA Health's [food safety for food businesses](#) for more information.

### School food delivered by an external food business

If the College has food delivered for students, ensure the quality and safety of the food products received, by following these steps:

- check that delivered food is covered or packaged
- make sure someone is on-site to receive and inspect food as it's delivered
- if you've agreed to accept food between 5°C and 60°C, make sure the delivery reaches the school at the agreed time and is received under temperature control
- store potentially hazardous food under temperature control (hard frozen, below 5°C or above 60°C) and use within a suitable timeframe
- if required, make sure the food vendor has a food allergy management procedure in place and that there's a clear communication process between the school and the food vendor if a student has an allergy - see SA Health's [allergen information for food businesses](#)
- check that the business is a notified food business by sighting evidence they have notified their local council, or requesting a copy of their latest food safety inspection report.

### Out of school hours care (OSHC) requirements

In South Australia, food businesses including out of school hours care services that supply food as part of their service, must comply with the:

- [Food Act 2001](#)
- [Australia New Zealand Food Standards Code](#).

The [Education and Care Services National Regulations](#) (Reg. 77) also requires that:

- children and young people attending out of school hours care should have access to food and drinks handled, prepared and stored safely
- the service provides adequate health and hygiene practices.

This includes making sure that:

- food and drinks are consumed within their 'use by' date
- food that has not been stored correctly must not be served
- food handlers are aware of their responsibilities such as washing their hands, not handling food if ill, and general food safety tips while preparing, cooking and serving food
- there are options for students to store their own food in a cool location on hot days.

If you're involving children in food preparation, read SA Health's [handling and preparing food](#) for more information.

### Food safety information

For more information about food safety, see SA Health's:

- [personal hygiene and food safety](#)
- [food safety management tools - standard 3.2.2A](#)
- [food safety fundamentals \(PDF 385KB\)](#).

### Fundraisers and events

For an event where food and drink is served, food safety must be considered. If food is sold at the event, the activity is captured as a food business and must comply with relevant requirement of the [Food Standards Code](#). To understand responsibilities for handling, preparing, storing and labelling foods and drink in the lead up and on the day of the event refer to Food Standards Australia New Zealand's:

- [introduction to food safety standards for charities and community organisations](#)
- [charities and community organisations fact sheets](#).

### Allergens, intolerances and health complexities

Food allergies, intolerances and health complexities can significantly impact children if not well managed. In the case of allergies, they can be life threatening.

If you're offering to prepare and serve food to children with an allergy, the food business must have systems in place to manage the risk. If unable to manage the risk, you should not offer or promote food items as allergen free.

### Allergies management

Information on how schools can manage food service for students with allergies:

- [allergen information for food businesses](#)
- National Allergy Strategy's [all about allergens online training and information hub](#) provides resources and free online training for staff and volunteers who prepare and serve food in schools, in camps and in care
- [supporting children and students with anaphylaxis and severe allergies](#).

*Board approved: 26 June 2023*

## 12. Sun Protection Policy

### Rationale

Skin cancer is the most common form of cancer in Australia, affecting all age groups from young people upwards. The principal cause is ultraviolet radiation, which is particularly intense in our summer sunshine.

Skin damage, including skin cancer, is the result of cumulative exposure to the sun. Much of the damage occurs during childhood and adolescence. Research suggests that severe sunburn is a contributor to skin cancer and other forms of skin damage such as wrinkles, sunspots, blemishes and premature ageing. Most skin damage and skin cancer is, therefore, preventable.

The Cancer Council South Australia recommends people protect their skin at times when the ultraviolet radiation (UVR) level is 3 (3 - 5 is the moderate range) and above – this is when the UVR level is strong enough to cause damage to the skin.

### Policy

1. Most skin cancers can be prevented by limiting exposure, achieved by using appropriate sun protection measures. The sun's UV radiation is the major cause of skin cancer.
2. Given school hours span the period of the day during which UV levels are at their peak, this policy intends to assist students and staff to adopt healthy UV practices.
3. Physical protection such as shade, clothing and broad-brimmed hats are the best sun protection measures. Sunscreen is a secondary measure and should only be used in combination with physical protection strategies which limit actual exposure. Time spent exposed to the sun should be limited wherever possible, and particularly during Spring and Summer where UV emissions are generally at their highest.
4. Mount Carmel College will promote among students, staff and parents:
  - positive attitudes toward skin protection
  - lifestyle practices which can help reduce the incidence of skin cancer and the number of related deaths
  - personal responsibility for and decision-making about skin protection
  - regularly review the school environment to reduce the level of exposure to the sun.

*Board approved: 29 November 2022*

## Sun Protection Procedure

1. Students are encouraged to bring their own supplies of SPF 30+ broad spectrum, water resistant sunscreen to school. Sunscreen should be applied 15 to 20 minutes before going outdoors and should be reapplied every two hours if outdoors for prolonged periods of time (eg sports days, excursions, camps) or more frequently if involved in water activities or involved in intensive activities involving increased perspiration.
2. All Primary students are required to wear the school summer hat or PE hat at recess and lunch each day in Terms 1 and 4. The teachers of Primary classes in the lesson before recess and lunch will remind their students to apply sunscreen 15 to 20 minutes before the break and will remind students to wear a hat when they leave the classroom.
3. Secondary students not wearing a hat at recess or lunch are strongly advised to stay under verandahs or in shaded areas during recess and lunch breaks.
4. The following applies to all Reception to Year 12 students in Terms 1 and 4: For Physical Education lessons conducted outdoors (excluding swimming) and any other subject where the lesson is conducted outdoors, students are required to wear a hat and are also advised to use sunscreen.
5. Students are not permitted to sunbake on school grounds or at school events.

### **Points to Remember About Skin Cancer**

Because skin cancers are visible you can see signs of them, and if signs appear you should have them checked as soon as they appear. Early symptoms of skin cancer may seem quite minor but any suspicious spot should be examined by a doctor immediately.

#### **Signs to look for are:**

- A crusty non-healing sore;
- A small lump which is red, pale or pearly in colour;
- A new spot, freckle or mole changing in colour, thickness or shape over a period of several weeks to months. Particular attention should be paid to spots that are dark brown to black, red or blue-black.

Further information about prevention and early detection of Skin Cancer is available from The Cancer Council SA. [www.cancersa.org.au](http://www.cancersa.org.au)



## 13. Extreme Weather Policy

Extreme weather precautions are to be followed if students may suffer from exposure to heavy rain, extreme cold, storm, strong winds or hot weather.

All classrooms are air conditioned so students are generally not dismissed early on hot days.

This policy should be read in conjunction with our Sun Protection Policy. The use of sunscreen, hats, sunglasses and shade are integral factors in our hot weather strategy.

As a metropolitan school, the threat of bushfire is extremely remote. If a student's home is under threat from a bushfire whilst they are attending a school day, the student is able to stay at the College until a family member or approved family friend is able to collect them that day.

In extreme weather, excursions, camps and physical activities, including Physical Education lessons and sport are modified or cancelled to protect students from exposure to the elements, undue physical stress or hazards.

*Board approved: 29 November 2022*

## Extreme Weather Procedure

During extreme weather, an announcement will be made over the PA system and supervised classrooms are made available at recess and lunchtime for students' safety and well-being. Some areas of the yard may be closed for use at recess time and lunchtime in extreme weather conditions.

### PE and SPORT

Conditions that may result in cancellation and/or modification of practical PE lesson activities or sport include:

- Heat
- Lightning
- Heavy rain or hail
- Dangerous winds
- Poor air quality

### Heat

The risk of heat illness from vigorous exercise or high intensity sport is significant. The physiological and structural difference between children and adults places children at a greater risk of suffering from heat illness.

High Intensity exercise in a hot environment with associated fluid loss and elevation of body temperature can lead to:

Dehydration → Heat Exhaustion → Heat Stroke

### Procedure

The forecast temperature is as per the Bureau of Meteorology (BOM) website at 8.30 am that day

#### Secondary Students

36-38 degrees Sport, practical PE lesson activities can go ahead but modified

38 or above Sport, practical PE lesson activities are cancelled, unless in an air-conditioned room

#### Primary Students

34 or above Sport, practical PE lesson activities are cancelled, unless in an air-conditioned room

#### Modifications:

It may still be necessary to modify rules and game conditions to ensure a safe and comfortable environment for students and staff for sports conducted outdoors.

#### Recommendations:

- Reduce the length of games
- Increase the frequency of hydration breaks. Provision of water and/or ice for students and accompanying adults, coaches and umpires

- Provide or access shade whenever possible outdoors when not actually playing
- Allow and encourage greater player rotation or subs to promote recovery
- Closely monitor students with an increased risk of suffering a heat illness eg asthmatics and overweight students.
- Promote and Encourage a Sun Safe Policy – including the provision of sun block.

All modifications should be considered and agreed upon prior to the commencement of any games.

Resources: Sports Medicine Australia – “Preventing Heat Illness in Sport” and “Hot Weather Guideline”.

## Lightning

Lightning strikes in close or immediate proximity to people can be fatal! Open sports fields offer very little protection from a direct or indirect lightning strike.

### Procedure:

Due to the variant nature of lightning, the inability to accurately forecast electrical storms and the likelihood of a very localised weather patterns it is not possible or practical to create a rule that can be applied to all venues on any particular day for sport or practical activities. However, the following recommendations and guidelines should be considered and followed:

#### Recommendations and Guidelines:

- If the weather forecast is for possible thunderstorms/lightning remain vigilant for changing or rapidly deteriorating conditions
- If you see lightning apply the “30 - 30 Rule”. Count the time from seeing lightning to when accompanying thunderclap is heard...if less than 30 seconds (storm is less than 10kms away), go immediately to a safer place. Wait 30 minutes after the last thunderclap before continuing play in an open area.
- Hearing thunder means lightning is likely to be within striking range

#### Shelter - UNSAFE places to be:

- Minor structures such as portable shades, bus shelters
- Near tall or isolated trees
- High ground
- In or on water

Do not seek shelter under trees to keep dry during a thunderstorm!

#### Safer places to be:

- Substantial buildings. Avoid using telephones and contact with plumbing and metal structures within the building.
- Enclosed vehicles with windows up and ensure no contact with metal sides or steering wheel.
- Among trees of uniform height.
- If caught outside, seek low ground, crouch down with feet together to minimize height and ground contact and cover ears.

**Resources:** Geological Patterns [www.gpats.com.au](http://www.gpats.com.au) //“Lightning Safety Guidelines”

### Heavy Rain or Hail

Heavy rain or hail is unlikely to present as a significant personal injury risk to participants. However, heavy rain or hail may leave a playing surface dangerous and therefore unplayable.

#### Procedure:

As is the case with lightning/thunderstorms it is not possible or practical to have in place a rule that can be applied to sport or practical activities. However, the following recommendations and guidelines should be considered and followed.

#### Recommendations and Guidelines:

- In the event of heavy rain or hail, if conditions such as the safety of the playing surface or player welfare are deemed unsafe by either team coach or referees then play is to be suspended.
- If conditions improve ie rain stops or eases to what is considered a safe level by coaches and the referee and the playing surface can be cleared or has drained sufficiently to enable play to re-commence, games should then be concluded. This may require a modification to existing rules and guidelines regarding the duration of games ie games may need to be shortened to meet transport commitments for travelling schools.

### Dangerous Winds

Strong winds may cause powerlines to arc or fall, items on buildings to become airborne or loose items to become missiles.

#### Recommendations and Guidelines:

- In the event of dangerous winds, as deemed by either team coach or referees then play is to be suspended.
- If conditions improve to what is considered a safe level by coaches and the referee and the playing surface is clear to enable play to re-commence, games should then be concluded. This may require a modification to existing rules and guidelines regarding the duration of games ie games may need to be shortened to meet transport commitments for travelling schools.

### Poor Air Quality

Poor air quality may occur due to a number of different factors, including bushfires, a nearby explosion, fireworks, pollution, extreme weather conditions or pollen.

#### Recommendations and Guidelines:

- In the event of poor air quality, as deemed by either team coach or referees then play is to be suspended.
- Particular care must be taken to check and regularly monitor students or staff who are asthmatic. A spare puffer should be part of the first aid kit at the game.
- If conditions improve to what is considered a safe level by coaches and the referee, games should then be concluded. This may require a modification to existing rules and guidelines regarding the duration of games ie games may need to be shortened to meet transport commitments for travelling schools.

## 14. Personal Responsibility Policy

### Rationale

- Each student has a right to be safe at school and to learn and each student needs to respect the rights of others
- Positive and responsible student behaviours are essential to the smooth running of the school, to achieve optimal learning opportunities, and to develop a supportive and cooperative school environment
- That behaviour (and the consequences associated with behaviour) is the result of personal choice.

### Aims

- To build a school environment based on positive behaviour, mutual respect and cooperation where students can develop their potential socially, culturally and academically
- To encourage students to respect and support the rights of others in the school community, including their right to learn
- To nurture the young person's growth in self-esteem and self-discipline
- To provide a sequence of consequences for inappropriate behaviour that encourages students to develop a sense of accountability and personal responsibility. This will be based on the philosophy of restorative justice.

### Policy

Mount Carmel College requires all students to treat each other and other people in a civil and respectful manner both at Mount Carmel College, and elsewhere, including online, whether day, night, weekday, weekend or holidays. When travelling to, from or at the College or elsewhere for a school activity, a student's behaviour must reflect the standards of the College and be respectful of self and all other people.

*Board approved: March 2023*

### Personal Responsibility Procedure

- The College will assist in developing student responsibility. It will emphasise positive behaviours, including the benefits of helping and working cooperatively with others, treating others with respect, fairness and courtesy, respecting those in authority, respecting the property of others and the school. It will build on behavioural development and management strategies and restorative practices.
- Positive student behavioural achievement will be appropriately recognised
- The broader school curriculum will include opportunities for learning on resilience, peer pressure, positive choices, bullying, conflict resolution and leadership
- Students who experience difficulty achieving positive behavioural outcomes will undertake behavioural management programs, generally in the form of individualised behavioural plans that have established goals
- Parents/guardians will be kept informed and actively encouraged to assist the College in the development of their son's/daughter's behaviour
- Consequences for inappropriate behaviour may include counselling, loss of privileges, suspension and ultimately expulsion
- Expulsion is a serious measure and will only be used in extreme circumstances
- The police may also be notified of an allegation

### Restorative Justice Approach

From time to time in our community, issues arise between students or between students and staff.

A Restorative Justice approach encourages behaviour that is supportive and respectful. It puts the onus on individuals to be truly accountable for their behaviour and to repair any harm caused to others because of their actions.

Restorative Justice is not a replacement for consequences of inappropriate behaviour. The College has clearly documented policies, and breaches of these policies may result in consequences including counselling, loss of privileges, suspension and ultimately expulsion. Serious behavioural concerns such as impacting the safety of oneself or others, will result in immediate action by school staff.

The Restorative Justice approach involves a facilitated, structured restorative meeting with the individuals involved. This meeting will usually be facilitated by a key staff member, such as a counsellor, social worker or Year level Coordinator. The aim of the meeting is for each person to be able to articulate their involvement in the situation, explain the impact that the situation has had on them and others close to them, and to understand and to acknowledge the impact that has been caused. The aim is for all parties involved to reach a point where they come to an agreement on how to avoid a similar situation in the future and the respectful behaviour required. Restorative Justice is not a replacement for, nor a compulsory aspect of, disciplinary action by staff of the College.



## 15. Anti-Bullying, Anti-Harassment, Anti-Violence Policy

This policy is part of and to be read in conjunction with the Personal Responsibility policy and our Anti-Sexual Harassment Policy.

All members of our school community are valued and have a right to learn and work in an environment which is safe, inclusive, conducive to learning and free from harassment, violence and bullying. Everyone has the right to come to school feeling safe, comfortable and respected.

The College motto *Caritas et Dignitas (Love and Dignity)* is based on the Gospel teachings of Jesus, calling upon each of us to love your neighbour as yourself (Luke 10:25–28).

Harassment, bullying and violence are contrary to our Gospel values.

### Definitions

**Harassment:** any inappropriate behaviour that may or may not be repeated and which causes a person to feel victimised, offended, humiliated, undermined or threatened in any way.

**Bullying:** a form of harassment, where there is deliberate ill-treatment of an individual by one or more other persons. The hurtful treatment is typically persistent and involves an imbalance of power.

**Violence:** Violence is the intentional use of physical force or power, threatened or actual, against another person (s) that results in psychological harm, injury or in some cases death.

**Discrimination:** Discrimination occurs when people are treated less favourably than others because of their race, culture or ethnic origin; religion; physical characteristics; gender; sexual orientation; marital, parenting or economic status; age; ability or disability. Discrimination is often ongoing and commonly involves exclusion or rejection.

Examples of bullying and harassment:

- *Verbal or written:* spoken or written insults, threats, suggestive comments, name-calling, unfair criticism, spreading rumours, swearing at someone, racist or sexist comments, graffiti - using pictures, tags or words to denigrate or insult someone
- *Psychological/Emotional:* rude gestures, extortion - making someone give you something (eg money or lunch), isolation - ignoring or excluding someone, telling you to do something you don't want to do that is illegal, hurtful or unreasonable
- *Physical:* hitting, punching, pushing, kicking, touching, tripping, spitting, grabbing, looks, stares, facial expressions, gestures, taking or damaging property
- *Cyber:* using e-mail, voice and text messaging, social networking sites, photographic and video images
- *Social:* forming groups to leave out, ignore and disrespect; influencing, encouraging or organising someone else to be involved in any type of bullying or harassment.
- *Sexual:* unwanted sexual advances, other unwelcome conduct of a sexual nature; types of bullying and harassment such as that described above that is based on a person's sexuality or sexual orientation;

abuse, comments, including name calling that suggests something about a person's sexuality or sexual orientation.

<b>RIGHTS</b>	<b>RESPONSIBILITIES</b>
Everyone has:	Everyone has:
<ul style="list-style-type: none"> <li>the RIGHT to FEEL SAFE physically and emotionally</li> </ul>	<ul style="list-style-type: none"> <li>the RESPONSIBILITY to ASSURE THE SAFETY OF OTHERS</li> </ul>
<ul style="list-style-type: none"> <li>the RIGHT to SAY 'NO' to anything that is compromising one's feeling of safety</li> </ul>	<ul style="list-style-type: none"> <li>the RESPONSIBILITY to BACK OFF if someone says 'NO' or 'STOP'</li> </ul>
<ul style="list-style-type: none"> <li>the RIGHT to ASK FOR HELP</li> </ul>	<ul style="list-style-type: none"> <li>the RESPONSIBILITY to PROVIDE HELP or to GET HELP if you see someone needing it</li> </ul>

*Board approved: March 2023*

## Anti-Bullying, Anti-Harassment, Anti-Violence Procedure

### Staff

All members of the school staff have the responsibility of addressing harassment and bullying. If staff are aware of bullying and harassment between students they should:

- Intervene to stop the harassment and / or bullying
- Report the incident on SEQTA and alert the Pastoral Care teacher and Year Level Coordinator (Secondary) or Class Teacher (Primary).

If staff are the victim of bullying and harassment they should report and discuss the issue with their line manager. If the member of staff is not comfortable with this then they should discuss the matter with the Principal.

### Responsibilities of Students

- Be respectful towards other students, staff and members of the school community.
- Participate in sessions regarding the school's Anti-Bullying, Anti-Harassment, Anti-Violence policy and other sessions regarding behaviour expectations
- Report the incident immediately
- Support peers to report incidents
- Learn to be an effective witness, so that bullying and harassment are discouraged through peer influence

### Responsibilities of staff

- Foster positive relationships with students
- Establish, maintain, make explicit and model the school's expectations related to bullying
- Support students to be effective witnesses
- Respond to reported incidents as soon as possible
- Keep open communication between student, parent and the school regarding the progress of the incident
- Make appropriate documentation of the incident

**Responsibilities of the Leadership Team**

- Develop, implement and regularly review the school's procedures and practices
- Ensure that all new students to the school, and their families, are aware of the anti-bullying policy and other relevant school policies
- Provide access to relevant Professional Development to all staff
- Ensure that families have access to the school's policies and related documents

**Responsibilities of parents/caregivers**

- Provide support for their child to report incidents as soon as possible.
- Communicate in a respectful manner with school staff regarding their concerns

**How the College Responds**

Most issues of low to medium level harassment and bullying can be successfully resolved in a non-punitive restorative manner if those affected seek help early. ASK FOR HELP. For incidents involving violence and for incidents of harassment and bullying that are more serious, our College will respond as follows:

**General Responses**

The range of responses to harassment, bullying and/or violence will take into account the nature of the incident, the circumstances of the student(s) involved, including age and developmental considerations, and the needs and safety of others in the College.

**Specific Responses**

Some or all of the following actions will occur:

- Assessment of the immediate health status of the student(s) and the seeking of medical assistance, if required.
- Confiscation and identification of any implement.
- Preliminary investigation to establish the facts.
- Formal interview with student(s) involved.
- Informing parents/guardians of student(s) involved and/or meeting with them.
- Contacting the police

**Range of Consequences**

A breach of expectations will incur some or all of the following:

- Referral of the matter for counselling. This could have the outcome of no further action if a mutually satisfactory resolution is reached.
- Loss of privileges in the yard e.g. isolation during recess/lunch.
- Detention for an appropriate time relevant to the breach.
- Placement upon a contract between student and the College; this contract may require attendance at follow-up counselling sessions.
- Suspension (internal or external).
- Expulsion or negotiated transfer of the student.

## 16. Anti-Sexual Harassment Policy

### Purpose

The purpose of this policy is to articulate the School's commitment to the elimination of sexual harassment.

Mount Carmel College regards sexual harassment as a serious breach.

The School supports the rights of individuals to be free from sexual harassment while engaged in activities undertaken at the School.

As an educational institution and an employer, the School will take all reasonable steps to eliminate sexual harassment of or by staff, students, or other members of the School community.

This policy aims to:

- Create a working and learning environment that is free from sexual harassment and where all members of the School community are treated with courtesy, dignity and respect.
- Promote appropriate standards of conduct at all times.
- Implement strategies to ensure that all members of the School community know their rights and responsibilities in this area.
- Encourage the reporting of prohibited behaviour.
- Provide an effective complaints procedure based on principles of natural justice.
- Treat all complaints in a serious, sensitive, fair and timely manner.
- Guarantee against victimisation or reprisals.

### Policy

Mount Carmel College is committed to maintaining an environment within the College that is free from sexual harassment.

- Sexual harassment is unacceptable behaviour. It conflicts with the School's Values and denies respect for the rights of students and staff to fair treatment.
- Under the South Australian Equal Opportunity Act (1984) and the Commonwealth Sex Discrimination Act (1984), sexual harassment in employment is unlawful.
- Sexual harassment is a serious issue which undermines morale and can adversely affect the ability of staff and students to effectively undertake their roles within the College.

Mount Carmel College is committed to taking action to deter sexual harassment, to increase awareness that such behaviour is unacceptable and to ensure that complaints are dealt with fairly and promptly.

Appropriate behaviour is behaviour which respects the rights and sensitivities of all people in the school environment.

All individuals have a responsibility to contribute towards an environment of trust and respect.

### *What is sexual harassment?*

Sexual harassment is a form of bullying. It is unwelcome conduct of a sexual nature against another person, where the other person reasonably feels offended, humiliated or intimidated.

It can include:

- Sexual remarks
- Written comments, text messages or emails with sexual content
- Showing or sending the person pictures of a sexual nature
- Touching another person inappropriately
- Any other conduct of a sexual nature

*Board approved: March 2023*

### Anti-Sexual Harassment Procedure

#### *What happens if someone is sexually harassed at school?*

If you are sexually harassed at school, you should promptly report the behaviour to any one of the following: your teacher, your Year Level Coordinator, APRIM, Head of Campus (Primary), Deputy Principal, the Principal or any other staff member whom you feel comfortable to approach.

The College will investigate the matter which may include:

- Asking you for detailed information about what happened. The contact person, a school counsellor, or another staff member of your choice will speak to you in private and you are welcome to have a support person with you.
- Examining any offensive material that has been shown, sent or given to you, which may also be confiscated.
- Gathering information from others at the College. We may need to speak to anyone else who saw what happened or heard what was said.
- In the case of suspected criminal behaviour, such as an assault, a report to the police.

If it appears that sexual harassment may have occurred, the College will make every attempt to resolve the matter, that is, to see that the behaviour is stopped. This may include:

- If appropriate, conducting a meeting of everyone involved. This can provide an opportunity for the harasser to realise that the behaviour is serious and needs to stop.
- Taking disciplinary action against the harasser.
- Linking you with the contact person you should speak to if there are further problems.
- Involving counsellors or other professionals.
- Other appropriate action to reduce the risk of recurrence.

If, however, the matter has not been resolved with the College's assistance and the harasser is aged 16 or over, you can contact the Equal Opportunity Commission to lodge a complaint

## 17. Use of Prohibited Substance (Drug) Policy

### *Rationale*

Mount Carmel College's Use of Prohibited Substance (Drug) Policy is written with its motto, Caritas et Dignitas (Love and Dignity), clearly in mind. The Gospel values of love and dignity reflect this community's efforts to assure the right of every member to a safe environment and the responsibility of every person to promote safe practices. Learning and personal growth take place most assuredly when everyone within the community feels safe.

### *Aims and Objectives*

With safety and good health as its paramount aims, this policy supports students, parents/ guardians and staff in their endeavours to make informed decisions about drugs in light of the:

- College's response to illicit/unsanctioned use of drugs
- access to support services
- use and management of medication
- provision of drug education in the curriculum
- enhancement of healthy life choices

### *Response to Illicit/Unsanctioned Use of Drugs*

The possession, use and/or distribution of illicit and other unsanctioned drugs is not acceptable at Mount Carmel College.

The College opposes the inappropriate use of legal drugs and the possession of drug-related objects unless medically authorised.

This policy applies to student attendance on College premises, at College functions, excursions, retreats and camps, and when representing the College or wearing the College uniform.

### *Mount Carmel College does not permit students to:*

- vape
- smoke or possess tobacco or e-cigarettes
- consume or possess alcoholic beverages
- use or possess illegal/unsanctioned drugs
- misuse prescribed or over-the-counter medicines
- misuse solvents and other chemical agents
- be under the influence of any of the above
- sell, supply, exchange or negotiate in relation to any of the above
- possess drug-related objects unless medically authorised.

*Board approved: May 2023*

### Use of Prohibited Substance (Drug) Procedure

The range of responses to drug-related incidents will take into account the nature of the incident, the circumstances of the student(s) involved, including age and developmental considerations, and the needs and safety of others in the College.

If a breach of the College's expectations exists or is suspected, some or all of the following responses will occur:

- assessment of the immediate health status of the student and the seeking of medical assistance, if required
- confiscation and identification of any substances
- preliminary investigation to establish the facts
- informing parents/guardians of student(s) involved
- formal interviews with student(s) involved
- contacting the police if the substance is suspected as illegal
- involving the Parents/Guardians in the resolution of the incident

Where there is a reasonable suspicion that a student has an illegal/unsanctioned substance in their possession, the Principal or appointed nominee, accompanied by another adult, may request to search that student's person, possessions, locker and bag, in accordance with procedural guidelines set by the Catholic Education Office.

Parents/Guardians will be notified as soon as is reasonably possible and any police involvement will be at the Principal's discretion.

A breach of the College's expectations will incur some or all of the following consequences:

- placement upon a negotiated contract between student, parent/guardians and the College (this contract may require attendance at counselling or treatment programs)
- police involvement
- detention for an appropriate time relevant to the breach
- suspension (internal or external)
- expulsion or negotiated transfer of the student

### *Access to Support Services*

College-based confidential support on drug issues, and as follow-up to drug-related incidents, is available through the College Counsellor(s) for students, parents/guardians and staff.

The College also may refer parents/guardians and students to drug counsellors, Child & Adolescent Mental Health Services (CAMHS) or other services, depending on need.

### *Provision of Drug Education in the Curriculum*

As part of Mount Carmel College's efforts to be a health promoting school, the curriculum aims to be proactive. It encourages healthy life choices and harm minimisation strategies.

Mount Carmel College has a program of Drug Education through its Health & PE program and Pastoral Care Program. Issues involving alcohol, tobacco, cannabis and other illicit drugs are addressed. Some senior subject curriculum also addresses drug issues.

Curriculum review is an ongoing process through the Teaching and Learning Committee. It is a goal of the Committee to assure that Drug Education reaches every student at every year level. Year 11 and 12 students are offered Drug Education during Pastoral Care lessons.

*Enhancement of Healthy Life Choices*

Mount Carmel College encourages its students to make healthy life choices through:

- the College's extensive curriculum, including Religious Education at each year level
- encouraging active participation in its broad co-curricular program
- participation in College masses, liturgies and assemblies
- the availability of one-to-one or small group counselling, problem solving and conflict resolution
- student leadership opportunities including Student Leaders, House Captains and Peer Support

## 18. Academic Integrity Policy

### Rationale

Mount Carmel College is committed to providing quality education, in keeping with its Catholic and Josephite tradition and ideals. Our College upholds the principles of academic integrity through the pursuit of learning by way of truth, honesty and fairness.

### Policy

Academic integrity is a set of intellectual and moral values that involves a measure of honesty and trust between students, as well as between students and teachers. Academic integrity is compromised and trust is breached when submitted assessment work has been completed through plagiarism, collusion, cheating or when deadlines have not been met.

Mount Carmel College aims to:

- promote a view of knowledge that has its origin and intent centred around a search for faith and teachings of the Gospel
- promote a climate of learning that reflects the values and ethics of the school such as honesty, mutual trust, respect for self and others.

Plagiarism – the presentation of work that has been copied in whole or in part from another person’s work or other sources such as the internet, books or periodicals without correct acknowledgement of the source.

*Board approved: May 2023*

### Procedure

- In its application the policy will promote self-learning and submission of work that consists of original effort and independent work. It is inappropriate to copy work from other sources and submit it as one’s own.
- Students will be taught correct protocol, including referencing, for acknowledging work to be attributed to others in their own submission of work.
- Other practices such as collusion or cheating will be regarded as serious matters and shall also be penalised. Collusion, which is the result of unauthorised collaboration and hence another student handing in the same work, shall be penalised. In so doing, students will
  - not produce and submit an assignment in conjunction with other people (eg a friend, a tutor)
  - not copy another student’s current assignment or work from previous semesters and submit it as their own
  - not allow other students to have access to work or lend assignments to friends, even if other students may be having difficulties in completing the assignment or promise to use it only as a reference
  - ensure they protect their work on school computers by using password protection, and by removing any unnecessary files from school computers when their assessment task is completed.

- Penalties for a breach of academic integrity through plagiarism, collusion or cheating may have marks allocated to the assessment task forfeited, resulting in a zero (0) record for the task. Other disciplinary action and resubmission requirements may also be imposed.
- Marks cannot be allocated for work that is plagiarised or where collusion or cheating has occurred. Teachers can only mark student work that can be verified as the student's own work.

## 19. ICT Acceptable Use Policy

All students, staff and volunteers are to use the College's information and communications technology (ICT) in a way that is ethical and which enhances student and staff learning and contributes to the betterment and well-being of the community. The technology is to be used in harmony with the Catholic ethos of the College.

The College's rules apply to the use of any College equipment, property or resource at any time, whether during school hours or not, and includes the use from home or elsewhere.

The College's computer network and systems are educational resources provided by the College to be used primarily for educational purposes. Anyone using it has a responsibility to use these resources in an appropriate, ethical, professional and lawful manner.

All email, telephony and message systems, including internet based, will be treated as education or business-related messages. Accordingly, one should not expect that any information or document transmitted or stored on the College's computer network or systems is private.

Workplace participants are permitted to use the internet and email facilities to send and receive personal messages, provided that such use is kept to a minimum and does not interfere with participants' responsibilities and duties in the College, or with the College's functions. However, any use of the internet or messaging, including emails, for personal purposes is still subject to the same terms and conditions as otherwise described in these rules.

Individuals and/or the College may be liable for what is written or said in a message. Messages are neither private nor secret. They may be easily copied, forwarded, saved, intercepted, archived and may be subject to discovery in litigation. The audience of an inappropriate comment in a message may be unexpected and extremely widespread.

Workplace participants must not:

- possess and/or use any hacking tools
- attempt to use or interfere with any other person's login credentials or password

The internet, email or any other messaging or telephony device should never be used for the following purposes:

- to threaten, abuse, vilify, defame, bully, harass, degrade or discriminate (by virtue of gender, race, disability, religion, national origin, sexual orientation or other). A workplace participant who feels this has been breached shall follow the College's procedures re reporting such matters;
- to send, receive or store obscene, offensive or pornographic material
- to discuss or comment in a negative manner, on the physical appearance of other persons (whether they receive the message or not)
- to harass any person whether through language, frequency or size of messages
- to injure the reputation of the College and or the Church in a manner that may cause embarrassment to the College or the Church
- to offend the ethos and values of Catholic teachings
- to spam, spoof or mass mail or mass message or deliberately receive chain mail
- open or download an attachment, or access any link, that you reasonably suspect may contain a virus,

malware or other computer contaminant

- install non-licensed or non-approved software onto school or personal devices used at school
- to cheat, plagiarise or to infringe the copyright or other intellectual property rights of another person
- to perform any other unlawful or inappropriate act.

*Board approved: 26 June 2023*

### Procedure

Any inappropriate material received by email or any other communication means should be deleted immediately and not forwarded to anyone else. It is particularly important to respond to an inappropriate email or message with an indication to the sender that such messages are not to be sent in the future. Students are asked to report any suspicious, unauthorised or inappropriate activities or communications to a teacher, including any website or anything online which makes them feel uncomfortable.

From time to time when accessing the internet users may be redirected to, or accidentally access, inappropriate material. These sites should be brought to the attention of the ICT staff, Deputy Principal or Head of Campus in order for them to be blocked by the College's filtering software and to ensure that it is noted that the material was not accessed purposely.

The contents and usage of email and internet access may be subject to monitoring by the College, the Catholic Education Office or by a third party on the College's behalf. This includes electronic communications which are sent or received, internally or externally. Where inappropriate use is suspected through this means, or by other incidents, the Principal may authorise personnel to examine the usage logs and/or email accounts.

The Privacy Act requires individuals and the College to take reasonable steps to protect the personal information that is held from misuse and unauthorised access. Each person is responsible for the security of their password and shall not allow it to be used by anyone else.

### *Additional student rules:*

- Any student file is subject to inspection by school staff, whether it is stored on school equipment, in the cloud or on any other device connected brought to school or a school activity, and its content must be in keeping with this document's rules
- The use of chat sessions or any form of chat line is expressly forbidden at school or at a school activity, except with permission from the teacher
- Students must not divulge their home address, phone number or any other personal information through emails or any other internet related communication
- Students must protect their school-related information and data with a secure password
- Students in College Uniform are representing our College. As such, students are not permitted to upload photographs or videos that include students (themselves or others) in College Uniform, that may be considered rude, inappropriate, disrespectful, hurtful, or bring the College community (or its members) into disrepute. This applies whether at school, at home or anywhere else.
- Students who use their device to access material on the school's network and systems must supply the device, including its password, if requested by the Principal, Deputy Principal or Head of Campus if in the College's opinion it may assist in determining whether inappropriate conduct has occurred.

**Mobile Phones, Smart Watches and Other Communication Devices**

In this section the term 'communication devices' includes all devices capable of making a voice call, a video call, messaging, connecting to the internet or playing audio and/or video, including but not limited to mobile phones, smart watches, laptops, tablets and iPads.

Mobile phones and other communication devices, when used appropriately, offer students and their parents many advantages in terms of ease of communication and a sense of personal safety. Mobile phones also have the capacity to have a negative impact on the learning environment and the safety and well-being of students.

**During lesson times mobile phones, laptops and other communication devices must only be used with the explicit permission of the teacher.**

**For Reception to Year 6 students:** if a mobile phone is brought to school, it needs to be handed to the front office staff, stored in the student's personal locker (if available) or given to the class teacher if the teacher has a place to lock the phones during the day.

**For Years 7-12 students:** Unless teacher permission has been given, the mobile phone or communication device must be locked in a locker or be in the student's pocket on silent mode and must not be brought out until the teacher has given permission. Permission to use a phone or communication device during a lesson is only valid whilst that teacher is supervising the student.

At all times during the school day the phone or communication device shall be on silent for calls, messages and all other notifications.

**Recess, Lunch time and During the School Day**

Recess and lunch are valuable times for socialising with other students. Except when a teacher gives permission for a student to use their mobile phone or communications device during a lesson, at all other times, including recess and lunch, student use of a mobile phone, communication device or other audio or video device is not permitted.

**Appropriate Use of Mobile Phones and Communication Devices**

Mobiles phones or other communication devices must not be used to bully, intimidate or otherwise harass other people through any text message, photographic, video or other data transfer system.

Students must not lend their phone or communication device to another student.

Mount Carmel College takes no responsibility for the theft and/or damage of student mobile phones or electronic devices.

Permission to bring a mobile phone or other communication device to school and/or use it during the school day may be revoked by the Principal, Deputy Principal or Head of Campus. Parents will be informed of any such action.

Students are not permitted to charge their mobile phone, laptop or any other electrical device at school. Electrical charging cables can be a trip factor for students and electrical cables brought into the school are not checked each time, nor electrically tested or tagged re safety.

**Mobile Phone Use for Medical Reasons**

With advances in technology, the mobile phone and other communication devices are being used for a wider range of applications. One such example is the use of a smart phone app to monitor glucose levels. If

a student needs to use a mobile phone or other communication device during the school day for a significant medical condition, a parent must provide written information about its use and frequency during the school day.

### **Phone Calls Between Students and Parents**

The mobile phone is not a means of bypassing school procedures. Staff will generally not speak with parents on a student-initiated phone call, including where a student has a dispute or to authorise pickup arrangements. If a student needs to leave school early or be out of school for part of the day, the parent needs to phone the College Office.

Students are not encouraged to phone their parents during the day. Students need to work out friendship and relational issues with others and develop their social skills as part of growing up. If there is a problem with a student's interaction with someone else, the staff will follow school procedures. Staff will investigate any concerns and involve parents when it is appropriate. Students need to manage their workloads and deadlines and talk with their teacher if they have a problem meeting a deadline.

### **Advice for Parents re Mobile Phones**

Parents need to be aware of the following regarding mobile phones and other communication devices:

- Students can access non filtered websites via their mobile phones
- Mobile phones and other communication devices can be used for cyber bullying
- Students are encouraged to protect their mobile phone or device by using a PIN
- If a student is using data from their device's data plan, rather than the wifi connection at the College, parents run the risk of unexpected costs if the data plan usage limit is exceeded

Mobile phones and other communication devices can interfere with sleep. It is strongly recommended that parents do not permit their children to have a mobile phone, laptop or tablet in their bedroom whilst sleeping. Text messages, phone calls and social networking communication can be highly disruptive to sleep and the child cannot be easily monitored for disturbing or upsetting reactions to communications received.

### **Headphones**

Headphones may only be worn in lesson time if the teacher has given permission. If a student has permission to wear headphones at a particular time, social manners require the student to remove the headphones from the ears when talking with someone, even if the headphones have a pass-through feature.

### **Cameras**

A camera (still or video), whether a standalone camera or a camera incorporated in a phone or any other device, must not be used:

- in private areas such as changing rooms or toilets or in any other banned area
- to film people, including students, staff or visitors, without their explicit knowledge and permission
- to disrupt the learning environment or interfere with the operation of the College
- when the student is instructed not to by a staff member
- to record (by audio or image) any conversation or incident such as an altercation
- to record (by audio or image) any lesson unless the teacher has given explicit permission
- during tests or examinations. During a test or examination the teacher may require students to hand up their phone or to lock it in their locker.

### **BYOD Requirements**

Please see information published by the College in regard to minimum requirements for BYOD devices. These minimum requirements take account of current rules in regard to SACE Online exam requirements and NAPLAN Online testing.

Students are required to bring their device to school fully charged. Devices must be clearly labelled for identification.

Students are responsible for the care of their device. The student's locker (with a padlock) should be used to secure the laptop or other communication device when it is not in use.

A protective cover, padded bag or protective sleeve is recommended to reduce the risk of damage. The College accepts no responsibility for the loss or damage of any personal device. Virus protection software is strongly recommended.

At school, students are required to use the school wifi and not another source such as a mobile phone hotspot or public wifi.

## 20. Security Camera Use Policy

### Overview

Schools face a variety of security related threats. Closed circuit television (CCTV) can be an effective tool to help a school to meet its obligation to provide a safe and secure environment for staff and students and to meet its duty of care obligations.

The location of all proposed and actual CCTV cameras must be approved by the Principal.

CCTV must not be used for monitoring:

- Inside toilet cubicles
- change rooms

### CCTV and Privacy Law

CCTV equipment and any data collected through its use must be managed strictly in accordance with the Privacy Laws. The Information Privacy Principles prescribed under the Information Privacy Act state that you can only use personal information for the purpose for which it was obtained. Section 426 of the EGPA prescribes that a person must not make a record of the information, use the information or disclose the information to anyone else, unless one of the following exceptions applies:

- An individual consents to the use of the footage for a specific purpose (consent may be implied where there is clear signage advising of the existence of the CCTV)
- Under a legislative authority
- For law enforcement purposes
- To prevent risks to health and safety.

### Safeguards against misuse of personal information

Personal information must be adequately protected against misuse, loss and unauthorised access, or unlawful use and disclosure. This means protecting stored camera footage and protecting areas where monitoring of camera surveillance takes place.

Required safeguards include:

- Suitable storage for digital records
- Placing cameras securely out of reach
- Positioning screens so live footage cannot be viewed by unauthorised persons
- Using password protection to restrict access to stored footage

*Board approved: 26 June 2023*

## Procedure

### **Accessing live footage or recordings**

- Live footage or recordings from CCTV cameras can only be accessed if prior approval is given by the Principal, Deputy Principal or Head of Campus
- an audit trail of who accesses footage and when it is accessed must be maintained
- Requests from the police or a subpoena for a CCTV recording must be referred to the Principal
- CCTV footage which is used for student suspension or exclusion, a Workcover claim, claim against a staff member or community member or any other case where the footage may be subject to police, court or legal claim, must be retained until the matter is fully resolved, including any appeal process and for as long as stipulated in any relevant rules or regulations in regard to document retention for that particular matter.

## 21. Communicating with Families Policy

At Mount Carmel College we believe that positive, clear and effective communication between the College and community members is central to providing a mutually supportive environment that will enable our students to meet their full potential.

The College uses a variety of different communications methods, depending on the importance and urgency of the communication, including face to face meetings, phone conversations, email, our website, ([www.mcc.catholic.edu.au](http://www.mcc.catholic.edu.au)), newsletter online, College Facebook page, text messages, SEQTA, letters by post.

*Board approved: 26 June 2023*

### Procedure

#### Structured Parent/Carer Teacher Communications

Structured parent/carers teacher communications are facilitated throughout the year via:

- email
- parent/guardian teacher interviews (in person, by phone)
- parent/ guardian information sessions (in person, by phone)

#### Parent/Guardian Initiated Communications with Staff

- Parents/guardians should have regard for the fact that our teachers are professionals and have multiple responsibilities outside of their direct teaching commitments. It is therefore usually difficult to arrange meetings on short notice.
- As a matter of general guidance and in the spirit of subsidiarity:
  - Enquiries relating to specific performance or educational issues should be addressed to a student's teacher.
  - General curriculum enquiries should be addressed to the Deputy Principal, Head of Primary Campus or Leader of Learning (R-6 or Years 7-12)
  - Subject specific enquiries should be addressed to the appropriate Learning Area Coordinator (Years 7-12)
  - Pastoral care enquiries should be addressed to a student's Class (R-6)/Pastoral Care (7-12) Teacher
  - Serious pastoral concerns can also be directed to the Senior Leader (R-6) or Director of Students (7-12)
  - The Head of Campus (Primary), Deputy Principal or Principal may become involved following the initial management of the issue by the people mentioned above or in matters impacting the College reputation, a student's continued enrolment or a matter they consider warrants their involvement
- When seeking to arrange a meeting parents/guardians should make a formal appointment for either a telephone meeting or a face to face meeting.

- Appointments can be made by telephoning the College office on 8447 0500 or via email. We will endeavour to arrange meetings within 3 school days of receiving a request.
- If a parent is dissatisfied with the response of a staff member, they should request an appointment with the Head of Campus (Primary) or Deputy Principal (7-12) as appropriate.

#### Courteous and Respectful Behaviour

- Mount Carmel College's staff endeavour to be courteous and respectful with our students, parents/guardians and our wider community. We also expect students, parents/guardians and others to be courteous and respectful with our staff, and to set an example for their children.

#### Complaints

If a parent/guardian is dissatisfied with the conduct of a staff member, they may lodge a formal complaint which will be dealt with in accordance with our Grievance Procedures which are available on our website.

#### Emergencies

Normally, a parent should not communicate with their child during school hours. In the event of an emergency, parents/guardians are requested to contact the school office, advise them of the nature of the emergency and staff members will facilitate communications with their child.

#### Work, Health & Safety

In the event of any emergency or serious safety concern which falls under the broad area of Work Health & Safety, College staff will be in touch with parents/guardians, which may be via an email or text message for large scale communication, and for smaller numbers, a phone call may be used.

## 22. Privacy Policy

Mount Carmel College adopts the Archdiocese of Adelaide Privacy Policy in its entirety. See the section on SACCS Policies for the link.