

Title	Resources in Schools Policy
Description of policy	Outlines principles for selecting resources to support learning in Catholic schools, and processes for reviewing resources on request.
Required because	CECG schools select resources to support the school's Catholic ethos and curriculum, informed by the values of Catholic Social Teaching, and receive questions or complaints about resources from time to time.
Description of changes	<ul style="list-style-type: none"> Expanded the policy from only multimedia resources to all resources in schools. Clarified the responsibility for selecting resources (section 3). Clarified the process for notifying families (paragraphs 4.2-4.4 in place of notifying if resources 'could be controversial') Clarified the process for reviewing resources upon request, including an optional Request to Reconsider a School Resource form (based on the Australian Library and Information Association template). Replaces the Multimedia Usage in Schools Policy.
Applies to	<input type="checkbox"/> Organisation-wide <input checked="" type="checkbox"/> Specific: Schools <input checked="" type="checkbox"/> Staff only <input type="checkbox"/> Students only <input type="checkbox"/> Staff and students
Status	<input type="checkbox"/> New <input type="checkbox"/> Major revision of existing document <input checked="" type="checkbox"/> Minor revision of existing document

Publication location	Intranet and Public Website
Related documents	Request to Reconsider a School Resource Curriculum Policy Operational Guide to Gender and Sexuality
Intranet category	Teaching and Learning
Review date	September 2025
Trim reference number	R454048

Approval authority for this version:	Director
Approval date:	
Accountable authority	Deputy Director
Responsible officer	Teaching and Learning Officer

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1. Summary

- 1.1 The Catholic school aims to help students integrate culture, faith and life. Curriculum and the religious life of a Catholic school begins with the vision of the human person in the Christian tradition as proclaimed by the Catholic Church. Underlying this approach are values that are enhanced and integrated by a Christian understanding of life centred in Jesus Christ. These values inform the use of various resources. Therefore, careful selection of resources is important in the Catholic school.
- 1.2 Teachers select a range of resources in teaching, learning programs, and the religious life of the school. The purpose of the Policy is to:
 - Provide advice on appropriate procedures for use of resources in schools.
 - Provide schools with clear advice and a framework for their duty of care in this area.
 - Ensure that the curriculum purpose for which resources are used is clearly established.
 - Identify Commonwealth, State and Territory laws and regulations for resources.

2. Resources in Schools Policy

- 2.1 In determining which resources can be used in a Catholic school, the overriding principle is that materials are selected according to the Catholic ethos of the school and are consistent with Catholic teaching, in line with duty of care and the educational objectives of the curriculum.
- 2.2 Consideration will be given to selecting materials suitable to the level of the intellectual, spiritual, emotional and social development of the students in line with the values and ethos of the Catholic school.
- 2.3 When selecting resources, teachers will consider students' individual differences of culture, gender, special learning needs and socio-economic background.
- 2.4 Students will be offered a range of resources that supports them in developing a critical understanding of the diversity of beliefs and values found in society and in human experiences. Some resources will be selected that will enable the student, with assistance, to challenge dominant ideas, particularly stereotypes and models of human behaviour.
- 2.5 Schools will be sensitive to the use of resources that deal with controversial topics or challenging situations and carefully consider the suitability of such resources.
- 2.6 Resources selected will be stimulating, adaptable and have appropriate language and visual quality. Students' learning outcomes will guide the selection of resources.
- 2.7 School leaders will be mindful of the general parental views and the community standards of the school when selecting resources.
- 2.8 School leaders will be diligent in resisting the inclusion of political lobbying, ideological postures, organisations and movements at odds with the school's mission, along with their language and symbols. For the good of the whole community, sometimes a school principal will respectfully decline the involvement of such movements or organisations in the life of their Catholic school.
- 2.9 CECG acknowledges the right of parents to request that their children are not exposed to certain resources.

- 2.10 Resources that contain gratuitous or extreme violence or pornographic material have no place in the Catholic school and are not to be used.

3. Roles and Responsibilities

- 3.1 Principals are ultimately responsible for resources in schools, including:
- Ensuring teachers select resources that support the curriculum and Catholic teaching,
 - Ensuring resources are appropriate,
 - Managing review processes, and
 - Ensuring the school has effective communication to notify families about resources where appropriate.
- 3.2 Teachers are responsible for selecting resources for their classes, in collaboration with curriculum leadership.
- 3.3 Library staff are responsible for selecting resources for school library collections, for reading pleasure and supporting school wide teaching and learning, in collaboration with teachers and curriculum leadership.

4. Notifying families of resource content

- 4.1 Schools select resources appropriate to the intellectual, spiritual, emotional and social development of the students. It may be appropriate to notify families if teachers/library staff consider, or resource classifications indicate, that parental guidance is required.

Film and television resources

- 4.2 Film and television resources are assigned age classifications (Appendix 1). The Principal (or delegate) will write to parents to notify them of any proposed use of:
- PG resources for students under 15 years.
 - Resources the school considers parents should be informed of in advance.

Print and other resources

- 4.3 Print and other resources are not assigned the same classification range as film and television resources but may have equivalent ratings (for example, General Fiction, Young Adult, and Senior Fiction for books).
- 4.4 The Principal (or delegate) will write to parents to notify them of any proposed use of:
- Resources outside the recommended age range (if one exists).
 - Resources the school considers parents should be informed of in advance.
- 4.5 If concerns are raised about the use of notified resources, it may be appropriate not to use the resource until the issue is resolved through the processes for reviewing school resources.

5. Reviewing School Resources

- 5.1 The Principal (or delegate) has discretion to review any resources used in the school and determine what is appropriate to support the curriculum, co-curricular activities, and religious life of the school.
- 5.2 If a member of the school community raises a concern about the use of a resource, the following procedures should be implemented as needed:

- The person expressing the concern should be invited to discuss the resource with the teacher/library staff and indicate the nature of their concern.
 - If necessary, the responsible teacher or library staff will discuss the situation with the Principal (or curriculum leadership) before proceeding further.
 - If requested, the resource will be made available to the person expressing the concern. If it is impractical to provide the resource itself, a description may be provided.
- If, after discussion with the teacher/library staff, the matter remains unresolved, the person expressing the concern may be invited to put their concern in writing. CECG recommends the [Request to Reconsider a School Resource](#), modelled on the Australian Library and Information Association template.
- The Principal (or delegate) will consider the resource and concern. In achieving resolution the following solutions need to be considered:
 - Retaining the resource with explanation of the choice.
 - Relocating the resource to a more appropriate age level.
 - Removing the resource from the school.

6. Definitions

- 6.1 **Resources:** Materials and activities to support the curriculum, and co-curricular and religious learning.

7. Related Documents and Legislation

- 7.1 Related CECG Documents:

- [Request to Reconsider a School Resource](#)
- [Curriculum Policy](#)
- [Operational Guide to Gender and Sexuality](#)

- 7.2 Related legislation or standards:

- [Australian Classification categories](#)

8. Contact

- 8.1 For support or further questions relating to this policy, contact the CECG Teaching and Learning Team.

9. Appendix 1 – Film and Television Classifications

Rating	Long name	Description
G	GENERAL	Suitable for all ages.
PG	PARENTAL GUIDANCE	Parental guidance recommended for persons under 15 years.
M15+	MATURE	Recommended for mature audiences 15 years and over.
The Classification Codes listed above are advisory categories.		
MA15+	MATURE ACCOMPANIED	Restrictions apply to persons under the age of 15. Children under fifteen cannot see MA films unless in the company of a parent or adult guardian.
The Classification Code listed above is a legally restricted category, which prohibits the use of material with a specified age group. Such materials may be acceptable for senior secondary students subject to procedures outlined in the policy.		
R18+	RESTRICTED	Restricted to adults 18 years and over.
X18+	RESTRICTED	Contains Consensual Sexuality Explicit
The Classification Codes R18+ and X18+ are legally restricted special categories and are never to be used in a Catholic school.		