



Catholic Education
Diocese of Rockhampton

Code of Conduct

Version 2 • January 2018

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Refer to the Catholic Education Staff Portal for the latest**

Catholic Education – Diocese of Rockhampton wishes to acknowledge and thank Brisbane Catholic Education Office for granting permission for the use and modification of their original documents upon which this Code of Conduct is based.

This Code of Conduct Version 2 December 2017 applies to all Catholic Education – Diocese of Rockhampton employees engaged on a temporary, casual, part-time, fixed term or continuing basis.

This Code of Conduct replaces the Catholic Education – Diocese of Rockhampton’s Code of Conduct Version 1.5 February 2014 and all previous versions.

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Introduction

1. Commitment

- 1.1 Catholic Education - Diocese of Rockhampton is the agency of The Roman Catholic Trust Corporation for the Diocese of Rockhampton responsible for the administration of systemic Catholic schools, colleges, services (incorporative of Kindergartens and Outside School Hours Care) and the offices of Catholic Education situated in the Diocese of Rockhampton. Catholic Education – Diocese of Rockhampton is committed to providing high quality Catholic education in accordance with the ethos and values of the Catholic Church in whose name we work.
- 1.2 Catholic Education – Diocese of Rockhampton unequivocally commits to fostering the dignity, self-esteem and integrity of every person.
- 1.3 Catholic Education requires all employees to maintain a high standard of personal and professional conduct and to comply with all Catholic Education – Diocese of Rockhampton policies and procedures, including this Code of Conduct (the Code).

2. Purpose of the Code

- 2.1 This Code sets out the responsibilities and standards of behaviour required of all employees of Catholic Education – Diocese of Rockhampton, whether they work at schools, colleges, and services or in the Catholic Education Office.
- 2.2 The Code does not provide an exhaustive list of every aspect of work, but rather provides a broad framework to assist employees, including Principals/Managers, to make appropriate and ethical decisions about their conduct.
- 2.3 This Code also satisfies Catholic Education – Diocese of Rockhampton’s obligations under the [Working with Children \(Risk Management and Screening\) Act 2000 \(Qld\)](#) to have a code of conduct for interacting with children as part of Catholic Education – Diocese of Rockhampton risk management strategy.

3. Definitions

The following are relevant definitions for terms used in this Code:

Child Protection Legislation includes the [Child Protection Act 1999 \(Qld\)](#), [Child Protection Regulation 2011 \(Qld\)](#), [Education \(General Provisions\) Act 2006 \(Qld\)](#), [Education \(General Provisions\) Regulation 2006 \(Qld\)](#), [Education \(Accreditation of Non-State Schools\) Act 2001 \(Qld\)](#), [Education \(Accreditation of Non-State Schools\) Regulation 2001 \(Qld\)](#) and [Working with Children \(Risk Management and Screening\) Act 2000 \(Qld\)](#).

Confidential Information means all information concerning the affairs of Catholic Education – Diocese of Rockhampton that has been made available to employees during the course of their employment with Catholic Education – Diocese of Rockhampton, but does not include information in the public domain (other than as a result of a breach of any duty of confidentiality).

Employee is any person who is employed by Catholic Education – Diocese of Rockhampton either at schools, colleges, services or in the Catholic Education office, on a temporary, casual, part-time, fixed term or continuing basis pursuant to a contract of employment.

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External Agencies include other Catholic Education Diocesan authorities, Queensland Catholic Education Commission, church authorities, Religious Institute schools, Government bodies and agencies, Queensland College of Teachers, universities and the Union.

Intellectual Property means all statutory and other proprietary rights in respect of copyright and neighbouring rights, in relation to inventions, patents, registered and unregistered trademarks, registered and unregistered designs, utility models, know-how, trade secrets and rights to require information to be kept confidential and all of the other rights arising from intellectual activity and rights to apply for the above.

Principal means an employee appointed to be the religious and educational leader of a school within the Diocese of Rockhampton; and includes a person who has the delegated authority to act in the position of Principal.

Social media includes any form of online publication or presence that allows interactive communication, including, but not limited to, social networking sites (e.g. Facebook, Twitter, LinkedIn, Snapchat), internal intranet social portals, video and photo sharing websites (e.g. Flickr, YouTube, Instagram, Pinterest), instant messaging (e.g. SMS, WhatsApp, Viber), geo-spacial tagging (e.g. Yelp), location based dating apps, blogs, micro-blogging, podcasts, gaming platforms, wikis and online collaborations and forums, discussion boards and groups.

Student is any person enrolled as such at a Rockhampton Catholic Education school, college or service.

Union means the Independent Education Union of Australia – Queensland and Northern Territory Branch.

4. Mission

4.1 Catholic Education – Diocese of Rockhampton and its employees are guided by the Mission Statement for Catholic Education.

<p>Our Vision Inspired by the person and teaching of Jesus Christ, we serve the communities of the Catholic Diocese of Rockhampton.</p> <p>Our Mission Providing</p> <ul style="list-style-type: none">- life-long faith education- Religious Education- relevant, holistic, quality education <p>Our Values Faith Hope Love Prudence Justice Fortitude Temperance</p>

4.2 In the performance of their duties, employees must act in accordance with the Catholic ethos and the core values of the Catholic Church as set out in the Statement of Principles for Employment in Catholic Schools which forms part of every Catholic Education – Diocese of Rockhampton employment contract.

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- 4.3 Conduct which is contrary to the educational, religious and social values and teachings of the Catholic Church must be avoided by employees.

5. When does this Code apply?

- 5.1 This Code applies to all Catholic Education – Diocese of Rockhampton employees, who work in Catholic Education schools, colleges, services or the office of Catholic Education – Diocese of Rockhampton.
- 5.2 In some cases, the Code will apply to the conduct of employees away from the workplace and at activities outside work hours.
- 5.3 Compliance with this Code by all employees is compulsory. Employees must complete all training in relation to this Code which is required by Catholic Education – Diocese of Rockhampton.

This Code applies to employees:

- while performing work for Catholic Education – Diocese of Rockhampton, including outside normal working hours, for example, while supervising students on camps, excursions and extra-curricular activities approved by the school, college, service or office;
- in connection with work, for example, when communicating or interacting with students, employees, the school community or public, including communications via media, social media, electronic communications and phones; and
- at activities away from the workplace and which are supported or approved by Catholic Education – Diocese of Rockhampton, including excursions, training courses, social functions and other functions.

6. What happens if there is a breach of the Code?

- 6.1 Employees are accountable for their actions. Failure to comply with this Code may constitute a breach of employment or contractual obligations. Catholic Education – Diocese of Rockhampton may take appropriate action, including action under the *Catholic Education – Diocese of Rockhampton Student Protection Policy, Prevention and Elimination Of Abuse, Bullying And Harassment Policy, Procedure for Responding to Workplace Bullying and Sexual Harassment, Procedure for Managing Staff Complaints, Procedure for Managing Staff Misconduct.*
- 6.2 In some circumstances, Catholic Education – Diocese of Rockhampton may take action against an employee in relation to conduct in the employee’s private capacity. In taking any action under these processes and procedures, Catholic Education – Diocese of Rockhampton will afford the employee the fundamental principles of natural justice and procedural fairness.
- 6.3 Employees should report potential breaches of this Code by other employees to their Principal/Manager or by contacting the Catholic Education Office. Where an employee is uncomfortable or believes it is inappropriate to report a matter to the Principal/Manager, the employee should report the matter to an Assistant Director Catholic Education or to the Diocesan Director Catholic Education.
- 6.4 Under the *Student Protection Policy* employees must report to the Principal or other school Student Protection Contact, matters of inappropriate behaviour by an employee towards a student.

7. Questions

- 7.1 Questions, concerns or clarification in relation to any issue in this Code may be addressed by employees consulting their Principal/Manager or an Assistant Director Catholic Education.

Duties and Responsibilities of Employees

8. Compliance with Laws, Standards, Policies and Procedures

- 8.1 Employees must know and comply with all of Catholic Education – Diocese of Rockhampton policies and procedures as they are revised, reviewed or amended from time to time. Employees must complete all training and attend all briefings as required or requested by Catholic Education – Diocese of Rockhampton in relation to policies and procedures. Relevant policies and procedures are available on the Catholic Education Office Staff Portal and web site and others are provided to employees through induction and training programs.
- 8.2 All applicable laws, regulations, industrial awards and agreements must be complied with by employees. If there is any conflict between this Code and legislation, the legislation will take precedence.
- 8.3 If there is any change in the criminal history of an employee which would impact on the employee's ability to perform his/her role, the employee must immediately give all required notifications to his/her Principal/Manager. Registered teachers must also notify the [Queensland College of Teachers](#), including when an employee is charged or convicted of an offence. School officers, other support staff and holders of Blue Cards must notify [Blue Card Services](#) of a change in their police information.

Examples of the policies and procedures with which employees must comply include:

- [Statement of Principles for Employment in Catholic Schools](#);
- [Workplace Health and Safety Policy and Procedures](#);
- [Student Protection Policy and Procedures](#);
- [Procedures for Responding to Workplace Bullying and Sexual Harassment](#);
- [Procedure for Managing Staff Complaints](#);
- [Staff Dress Standard Guidelines](#);
- [Privacy Policy](#) and [Collection Notices](#);
- [ICT Code of Practice](#);
- [Conflict of Interest Declaration](#); and
- [Staff in Catholic Schools Policy](#).

- 8.4 Employees must comply with the professional standards of relevant professional bodies, for example, the [Australian Professional Standards for Teachers](#) and the [Australian Psychological Society Code of Ethics](#). Teachers are encouraged to abide by the [Code of Ethics and Professional Boundaries: A Guideline for Queensland Teachers](#) published by the [Queensland College of Teachers](#). Employees must complete all appropriate professional development and obtain and maintain all relevant registration and accreditation.

9. Professional Responsibilities

- 9.1 Catholic Education – Diocese of Rockhampton requires employees to carry out their duties in a professional, competent and conscientious manner. Employees are responsible for maintaining and developing their professional work practices and seeking appropriate opportunities to improve their knowledge and skills.
- 9.2 Employees must always conduct and present themselves appropriately to enhance their professional reputation and the reputation of Catholic education.
- 9.3 Employees must be honest, trustworthy and accountable. Employees must not engage in illegal, disreputable or scandalous activities that may negatively impact on their personal reputation or the reputation of a school, college, service, office or the Catholic Church.
- 9.4 Employees must comply with the lawful and reasonable directions of Catholic Education – Diocese of Rockhampton and their Principal/ Manager.

Catholic Education – Diocese of Rockhampton expects employees to act professionally and to be courteous and respectful to:

- students;
- other employees;
- parents/carers;
- the school community;
- parish personnel;
- external agencies;
- members of a religious order appointed to a role at a school, college, service or office; and
- consultants and contractors who perform work at a school, college, service or office.

- 9.5 In representing their qualifications and competencies, employees must be truthful. When responding to Catholic Education – Diocese of Rockhampton’s request for information or when making any application to Catholic Education – Diocese of Rockhampton employees must promptly provide CEO with all relevant information and materials.
- 9.6 If employees have a supervisory role, they must exercise responsible management, leadership and supervision.

Principals and Managers are expected to:

- comply with all of Catholic Education – Diocese of Rockhampton policies and procedures;
- promote a collegial and collaborative workplace;
- provide ongoing support and feedback to employees;
- ensure employees whom they supervise have a clear understanding of their duties and how they are expected to perform their duties;
- exercise appropriate leadership in managing performance and development processes; and
- take appropriate action if an employee breaches the Code.

10. Duty of Care and Risk Management

- 10.1 Employees have a duty to take reasonable care for the safety and welfare of students in their care. Employees must take all reasonable action to protect students from reasonably foreseeable risks of harm.
- 10.2 Employees must take all reasonable steps to eliminate or minimise any risks to health and safety in the workplace and to ensure the safety of themselves and others in the workplace.
- 10.3 Employees must follow safe work practices, comply with reasonable instructions and comply with Catholic Education – Diocese of Rockhampton policies and procedures for health and safety. Any hazards or unsafe work practices in the work environment must be reported by employees to their Principal/Manager.
- 10.4 Employees may only assist students to take approved medicine in accordance with Catholic Education – Diocese of Rockhampton [*Guideline for the Administration of Medication to Students*](#).
- 10.5 Catholic Education – Diocese of Rockhampton and each school has policies and procedures that are in place to create a safe and supportive environment for students.

Employees are required to comply with the relevant policies and procedures and the reasonable directions of Catholic Education – Diocese of Rockhampton and their Principal/Manager to ensure that reasonably foreseeable risks to students are identified and minimised.

The employee's duty of care includes:

- providing adequate supervision of students and complying with arrangements for student supervision in the school;
- taking all reasonable steps to ensure the school grounds, premises and equipment are safe for students to use;
- reporting any bullying, harassment or discriminatory behaviour of students in accordance with the Catholic Education – Diocese of Rockhampton policies;
- assessing the risks of any activity and taking preventative measures to remove or minimise reasonably foreseeable risks;
- in performing playground duty, actively supervising designated areas in a vigilant, mobile and punctual manner;
- providing appropriate medical assistance to students or seeking assistance from a medically trained person to care for a student who is injured or ill at school;
- addressing the personal care needs of a student in accordance with the school's requirements and procedures and the student's management plan; and
- complying with the school's requirements in relation to after school activities

11. Use of Social Media, Electronic Communications and Phones

General Responsibilities

- 11.1 Employees are personally responsible for the content that they publish on social media, electronic communications and phones. As a result, employees must exercise professional discretion and sound judgement in their use of social media, electronic communications and phones, even for personal communication.
- 11.2 Comments and posts on social media, electronic communication and phones can leave a permanent record. Employees should recognise the potential for negative consequences for themselves, Catholic Education – Diocese of Rockhampton, colleagues, students, parents/carers and the community through their personal use of social media, electronic communications and phones.
- 11.3 Employees must be familiar with and comply with Catholic Education – Diocese of Rockhampton **ICT Code of Practice** in relation to the use of social media, electronic communications and phones.

Professional Boundaries with Students

- 11.4 Employees must respect appropriate professional boundaries with students in their use of social media, electronic communications and phones (and see further details on professional boundaries in section 16).
- 11.5 Any social media, email or phone communication by employees with students must form part of an approved school based process for communication. It should never be used for social or personal communication. Any official or school social media site or presence must have the prior approval of the Principal/Manager.
- 11.6 Employees must not interact with, or respond to “Friend requests”, “like” a post or image or “follow” students on social media. Employees must take all reasonable steps to prevent or “block” students interacting with them on social media.
- 11.7 Employees must notify their Principal/Manager if a student attempts to interact with them on social media, personal email, personal mobile phone or home telephone. Employees must notify their Principal/Manager if they mistakenly communicate or interact with a student on social media, personal email, personal mobile or home telephone.
- 11.8 Employees must use professional discretion before communicating or accepting a “Friend” request on social media with a past student or parents/carers of current students.
- 11.9 Employees must always use the employee’s and students’ Catholic Education email address for email communication with students and communication must only be for an appropriate educational reason. Employees must not communicate with students using either the employee’s personal email address or the student’s personal email address.
- 11.10 Employees must not provide their personal mobile or home telephone number to students. Communications by employees with students using the student’s personal mobile or home telephone may only occur in very limited circumstances, where there is a justifiable context and with the prior approval of the employee’s Principal/Manager.
- 11.11 Records of approvals must be kept by the Principal/Manager and parents/carers must be advised by the Principal/Manager of the approval, as appropriate.

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When using social media, electronic communications and phones, including outside normal working hours, employees are required to:

- remember their responsibilities under the law, this Code and Catholic Education – Diocese of Rockhampton policies and procedures;
- obtain the express permission of their Principal/Manager before posting any school/office information, material, photographs or video;
- take care not to damage the reputation of, Catholic Education – Diocese of Rockhampton, a school, college, service, office, the Catholic Church, students, colleagues or the school community;
- respect the privacy and confidentiality of others and not disclose or use the private, personal or confidential information of students (including students’ academic work, records or results), colleagues or parents/carers;
- not use their personal camera, personal mobile phone or personal video recorder to photograph or record images of students unless they have obtained the prior approval of the parents/carers and there is a justifiable and appropriate context;
- never post or comment on any material, images or comments in relation to students, including photographs and video;
- not disclose or use Catholic Education – Diocese of Rockhampton Confidential Information;
- not infringe intellectual property rights and not disclose or use Catholic Education – Diocese of Rockhampton Intellectual Property (including Catholic Education – Diocese of Rockhampton or a school/college/service’s logo);
- take care to be polite and respectful and never use obscene or offensive language;
- not imply that they are authorised to speak as a representative of Catholic Education – Diocese of Rockhampton or the Catholic Church or give the impression that their views are those of Catholic Education – Diocese of Rockhampton or the Catholic Church; and
- not post, “like” or respond to material or images that are offensive, obscene, pornographic, defamatory, derogatory, fraudulent, threatening, intimidating, harassing, bullying, discriminatory, hateful, racist, sexist or which incite violence against others.

12. Smoking, Alcohol and Drugs

- 12.1 Employees are responsible for ensuring that their capacity to perform their duties is not affected by the use of alcohol, drugs or any substance. Employees must not put themselves or any other person’s health and safety at risk.
- 12.2 If employees have concerns about the health, safety or welfare of themselves, students or other employees, they must report these concerns to their Principal/Manager. Principals/Managers must immediately report incidents involving illegal or restricted drug use by employees to the relevant Assistant Director Catholic Education. Employees must comply with the [Dealing with Illicit and Unsanctioned Substances in Catholic Schools, Colleges and Services Policy](#).

Smoking

- 12.3 Employees must comply with all laws in relation to the use and supply of tobacco and smoking products, including the [Tobacco and Other Smoking Products Act 1998 \(Qld\)](#).
- 12.4 Employees are legally banned from smoking on a school facility and on land within a five metre boundary of the school facility. A school facility includes any land on which the school provides educational instruction or activities (for example, sporting facilities located away from the school).

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These laws apply at all times, including during and after school hours, on weekends and during school holidays. Employees are also legally banned from smoking at or near an underage sporting event or at an outdoor swimming area.

- 12.5 Employees must never purchase or provide students with smoking products or encourage or condone the use of smoking products by students.

Alcohol

- 12.6 Employees must never consume alcohol or be under the influence of alcohol when employees are performing their work duties or in any other circumstances where they are responsible for the care or supervision of students, including at school, school functions, dances, sporting fixtures, fund raising events, camps, excursions or study tours.
- 12.7 Employees must never purchase or provide students with alcohol or encourage or condone the use of alcohol by students.
- 12.8 Alcohol that is present on school grounds for approved purposes must be contained in a secure location which is not accessible by students.
- 12.9 The Principal/Manager must approve of the provision of alcohol at school or work events or social functions. Employees must ensure that they are not under the influence of alcohol at school or work events or school or work social functions.

An employee would be considered to be “under the influence of alcohol” where the employee’s ability to exercise appropriate behaviour, judgment or discretion is impaired by his/her consumption of alcohol.

Drugs

- 12.10 Employees must comply with the law and must not take, be under the influence of or be in the possession of illegal drugs.
- 12.11 Employees under the influence of prescription drugs that might cause impairment while they are at work or in any circumstances where they are responsible for the care and supervision of students, must notify the Principal/Manager.
- 12.12 Employees must never purchase or provide students or other employees with illegal drugs. Employees must not encourage or condone the use of illegal drugs by students or other employees.

13. Privacy and Confidentiality

- 13.1 Private and Confidential Information (including students’ personal details), which employees obtain through their employment with Catholic Education, must always be handled confidentially and in accordance with the Catholic Education – Diocese of Rockhampton [*Information Collection Notice*](#) and the Catholic Education – Diocese of Rockhampton [*Privacy Policy*](#). Such information must not be disclosed, unless permitted to be disclosed under those documents. This obligation continues after an employee ceases to be employed by Catholic Education – Diocese of Rockhampton.
- 13.2 Employees must only use Confidential Information for work related purposes. Confidential Information must not be disclosed by employees, unless permitted by law. Employees should exercise sound judgement and Confidential Information should never be a topic of gossip or spoken about freely with others.

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- 13.3 Any information obtained by employees through their employment must not be used for financial gain or other advantage.
- 13.4 If employees have any questions or concerns about whether information is confidential or private and whether it can be disclosed, they should contact an Assistant Director Catholic Education.

14. Managing Conflicts of Interest - Conflict of Interest Declaration

- 14.1 Employees must be impartial and objective and ensure that their private interests or personal views do not conflict or interfere (or be seen to conflict or interfere) with their obligations to Catholic Education – Diocese of Rockhampton and the proper performance of their duties.
- 14.2 Employees must ensure that they do not use their position as an employee of Catholic Education – Diocese of Rockhampton or Catholic Education – Diocese of Rockhampton resources, equipment, information, Confidential Information and Intellectual Property to promote or benefit their private interests. A conflict can include benefitting the private business of the employee or the family and friends of the employee. It can also mean unfairly treating someone whom an employee dislikes.
- 14.3 If an employee has an actual or potential conflict of interest the employee must declare it to his/her Principal/Manager by using the *Conflict of Interest Declaration Procedure*.
- 14.4 Principals/Managers must appropriately assess and manage actual or potential conflicts of interest for employees and provide guidance to employees to resolve any issues.
- 14.5 In some cases, employees may be able to engage in other employment while they are employed by Catholic Education – Diocese of Rockhampton. However, employees must ensure that they continue to meet all their obligations under this Code, including Professional Behaviour with Students (section 16), Privacy and Confidentiality (section 13) and Use of –Catholic Education – Diocese of Rockhampton Resources (section 15). In many cases, employees engaged in other employment may have a real or perceived conflict of interest which they must declare to their Principal/Manager by using the *Conflict of Interest Declaration Procedure*.

Examples of potential or actual conflicts of interest:

- an employee uses information gained at work, such as students' names, email addresses or academic results, for personal use (for example, emailing students to offer private tutoring);
- an employee has private part-time employment which conflicts with or compromises the employee's employment with CEO;
- an employee tutors or coaches students from his/her class in return for payment;
- an employee refers students to attend a private tutorial or coaching sessions in which a relative or close friend has a financial interest in the business;
- an employee supervises a relative or close friend and/or is responsible for determining his/her promotions or salary increases;
- an employee takes part in the selection or appointment process for a supplier or contractor who is a relative or close friend or who owns a company in which the employee has a financial interest;
- an employee takes part in recruitment for Catholic Education – Diocese of Rockhampton where a potential candidate is a relative or close friend; or
- an employee accepts a large personal gift from a parent/carer.

- 14.6 As a sign of gratitude, employees may be offered small gifts, for example, suppliers, parents/carers or students may give a small gift of thanks. However, in some circumstances receiving a gift may create a conflict of interest, a sense of obligation, undermine an employee's (or another employee's) impartiality or affect the reputation of Catholic Education – Diocese of Rockhampton. Employees must ensure that the acceptance of a gift does not influence, or be seen to influence, their decision making. If an employee is unsure about accepting a gift, please email an Assistant Director Catholic Education.
- 14.7 Employees must never ask for money, gifts or benefits. If an employee is offered money or a bribe, the employee must immediately refuse the money or bribe, explain that it is not appropriate and inform his/her Principal/Manager.

15. Use of Catholic Education Resources

- 15.1 Employees must use all resources, information and equipment responsibly and with due care, for legitimate, work related purposes and in accordance with the law and Catholic Education – Diocese of Rockhampton policies and procedures. Waste and extravagance must be avoided. The purchase and disposal of resources and equipment must be done in accordance with Catholic Education – Diocese of Rockhampton policies and procedures.
- 15.2 All Catholic Education property and resources must be returned to Catholic Education before the employee ceases employment with Catholic Education.
- 15.3 Employees must use Catholic Education ICT resources in accordance with Catholic Education – Diocese of Rockhampton Policies and Procedures, including the *[ICT Staff Code of Practice](#)* and acceptable use procedures. Catholic Education may carry out monitoring and surveillance on ICT resources to monitor usage of these resources. This monitoring and surveillance includes investigating alleged breaches of the law, compliance with this Code, compliance with Catholic Education – Diocese of Rockhampton policies and procedures or misconduct.

Professional Behaviour of Employees

16. Professional Behaviour with Students

- 16.1 Catholic Education – Diocese of Rockhampton is committed to providing a positive learning environment that minimises the risk of harm and which supports students' wellbeing.
- 16.2 Employees must act appropriately and professionally at all times in their interactions with students, including outside school hours, to ensure that they maintain professional boundaries and are a positive role model for students.
- 16.3 Catholic Education – Diocese of Rockhampton expects employees to establish and maintain professional, positive relationships with students and show respect, courtesy and consideration to students.
- 16.4 Employees must use and develop effective, consistent and appropriate management strategies for their interactions with students as a preventative system of behaviour support. The strategies must be in accordance with the school's Student Behaviour Management Procedures. Where an individual behaviour support plan has been developed for a student, employees are required to act in accordance with that plan.

The following self-assessment may assist employees in assessing and managing their professional boundaries.

- Am I dealing with a particular student in a different manner than with others?
- Would I do or say this if a colleague or parent/carer was present?
- Is my dress/availability/language different with a particular student?
- Are the consequences of my actions likely to have negative outcomes?
- Are my personal feelings translating into inappropriate actions?

16.5 If an employee, after first complying with section 14 Managing Conflicts of Interest – Conflict of Interest Declaration, provides any services to a student outside school hours (for example, coaching, tutoring, counselling, training), the employee’s obligations in this Code will continue to apply to the employee’s conduct with students in providing these services.

16.6 Employees working with students in schools, colleges and services hold a special position of trust, care and authority with students. Employees must set clear professional boundaries in their interactions with students and ensure that they maintain appropriate physical, emotional and behavioural boundaries with students.

16.7 Where an employee has a close personal relationship with the parents/carers of a student or his/her family, the employee must report that conflict of interest (section 14) to the Principal, who will manage this conflict.

Physical Boundaries with Students

16.8 Corporal punishment is prohibited in Catholic Education – Diocese of Rockhampton schools, colleges and services. Corporal punishment involves the application of physical force to punish or correct a student.

16.9 Employees may only make physical contact with a student if the physical contact is appropriate and reasonable for the behaviour, teaching, 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 must be consistent with any behaviour plan in place for the student. Where physical contact with a student is a necessary part of the learning or teaching experience, employees must exercise caution to ensure that the contact is appropriate and acceptable for the duty to be performed.

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

- assessing a student who is injured or ill where some touching may be required (employees should advise the student of what they intend to do and, where possible, seek the student’s consent);
- teaching sport, music and other activities where touching a student may be required to demonstrate a particular action or skill;
- guiding a student in a non-threatening manner; and
- comforting a distressed student in an appropriate manner, for example, by a pat on the arm or shoulder.

16.10 Physical interventions by an employee with a student (including restraint or removal of a student) are only appropriate as a measure of last resort to ensure safety and protection. Acceptable

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instances of physical intervention are restricted to occasions when the student or other persons are being harmed or at risk of imminent harm (harm to property is not a relevant consideration for employees). The physical intervention and force used must be reasonable in the circumstances.

16.11 Employees must respect physical boundaries with students.

The following are examples of physical boundary violations with students:

- using force to manage or direct a student's behaviour (pushing, pulling, grabbing, poking, shoving, throwing);
- using force to correct or punish a student (hitting with an object, punching, kicking, pinching, shaking);
- refusing a student's biological necessities (disregarding or refusing a student's reasonable request to access food, drink or use a toilet);
- inappropriately touching or massaging a student (patting a student on his/her bottom, stroking a student's hair); and
- applying painful or noxious conditions to a student (exposing a student to protracted physical management techniques such as standing still for an unreasonable length of time, making a student reach into a rubbish bin without protective gear e.g. gloves).

Emotional Boundaries with Students

16.12 Employees must respect the emotional needs and well-being of students and ensure that they do not violate appropriate emotional boundaries with students.

The following are examples of emotional boundary violations with students:

- shaming, embarrassing or humiliating students (teasing, sarcasm, belittling, derogatory remarks);
- using unprofessional criticism (comments that target the student rather than the behaviour);
- making overly familiar or personal commentary (comments about a student's personal appearance); and
- intimidating behaviours (shouting at or in the presence of students, use of threats and fear).

Behavioural Boundaries with Students

16.13 Employees must respect behavioural boundaries with students. Employees must not develop a relationship with a student that is, or that could be seen to be, a personal rather than professional relationship. Employees must ensure that they treat all students consistently without inappropriate familiarity or spending 'special time' with a student.

16.14 Where a personal relationship exists between an employee and a student (such as a family relationship), the employee must declare that relationship to the Principal/Manager by using the *Conflict of Interest Declaration Procedure*, at the earliest opportunity.

16.15 Catholic Education – Diocese of Rockhampton procedures in relation to transporting students must be complied with by employees. Employees must not drive a student in their vehicle unless they have first obtained the specific written permission of the parents/carers and the Principal.

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16.16 Employees must ensure that they do not violate appropriate behavioural boundaries with students.

The following are examples of behavioural boundary violations with students:

- inappropriate use of social media in relation to a student e.g. accepting a “friend” request, “liking” a post or image, “following” or contacting students on or through social media;
- personal emails, texts, phone calls or other forms of personal communication with a student;
- gift giving or showing special favours;
- disclosing inappropriate personal information to a student;
- sharing secrets with a student;
- inappropriate questioning of a student about personal and private matters;
- overly familiar social interactions with students including in staff offices or classrooms;
- providing a personal mobile or home telephone number to students;
- engaging in social activities with students (where there is no declared personal relationship) outside school;
- driving students without appropriate authority; or
- visiting students at home without appropriate authority.

Using unprofessional language:

- swearing at or in the presence of a student; or
- making inappropriate comments to or in the presence of a student.

Failing to follow Student Behaviour Support Policy and Procedures:

- using unreasonable, unfair and/or unjust disciplinary measures;
- imposing manifestly unreasonable expectations or excessive demands on a student; or
- using inappropriate locations or social isolation outside of the school’s behaviour support guidelines as punishment.

Using a personal device or private email address to make contact with a student (unless there is an appropriate authority).

Photographing or videoing a student other than for an appropriate professional reason.

Supplying substances to a student (e.g. unauthorised medication, tobacco, alcohol, illicit drugs).

Exposing students to material that contains adult content or themes that are offensive or inappropriate for the age and/or maturity of the student.

17. Sexual Misconduct and Inappropriate Relationships with Students

17.1 Employees must not engage in sexual misconduct or inappropriate relationships with a student.

17.2 Employees must not have a romantic or sexual relationship with a student. It is irrelevant whether the relationship is lawful, consensual or condoned by parents/carers. An employee must

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immediately discourage and reject any romantic or sexual advances by a student and immediately report the matter to his/her Principal/Manager.

- 17.3 Only a professional relationship between employees and students is acceptable. As a result of the relationship of trust between an employee and student, any reasonable suspicions or allegations of a sexual relationship between an employee and a student will be considered by Catholic Education – Diocese of Rockhampton to be a reasonable suspicion of sexual abuse. Allegations or reasonable suspicions of grooming behaviour between an employee and a student will be considered by Catholic Education to be likely sexual abuse. It is inappropriate for an employee to have a romantic relationship with a student and Catholic Education may also consider it to amount to likely sexual abuse of a student. Sexual abuse or likely sexual abuse of a student will be reported by Catholic Education to the Queensland Police Service in accordance with the [**Student Protection Policy and Procedures**](#).
- 17.4 The obligation of an employee not to engage in a sexual relationship or inappropriate relationship with a student, does not cease when the student turns 18 years of age or leaves school or the employee ceases employment with Catholic Education – Diocese of Rockhampton. The obligation continues to apply to an employee for a significant time after the employee/student relationship ceases. Employees should be very wary about entering into a romantic or sexual relationship with a former student, especially in the first few years after the cessation of the employee/student relationship. Employees should seek assistance or further clarification of their obligations by contacting an Assistant Director Catholic Education.

An employee must not engage in the following conduct with students:

- jokes of an inappropriate or sexual nature;
- inappropriate touching;
- undressing in front of students;
- inappropriately communicating to students the sexual behaviour of others;
- possession, distribution or display of pornography;
- inappropriate conversations of a sexual nature including sharing information about sexual relationships and sexual preferences;
- sexual exhibitionism;
- communications that are sexually explicit or offensive;
- personal communications about the employee's romantic or sexual feelings for the student or others;
- holding conversations of a personal nature with a student where disclosures of private or personal information about themselves are made;
- flirting with a student; or
- using obscene language or gestures of a sexual nature.

- 17.5 If an employee has a lawful sexual or romantic relationship with a student which existed before the employee commenced employment with Catholic Education – Diocese of Rockhampton or any work in a school, the employee must immediately declare that relationship to his/her Principal/Manager by using the [**Conflict of Interest Declaration Procedure**](#). If an existing employee has a lawful relationship with a person who is not a student at a Catholic Education school and then that person becomes a student, the employee must immediately declare that change in circumstance to his/her Principal/Manager by using the [**Conflict of Interest Declaration Procedure**](#).

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18. Student Protection Processes

- 18.1 Catholic Education – Diocese of Rockhampton is committed to the safety and wellbeing of all students and the protection of students from harm and abuse. Employees must seek to prevent abuse and harm to students and respond appropriately to students who have been abused or harmed or are at risk of being abused or harmed.
- 18.2 The [Student Protection Policy and Procedures](#) provides a process for responding to and reporting allegations or suspicions of sexual abuse or likely sexual abuse of students and harm or risk of harm from other causes to students. The Student Protection Policy and Procedures have been formulated in accordance with the requirements of the Child Protection Legislation.
- 18.3 The [Student Protection Policy and Procedures](#) also provides a process for responding to allegations of inappropriate behaviour of an employee towards a student (including breach of a physical, emotional or behavioural boundary with a student by an employee).
- 18.4 Employees must comply with the [Student Protection Policy and Procedures](#) and make all reports required under those processes. All required training on the Student Protection Policy and Procedures must be completed by employees. If an employee requires any assistance or has any concerns the employee should contact the Student Protection Coordinator on 07 4931 3600.

19. Professional Behaviour with Parents/Carers

- 19.1 Employees must endeavour to establish a relationship with students' parents/carers that is based on mutual trust and open communication.
- 19.2 Catholic Education – Diocese of Rockhampton expects employees to respect parents'/carers' rights of enquiry, consultation and information in relation to their child. The characteristics and uniqueness of each student's family background and the values and perspectives of each student's family must be respected by employees.
- 19.3 Where there is any disagreement or conflict with parents/carers, employees must use their best endeavours to resolve the issues and employees must ensure that their behaviour is not derogatory, belittling, intimidating, rude or abusive.

Employees must, in their behaviour with parents/carers:

- be approachable, prompt and responsive;
- treat parent/carers with consideration, respect and dignity;
- respect cultural diversity;
- be aware of and respect different family structures;
- be tolerant of different opinions and perspectives; and
- exercise sound judgement and patience.

Employees can demonstrate their professional behaviour with parents/carers by:

- working collaboratively with parents/carers;
- ensuring they are responsive to requests by parents/carers in relation to their child's education;
- engaging parents/carers through developing effective partnerships;
- using professional honesty and discretion with parents/carers in discussing the educational development of their child;
- explaining to parents/carers the relevant rules, policies and procedures of the school which affect their child;
- not disclosing sensitive information from families unless it is for a legitimate purpose;
- considering parents'/carers' perspectives regarding the education of their child; and
- negotiating constructively with parents/carers to achieve the best educational outcomes for their child.

20. Professional Behaviour Between Employees

- 20.1 All employees contribute to a workplace that is respectful, tolerant and co-operative. High standards of conduct by Catholic Education – Diocese of Rockhampton employees can have a positive influence on the culture and atmosphere of the work environment.
- 20.2 Employees must ensure that their behaviour towards other employees is not derogatory, rude, aggressive, abusive, belittling, threatening or intimidating.
- 20.3 Where there is any disagreement or conflict between employees, employees should try to use their best efforts to resolve the issues through the appropriate processes for managing grievances. Information can be found in the *Procedure for Managing Staff Complaints* or employees can talk to their Principal/Manager.

Employees must, in their conduct with other employees:

- work collaboratively and consultatively;
- be approachable, prompt, responsive and courteous;
- treat others with consideration, respect and dignity;
- foster unity, trust, harmony and co-operation;
- encourage openness and tolerance among employees;
- respect cultural diversity;
- be tolerant of different opinions and perspectives;
- recognise the potential, talents and skills of others, irrespective of race, gender, age or religion; and
- exercise sound judgement and patience.

21. Workplace Bullying, Sexual Harassment and Discrimination

- 21.1 All employees must promote dignity, courtesy and respect at work and avoid behaviour which is or might reasonably be perceived to amount to workplace bullying, sexual harassment, abuse or discrimination. Employees who believe that anyone in the workplace is being bullied, sexually

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harassed or discriminated against, should report the behaviour to their Principal/Manager or the supervisor of the Principal/Manager.

21.2 Employees must comply with the ***Procedure for Responding to Workplace Bullying and Sexual Harassment***. Employees may seek assistance or further information by contacting an Assistant Director Catholic Education or the Diocesan Director Catholic Education.

21.3 Sexual harassment is unlawful under the ***Anti-Discrimination Act 1991 (Qld)***. Physical assault, threats of physical assault, sexual assault, indecent exposure and stalking are all criminal offences which should be reported by employees to the Queensland Police Service and their Principal/Manager.

21.4 Catholic Education – Diocese of Rockhampton will take appropriate action if an employee is found to have bullied or sexually harassed another person as described in the ***Procedure for Responding to Workplace Bullying and Sexual Harassment***.

21.5 Employees must not unlawfully discriminate against any person, as described in the ***Anti-Discrimination Act 1991 (Qld)***.

Except where exempted by law, 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; or
- association with, or relation to, a person identified on the basis of any of the above attributes.

General

22. Copyright and Intellectual Property

- 22.1 Employees may use Catholic Education – Diocese of Rockhampton Intellectual Property in the course of their employment with Catholic Education.
- 22.2 All material created by employees in the course of their employment with Catholic Education – Diocese of Rockhampton is wholly owned by Catholic Education.
- 22.3 Employees must ensure that the intellectual property rights of others are not infringed and any third party copyright or other intellectual property rights in the materials are appropriately acknowledged.
- 22.4 Employees cannot use Catholic Education – Diocese of Rockhampton Intellectual Property for any private purposes either during or after the employee’s employment with Catholic Education (for example, conducting a private business) without obtaining the written permission of Catholic Education.

Examples of material which employees may create in the course of their employment:

- work programs;
- teaching materials;
- units of work;
- assessment items;
- precedent documents and forms;
- music;
- artwork;
- websites or online digital resources;
- multimedia presentations;
- camp and excursion programs; and
- risk assessment resources.

23. Records, Notices and Approvals

- 23.1 Records of all consents and approvals and declarations given to or by a Principal/Manager (for example, a Conflict of Interest Declaration or approval to transport students) must be kept on file by both the Principal/Manager and the employee.
- 23.2 Where a Principal/Manager is required to notify or seek consent, the Principal/Manager is required to notify or seek the consent of his/her supervisor.
- 23.3 Employees must keep all Catholic Education – Diocese of Rockhampton records in accordance with Catholic Education records management system and not destroy any records without the appropriate authority.

24. Employee Assistance Program

24.1 Catholic Education – Diocese of Rockhampton provides an Employee Assistance Program to give free and confidential counselling to employees and their immediate families who require support or would like to discuss any work or personal issues. Employees are encouraged at any time to access the Employee Assistance Program or seek other counselling support. Employees may contact ACCESS Counseling Services on 1300 523 985.

25. No Cause of Action

25.1 This Code of Conduct does not contractually or in any other way create or contribute to a legal cause of action against Catholic Education – Diocese of Rockhampton.

Code of Conduct - Hyperlinks

- [Anti-Discrimination Act 1991 \(Qld\)](#)
- [Australian Professional Standards for Teachers](#)
- [Australian Psychological Society Code of Ethics](#)
- [Blue Card Service](#)
- [Catholic Education – Diocese of Rockhampton ICT Code of Practice](#)
- [Catholic Education – Diocese of Rockhampton Privacy Policy](#)
- [Child Protection Act 1999 \(Qld\)](#)
- [Child Protection Regulation 2011 \(Qld\)](#)
- [Collection Notice](#)
- [Conflict of Interest Declaration Procedure](#)
- [Dealing with Illicit and Unsanctioned Substances in Catholic School, Colleges and Services Policy](#)
- [Education \(Accreditation of Non-State Schools\) Act 2001 \(Qld\)](#)
- [Education \(General Provisions\) Regulations 2006 \(Qld\)](#)
- [Guideline Administration of Medication to Students](#)
- [Prevention and Elimination of Abuse, Bullying and Harassment Policy](#)
- [Professional Boundaries – A Guideline for Queensland Teachers](#)
- [Queensland College of Teachers](#)
- [Staff Dress Standards](#)
- [Staff in Catholic Schools Policy](#)
- [Statement of Principles for Employment in Catholic Schools](#)
- [Student Protection Policy and Procedure](#)
- [Tobacco and Other Smoking Products Act 1998 \(Qld\)](#)
- [Working with Children \(Risk Management and Screening\) Act 2000 \(Qld\)](#)
- [Workplace Health and Safety Policy and Procedures](#)