



Catholic Education
Diocese of Rockhampton

Code of Conduct

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This Code of Conduct applies to all Catholic Education - Diocese of Rockhampton employees contracted on a temporary, casual, fixed term, or continuing basis.

1.0 INTRODUCTION

1.1 Purpose

This Code of Conduct clarifies and affirms the standards of behavior that are expected of employees of Catholic Education - Diocese of Rockhampton in the performance of their duties.

This Code of Conduct is designed to achieve two important purposes. First, it meets Catholic Education - Diocese of Rockhampton's legal obligation to provide a Code of Conduct for all employees under the Student Protection Risk Management Strategy as detailed in the ***Commission for Children and Young People & Child Guardian Act 2000***. Second, in light of this particular Act and advice contained in recent industrial case law, the Code of Conduct aims to help all employees understand and fulfill their legal and professional responsibilities in achieving a safe and supportive workplace environment.

In this way, this Code of Conduct clarifies and affirms the standards of behaviour which are expected of employees of Catholic Education in the performance of their duties.

1.2 Applicability

This Code of Conduct (hereafter referred to as Code) applies to all Catholic Education - Diocese of Rockhampton employees contracted on a temporary, casual, fixed term, or continuing basis. Volunteers and students should refer to the ***Volunteer Code of Conduct*** and Student Code of Conduct (developed by individual schools/colleges) respectively.

1.2.1 When Does the Code Apply?

The requirements of the Code apply at all times whilst a contract of employment with Catholic Education exists.

The following documents also apply to the expectations for staff:

- Catholic Education's ***Student Protection Policy and Student Protection Processes***;
- Catholic Education's ***Integrity in Relationships*** brochure;
- Catholic Education's ***Statement of Principles for Employment in a Catholic School***;
- Catholic Education's Policy, Procedures and Guidelines for the ***Prevention and Elimination of Abuse, Bullying and Harassment***;
- and other relevant documents as developed and implemented (see Appendix A).

School-based employees should note that the Code and the above mentioned documents apply whilst escorting/supervising students on camps, excursions, and tours within or outside Australia.

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1.3 Context

Catholic Education - Diocese of Rockhampton unequivocally commits to fostering the dignity, self-esteem and integrity of every person. To meet this commitment this Code has been developed in consultation with relevant parties. The provision of a safe and supportive environment is integral to ensuring that all children and young people entrusted to our care are to be affirmed in their dignity and worth as a person. This safe and supportive environment must also be provided for all who work in our schools.

Catholic Education - Diocese of Rockhampton believes that children and young people should develop skills in building positive relationships based on those modelled by our employees.

Catholic Education – Diocese of Rockhampton fully endorses the view that a large part of what children and young people learn comes from their observation of others. Hence, in the crucial area of learning how to develop positive interpersonal relationships and social skills, children and young people require suitable role models.

1.4 Vision

Each Catholic community, organisation and individual collaboratively engaged in the educational ministry of the Church in the Diocese of Rockhampton is called to embrace the Diocesan Vision as developed by our Bishop:

***As a community of believers,
We live out the call to Baptism
Through personal faith in Jesus,
Witnessing together
to the Good News of the Kingdom.***

1.5 Clarification of the Code

If there is any conflict between this Code and applicable legislation, the legislation will prevail. If an employee is in doubt about the interpretation of this Code then the matter should be discussed with the principal or the Assistant Director: Schools for the region. If this matter cannot be clarified at a local level, the matter may be referred to the Diocesan Director Catholic Education.

Should you have any questions or concerns about the interpretation of this Code please email the Assistant Director: Schools for your region.

1.6 Breaches of the Code

Catholic Education - Diocese of Rockhampton employees hold special positions of trust, and therefore must be accountable for their actions. Conduct which is contrary to this Code may amount to professional misconduct which will be dealt with in accordance with Catholic Education - Diocese of Rockhampton's ***Employee Misconduct Process***.

Catholic Education – Diocese of Rockhampton is committed to the principles of fairness and natural justice. A determination regarding outcomes for an alleged breach of the Code by an employee is ultimately determined by an examination of all the circumstances, including the explanation of the employee for the alleged breach.

Should you have any concerns about possible breaches of this Code, you should speak to your principal or your direct supervisor. Should you not be able to do so, assistance can be sought by contacting the Assistant Director: Schools for your region or the Diocesan Director Catholic Education.

1.7 Review of the Code

To maintain the currency and value of this Code it will be reviewed and updated as necessary.

2.0 OVERVIEW OF GENERAL COMMITMENTS

Each employee has an indispensable role to play in contributing to Catholic education. It is required of all staff members employed in Catholic education that they:

- recognise and accept that the Catholic school is more than an educative institution as it is a key part of the Church, an integral element of the Church's mission;
- be qualified for the position and meet all registration, accreditation and other requirements of the State and Church;
- be committed to participation in regular on-going professional development;
- accept and support the Catholic educational philosophy, policy and practices of the school;
- develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their areas of responsibility;
- strive by their service, performance of duties and personal example to inculcate in students an appreciation and acceptance of Christian teaching and values;
- avoid, whether by word, action or known lifestyle, any influence upon students that is contrary to the teaching and values of the Church community in whose name they act;
- be committed and loyal to the educational, religious and social values of Catholic Education in the Diocese of Rockhampton;
- witness to the students and community God's nurturing and all-inclusive love for every human person by sensitivity, reverence and respect;
- behave honestly and with integrity in the course of their employment;

- act with care, compassion and diligence in the course of their employment;
- behave and dress appropriately for their professional role;
- comply with all applicable Australian Laws. For this purpose, Australian Law means:
 - Any Act or any instrument made under an Act; or
 - Any law of a State or Territory, including any instrument made under such a law including:
 - mandatory reporting of sexual abuse, suspected sexual abuse or likely sexual abuse of a current student by another person (*Education (General Provisions) Act 2006 (ss366, 366A; Regulation s.10(2)and s.(10(5))*)
 - mandatory reporting by registered teachers a suspicion that a child has suffered, is suffering or may suffer significant harm caused by physical or sexual abuse and may not have a parent willing and able to protect them (*Child Protection Act 1999 (s.13E)*)
 - mandatory reporting by teachers to the Queensland College of Teachers if they are charged with, or convicted of, a criminal offence (*Education (Queensland College of Teachers) Act 2005 (s.68-69)*)
- ensure that matters of duty of care are afforded the highest attention (including punctuality to classes, supervision and yard duty);
- ensure that personal use of alcohol and prescribed drugs does not interfere with the proper performance of the employee's duties. There is a zero tolerance for illegal drugs.
- adhere to other relevant professional Codes of Conduct where applicable (including those published by the Queensland College of Teachers and other relevant professional bodies) and Catholic Education – Diocese of Rockhampton's policies and procedures;
- avoid any form of unlawful discrimination, for example, on grounds such as gender, race, and religion.

3.0 PROFESSIONAL RESPONSIBILITIES OF EMPLOYEES

In performing their duties it is expected that all employees will support the core values of Catholic Education, as outlined in the document titled *Statement of Principles for Employment in Catholic Schools*. In doing so, they will avoid by word or action, any influence upon students that is contrary to the teachings and values expressed by the Catholic Church in whose name they act.

Employees have a responsibility to meet the high standards of professional and ethical behaviour required by the employer when interacting with students, their families and the Catholic and wider community.

Employees undertake their responsibilities within the framework of the law and lawful and reasonable instructions from their employer. Employees must comply with legislative and

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industrial requirements, with this Code and any policies and procedures that are implemented by Catholic Education - Diocese of Rockhampton.

Employees owe a duty of care to students. This duty of care is to take reasonable steps to protect students from a reasonably foreseeable risk of injury. This duty applies equally to school/college based activities and out of school/college activities involving the school/college.

4.0 RESPONSIBILITIES OF EMPLOYEES TO THE EMPLOYER

In relation to their employer, employees have a responsibility to:

- Act with integrity at all times;
- Be truthful when making statements about qualifications and competencies;
- Disclose all relevant information and materials when making an application to an employer;
- Comply with any lawful and reasonable direction given by someone in the employee's agency (e.g. school/college) who has authority to give the direction;
- Maintain appropriate confidentiality about dealings that the employee has in the scope of their work for Catholic Education - Diocese of Rockhampton;
- Use all Catholic Education resources and equipment in a proper manner and for legitimate organisational purposes;
- Refrain from providing false or misleading information in response to a request for information that is made for official purposes in connection with the employee's employment in Catholic Education - Diocese of Rockhampton;
- Comply with any other conduct requirements that are prescribed within other policies, procedures and regulations of Catholic Education including;
 - Catholic Education's *ICT Code of Conduct – Staff*
 - Catholic Education's *Policy, Procedures and Guidelines for the Prevention and Elimination of Abuse, Bullying and Harassment*
 - Catholic Education's *Workplace Health and Safety Policy*
 - Catholic Education's *Student Protection Policy and Student Protection Processes*
 - Catholic Education's *Integrity in Relationships brochure*
- Ensure that private affairs and/or interests are not in conflict with professional duties and responsibilities or result in a perception that a conflict of interest exists and are appropriately disclosed to the employer. In order to ensure the above employees should consider the *Conflict of Interest Disclosure Procedure*;
- Observe contractual commitments;

- Respect the proper administrative authority of Catholic Education - Diocese of Rockhampton;
- Ensure criticism or complaints are made through the correct grievance mechanisms.

5.0 RESPONSIBILITIES TO PARENTS/GUARDIANS AND FAMILIES OF STUDENTS

In relation to parents/guardians and families, Catholic Education employees have a responsibility to:

Establish a relationship based on courtesy, mutual trust and open communication

- negotiate constructively to achieve the best possible outcome for students;
- engage parents through developing partnerships;
- consider parents' perspectives regarding the education of their children;
- ensure parents understand relevant rules, regulations, and procedures that affect their children and themselves.

Respect family privacy and treat information with an appropriate level of confidentiality

- maintain confidentiality of information unless disclosure serves a compelling professional purpose or is required by law, or unless the personal safety of a student or employee is at risk

Respect parents' and guardians' rights of inquiry, consultation and information with regard to their children

- use professional honesty and discretion in presenting facts regarding the educational development of their children;
- share general knowledge of child development;
- be sensitive to legal implications of differing family structures.

Respect the uniqueness and characteristics of each student's family background

- respect cultural diversity;
- consider the family perspective;
- respect family values and opinions while enabling students to examine a variety of viewpoints.

6.0 STAFF BEHAVIOURIAL STANDARDS

As people working in the name of the Church, members of staff are not only in a legal relationship but are also in a pastoral relationship with students of the school. They are also in a pastoral relationship with other people where their roles as staff members require them to assist with supervision, education, counseling, medical care etc.

Staff are required to uphold the following principles in their interactions with each other, students, their families and the wider school community.

- 1. Staff in Catholic Schools witness to the students and community of God's nurturing and all-inclusive love for every human person by sensitivity, reverence and respect.**
- 2. Staff are in a special position of trust and authority in relation to students and have a special responsibility to care for students, to promote their welfare and to protect them from any form of harm.**
- 3. Students and others in Catholic school communities have a right to expect that staff members will exhibit a strong respect for the emotional and physical boundaries which are appropriate and fundamental to their pastoral relationships.**

Behavioural Standards that follow from these principles are:

- treating everyone with dignity and respect;
- respecting the physical and personal space of others, especially with regard to physical contact;
- respecting the reputation and integrity of others and treating personal information with sensitivity and appropriate confidentiality;
- taking action where it is seen that inappropriate behaviour impinges on the rights or dignity of others;
- ensuring that all people are treated fairly;
- applying the principles of justice, fairness and compassion in dealing with behaviour management issues;
- honouring the differences among people (eg in ethnicity, religion, age, ability, gender, sexual orientation and economic circumstances);
- seeking to resolve conflicts peacefully rather than by unjust use of power;
- exercising caution in the use of status or power and not using them for self-advantage or self-gratification;
- encouraging the growth of personal freedom and responsibility, in particular avoiding the possible exploitation of others;
- being aware of possible inequalities and risks that might accompany a personal relationship where a pastoral/professional relationship is involved;
- accepting responsibility for the establishment and maintenance of appropriate professional and pastoral boundaries;

- being familiar with the causes and signs of child harm, abuse or neglect, the steps to be taken for the protection of students, and the procedures to follow if harm, abuse or neglect is suspected or observed;
- reflecting on the quality of pastoral and professional relationships established by the individual and by others.

6.1 Interactions with students

It is expected that employees will be caring, compassionate adults who take an interest in their students and who set appropriate boundaries within those employee-student relationships.

Employees must be aware that their interactions with students are based on a trusting relationship arising from the nature of the work, and that those relationships are open to scrutiny.

Employees must always treat students with respect. There is no place for sarcasm, derogatory remarks, offensive comments or any other inappropriate conduct that may result in emotional distress or psychological harm to a student.

Behaviour that may cause psychological harm to a student includes:

- targeted and sustained criticism, belittling or teasing;
- excessive or unreasonable demands;
- hostility, verbal abuse, rejection or scape-goating;
- using inappropriate locations or social isolation, outside of the school's behaviour support policy, as punishment.

Employees must always treat students in a consistent manner without inappropriate familiarity or spending 'special time' with a student.

Some indicative behaviours that may suggest a student is not being treated in a consistent manner could include:

- giving gifts to a child (for example, giving a birthday gift to a particular student when this is not the practice with other students, or asking the student to keep the gift a secret from others);
- showing special favours;
- allowing a student to over-step rules, except where it is clearly articulated in a student's Individual Education Plan or Individual Behaviour Management Plan;
- sharing secrets with a student;
- inconsistent consequences or allowances.

Employees must be conscious that their position places extra obligations on them and they should exercise discretion and caution if and when engaging in social activities with students outside of school. Employees are to seek guidance from their Principal if a personal relationship exists with a student's family. In schools where there are many relationships between employees and students' families, the Principal may wish to give a general directive to employees at the beginning of each school year.

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Examples of when employees are to seek guidance from their Principal include:

- visiting students at their home;
- inviting students to visit the employee's home;
- making telephone calls of a personal nature to students;
- sending emails of a personal nature to students;
- sending sms (text) messages to students.

When congratulating a student, a consistent approach should be used in line with school practice. Employees must be conscious that their actions, particularly physical gestures, may be open to scrutiny by others. Employees are required to develop and exercise prudent judgment and sensitivity regarding appropriate physical interactions with students.

Employees should, whenever possible, endeavour not to drive a student in their car unless they have specific permission, and do so in accordance with school policy/procedures. In the event of an emergency, employees should attempt to obtain parental consent and also report the matter to the Principal, where possible prior to the journey commencing.

Employees engaging in tutoring or coaching on a voluntary basis outside of school hours must do so in accordance with school policy/guidelines. Employees should be aware that student protection issues may arise in these circumstances and should continue to follow their obligations under this Code. Employees should avoid, as far as possible, situations where they are alone with a student. In the conduct of their professional duties, employees may be required to work in a one to one situation with a student. In such situations employees must follow the school's policy and procedure.

When responsible for a single student, an employee should:

- have previously discussed arrangements with the Principal;
- maintain visibility into a room;
- where possible, interact with the student in an area open to observation.

Employees must not, under any circumstances, engage in intimate and/or sexual relationships with a student or engage in any conduct of a sexual nature with a student, even if the student is 18 years of age or older enrolled in a Diocesan Catholic school. It is irrelevant whether the relationship is heterosexual or homosexual, consensual or non-consensual or condoned by parents or caregivers.

Improper conduct of a sexual nature by an employee with a student includes sexual intercourse and any other form of sexual misconduct.

Sexual misconduct includes, but is not limited to, the examples below:

- obscene language of a sexual nature;
- suggestive remarks or actions;
- jokes of a sexual nature;
- obscene gestures;
- unwarranted and inappropriate touching;

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- sexual exhibitionism;
- undressing in front of students;
- personal correspondence with students in respect of the employee's sexual feelings for the student;
- deliberate exposure of students to sexual behaviour of others, other than in the case of prescribed curriculum materials in which sexual themes are contextual;
- possession, distribution or display of pornography;
- electronic transmission of messages or files which are sexually explicit, offensive or contain inappropriate jokes;
- sending sms (text) messages which are sexually explicit, offensive or contain inappropriate jokes.

Employees in their pastoral care role must be cautious of the content and context of their discussions with students.

Employees must exercise caution when:

- making personal comments about a student;
- asking questions that probe a student's sexuality or personal relationships;
- discussing personal details of lifestyle of self or others;
- disclosing their personal contact details to students.

Employees must not:

- discuss with a student matters of a sexual nature relating to themselves or any other person.

Should any student engage, or attempt to engage, in inappropriate behaviour of a sexual nature with an employee, then immediate steps must be taken to discourage the student and the matter must be immediately reported to the Principal.

Employees must notify the Principal immediately should they suspect a situation involving any form of risk of harm to students. Employees must also be aware of individual mandatory reporting requirements under the *Education (General Provisions) Act 2006, Child Protection Act 1999* and Catholic Education's Student Protection Processes. It is not the responsibility of employees to investigate allegations or suspicions of a student protection nature. (see *Student Protection Processes* for reporting requirements).

6.1.1 Essential Behaviours

Staff must accept responsibility for the establishment and maintenance of appropriate pastoral relationships including their use of technology in relation to these relationships.

To safeguard integrity and to preserve clarity of sexual and professional boundaries it is essential that members of staff:

- Report any perceived breaches of professional conduct to the Principal or the Diocesan Director Catholic Education;

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- Avoid any behaviour that could be reasonably interpreted as harassment, inappropriate or harmful;
- Ensure, whenever reasonably possible, that another adult is present or close by when working in a one-to-one situation with a student, and avoid providing pastoral care or individual tuition in situations where students are or may feel isolated;
- Avoid, whenever reasonably possible, being alone with a student or students in sleeping, dressing, or bathing areas;
- Take particular care to respect personal space eg when supervising the sleeping quarters of students;
- Never supply or serve alcohol or any prohibited substance to a student;
- Never supply or serve any controlled substance to a student without the express permission of a parent or guardian;
- Never administer corporal punishment to students;
- Ensure that language or actions (including that utilising technology) cannot be reasonably interpreted as sexualising a pastoral relationship;
- Seek professional advice and review of pastoral relationships when there is any sense the relationship is uncomfortable, dysfunctional or unproductive;
- Never ridicule, demean or intimidate a student or threaten their sense of personal space.

These essential behaviours (not considered to be an exhaustive list) must be observed in all relationships between staff and students (even if students are 18 years of age or older) enrolled in Diocesan Catholic schools. If any of these behaviours are breached staff may be liable to criminal, employment and professional penalties.

Any employee who has concerns or questions about perceived or actual contraventions of any of these boundaries set out in this Code, whether by themselves or colleagues, should not hesitate to speak to their Principal, direct supervisor or others for guidance. Notification of any possible contraventions is essential given the duty of care owed to students within the school environment. In addition, all employees are to notify any allegation of student harm of which they become aware in accordance with current legislation and Catholic Education - Diocese of Rockhampton's *Student Protection Processes*.

6.1.2 Student management

Student behaviour support practices in Catholic schools aim to facilitate the development and experience of responsible self-discipline amongst students and to promote the wellbeing, safety and effective management of the school community.

It is the responsibility of each employee to develop effective, consistent and appropriate management strategies in day to day interactions with students as a preventative system of behaviour support. These strategies should include a clear, consistent and graded method of dealing with inappropriate behaviours and should be developed in accordance with the school's student behaviour support policy. It is the responsibility of each employee to be familiar with these policies.

As a general rule, employees will use their own management strategies in their initial dealings with students. However, students who display recurrent challenging behaviours, particularly

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unsafe behaviours should be referred to the appropriate person in line with the school's/college's policy and procedures.

All employees should be aware that corporal punishment is prohibited. Corporal punishment involves the application of physical force to punish or correct a student unless that physical contact is reasonable and necessary for the protection of any person.

Unacceptable student management practices include, but are not limited to, the following examples:

- any form of corporal punishment
- using an object, such as a ruler, book, duster, chalk or whiteboard marker to gain a child's attention in a hostile or an inappropriate physical manner;
- restraining a student for any purpose other than a student's actions causing imminent harm to self or others;
- hitting or kicking a student;
- holding a student (other than for the circumstances outlined in Section 6.1.3);
- pushing, pulling, shoving, grabbing, pinching or poking a student;
- piggybacking;
- wrestling;
- lap sitting;
- tickling;
- shaking or throwing a student;
- intimidating a student;
- swearing at a student;
- using sarcasm to humiliate;
- locking a student in a confined space;
- refusing biological necessities as a means of punishment eg food, drink, water, toilet, air etc;
- applying painful or noxious conditions;
- criticising a student rather than the student's actions;
- practices which instill fear or using fear as a means of controlling a student;
- practices which cause a student to feel alienated;
- exposing a student to material that contains adult concepts or themes that are inappropriate to the student's age or curriculum expectations;
- the use of psychotropic medication to manage a student's behaviour, as opposed to treatment for a diagnosed condition.

6.1.3 Physical contact with students

When physical contact with a student is a necessary part of the teaching/learning experience, employees must exercise caution to ensure that the contact is appropriate and acceptable for the duty to be performed. However the student's age and developmental status must be taken into account at all times.

Examples of situations in which physical contact with a student may be appropriate include;

- assessing a student who is injured or ill may necessitate touching. An employee should advise the student of what they intend to do and, where possible, seek the student's consent;
- teaching sport, music and other activities may require the physical handling of a student to demonstrate a particular action or skill.
- Physical contact with students which may be appropriate includes:
 - comforting a distressed student;
 - guiding a student in a non-threatening manner;
 - tapping a student on the shoulder to gain his/her attention after verbal requests were unsuccessful; and
 - protecting a student from imminent danger to himself/herself or to others.

The physical contact referred to above is only acceptable if the contact was reasonable for the purpose of behaviour support, management or care of the student. The contact must also be appropriate given the age, maturity, health or other characteristics of the student. Physical contact with a student should be consistent with any behaviour plan in place for that student.

Physical interventions (including physical restraints, removals or escorts) to contain and/or control the behaviour of students should only be employed as measures of last resort to ensure safety and protection. The use of physical intervention is restricted to occasions when the student, other students, employees or others are being harmed or are in imminent danger of being harmed. Only such forces as is reasonably necessary in the circumstance is permitted.

Some examples of when it may be appropriate to use physical intervention as a last resort include:

- a student attacking an employee;
- a student attacking another student;
- students physically fighting;
- a student causing, or at risk of causing, injury to self or others;
- a student misusing dangerous materials, substances or objects where it is likely that this will cause imminent harm.

As any physical intervention involves some risk of injury to the student or employee, employees must weigh this risk against the risks involved in failing to physically intervene when it may be warranted. All employees using physical interventions are responsible and accountable for the manner in which they exercise that authority.

6.2 Interactions with colleagues

In relation to colleagues, employees have a responsibility to:

- Build an atmosphere of trust, mutual respect and candour;

- Recognise and respect the individual potential and talents of colleagues irrespective of race, gender, age, religion, etc;
- Encourage openness and tolerance among colleagues;
- Use constructive methods of resolving any conflict which may arise;
- Observe the principles of justice in dealing with any complaints against colleagues;
- Avoid behaviours which might reasonably be perceived as abuse, harm, harassment, bullying or intimidation in accordance with Catholic Education Diocese of Rockhampton's *Policy, Procedures and Guidelines for the Prevention and Elimination of Abuse, Bullying and Harassment*; foster unity, harmony and cooperation in working relationships;
- Respect the ethical professional practice of colleagues in other settings.

In accordance with Catholic Education - Diocese of Rockhampton's *Policy, Procedures and Guidelines for the Prevention and Elimination of Abuse, Bullying and Harassment*, employees are reminded that sexual harassment is considered to be an unacceptable form of behaviour.

7.0 DUTY OF CARE

Catholic Education – Rockhampton owes a duty of care to its employees and students. It is expected that all employees contribute towards the fulfillment of this legal duty. Such a duty includes providing and maintaining a safe and healthy work environment; ensuring safe systems of work; and providing information, instruction, training and supervision to ensure health and safety.

Employees will exercise with diligence, the duty of care that they owe to students. In addition to this, employees are expected to take all reasonable steps to protect students from risk of harm. This may require making formal notifications/reports to government agencies as well as referring matters of concern to relevant personnel within Catholic Education - Diocese of Rockhampton.

Employees are expected to cooperate with Catholic Education - Diocese of Rockhampton to maintain a workplace environment that is positive, open and healthy for members of the school community. Each employee has a significant role to play in achieving and maintaining this objective. It is expected that any matters that threaten the fulfillment of this objective are reported to the employee's direct supervisor.

The supervisory role of employees is aimed at enhancing a student's educational opportunities, building self-esteem, and ensuring students are safe and supported. Whilst in a supervisory role, the employee has an obligation to fulfill duty of care requirements, including timely and accurate marking of rolls and / or attendance records.

Employees must comply with the arrangements for student supervision put in place by the school/college for all activities where the student is under the care and control of an employee. Playground supervision is an integral part of this responsibility. Employees must actively supervise their designated area, be vigilant and constantly mobile. Punctuality is an essential element of this compliance.

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Employees should be alert to bullying or any other form of harassment or discriminatory behaviour, and act on and report incidents in accordance with the Catholic Education - Diocese of Rockhampton's *Prevention and Elimination of Abuse, Bullying and Harassment* policy. Unwell or injured students should be attended to by the supervising employee. Should additional assistance be required employees should contact the first aid officer.

Attention to the personal care needs of a student should be undertaken in accordance with the school/college's policy and procedure and individual management plan, if one exists. Employees should remain with students at after school activities in accordance with school policy.

8.0 RISK MANAGEMENT

All employees should be aware of risks that arise in the workplace and where possible to take steps to eliminate the risk and if this is not possible to then minimise the risk. Employees also need to appreciate that Catholic Education - Diocese of Rockhampton school/college, in exercising its duty of care for students and employees, may from time to time require an employee to conduct a risk assessment, having regard to the welfare of all.

9.0 DRUGS, ALCOHOL AND TOBACCO

9.1 General

Employees experiencing difficulties in relation to alcohol, tobacco or other drugs are encouraged to access the *Employee Assistance Program (ACCESS)* or other personnel for assistance.

Employees with concerns about the health and welfare of colleagues or the safety of others should take their concerns to their Principal or immediate supervisor.

9.2 Drugs

Employees must not give or otherwise provide students or other staff with drugs that are illegal to possess or distribute. Employees should not encourage or condone the use of such drugs.

Employees must not be under the influence of drugs that are illegal to possess or distribute in the workplace.

Employees should only assist students to take dispensed medicine (prescription medication) in accordance with Catholic Education - Diocese of Rockhampton's *Guidelines Administration of Medication to Students*.

9.3 Alcohol

Employees must not give or otherwise provide students with alcohol. Employees must not encourage or condone the use of alcohol by students.

Employees must not consume or be under the influence of alcohol in any circumstance where they are responsible for students. This includes outside school hours supervision of students on field trips, camps or excursions and other school organised activities.

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All alcohol present on school grounds must be approved by the Principal and contained within a secure location which is not accessible by students. Such locations should be lockable and only accessible to authorised personnel.

9.4 Tobacco

Employees must not give or otherwise provide students with tobacco or tobacco products. Employees must not encourage or condone the use of tobacco or tobacco products by students.

Employees are not permitted to smoke on Catholic Education - Diocese of Rockhampton's school/college grounds and need to comply with relevant State legislation.

10.0 SEXUAL HARASSMENT AND BULLYING, AND DISCRIMINATION

10.1 Sexual Harassment and Bullying

Sexual harassment is unlawful and will not be condoned within Catholic Education - Diocese of Rockhampton. Employees shall not engage in sexual harassment.

All staff, students and anyone else involved with the Catholic Education has the right to partake in an environment that is free from intimidation, threat, humiliation and workplace harassment.

Employees should familiarise themselves with Catholic Education's *Policy, Procedures and Guidelines for the Prevention and Elimination of Abuse, Bullying and Harassment*.

10.2 Discrimination

Employees must not unlawfully discriminate against any person. Except where exempted by law (*refer to the Anti-Discrimination Act 1991*), it is unlawful to directly or indirectly discriminate against a person on the basis of the following attributes:

- gender
- relationship status
- pregnancy
- parental status
- breastfeeding
- age
- race
- impairment
- religious belief or religious activity
- political belief or activity
- trade union activity
- lawful sexual activity
- gender identity
- sexuality
- family responsibilities
- association with, or relation to, a person identified on the basis of any of the above attributes

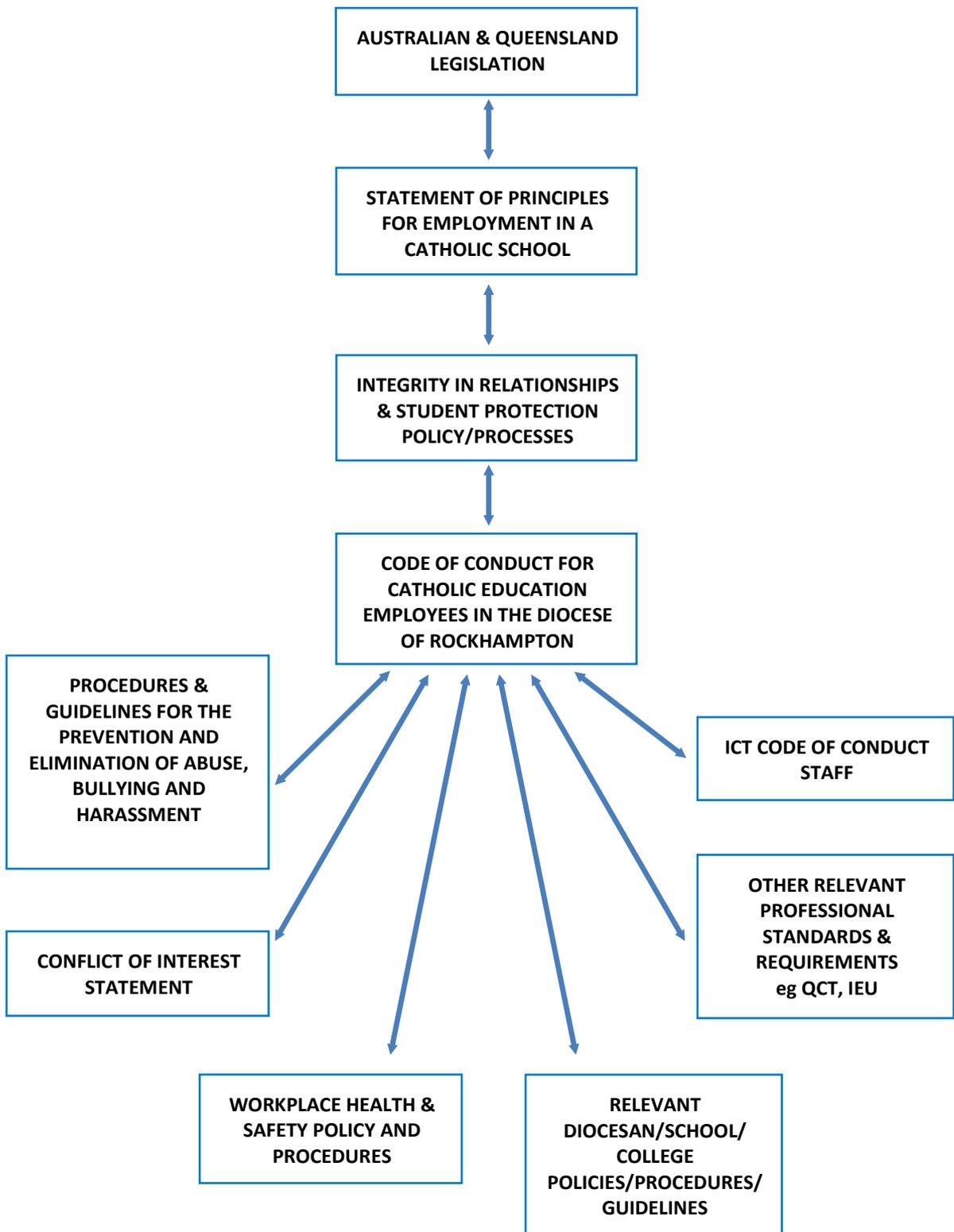
11.0 MAINTAINING KNOWLEDGE

Catholic Education - Diocese of Rockhampton employees should strive to maintain a current understanding of the law, professional ethics, delegations, policies and procedures and other codes of practice to a standard that enables them to competently perform their work duties. The law will prevail over a policy to the extent of any conflict.

Catholic Education - Diocese of Rockhampton employees must take responsibility for developing their skills and knowledge, remaining abreast of advances and changes within their work area, and fields of expertise. Leadership must provide fair and equitable access to training for employees and assist Catholic Education in meeting objectives.

DOCUMENTS RELATING TO EMPLOYEES WITHIN CATHOLIC EDUCATION IN THE DIOCESE OF ROCKHAMPTON

(Indicative List)



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