

SPRMS Appendix 2:

**CATHOLIC EDUCATION OFFICE
Diocese of Toowoomba**

CODE OF CONDUCT

*This Code of Conduct applies to all
Toowoomba Catholic Education employees engaged on a
relief, casual, fixed term, or continuing basis in schools/colleges*

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1.0 INTRODUCTION

1.1 Purpose

This Code of Conduct (the Code) clarifies and affirms the standards of behaviour that are expected of employees of Toowoomba Catholic Education working at system schools and colleges in the performance of their duties.

In the light of advice arising from recent industrial case law and best employment practices, the Code aims to help all employees understand and fulfill their legal and professional responsibilities in achieving a safe and supportive workplace environment.

This Code of Conduct (the Code) is also designed to meet Toowoomba Catholic Education'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* 2005 and to comply with the relevant provisions of the *Education (Accreditation of Non-State Schools) Act 2001*. It encompasses WHS Policies and Procedures as well as Student Protection Policies and Procedures.

1.2 Applicability

This Code of Conduct applies to all Toowoomba Catholic Education employees contracted on a relief, casual, fixed term, or continuing basis. Volunteers and students should refer to the Volunteer Risk Management (*refer OHS website*) and Student Codes of Conduct respectively.

1.2.1 When Does the Code Apply?

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

Employees should note that the Code, the Toowoomba Catholic Education and individual school Student Protection and Risk Management Policies, Procedures and Plans also apply while escorting students on camps, excursions, and tours within or outside Australia.

1.3 Context

Toowoomba Catholic Education unequivocally commits to fostering the dignity, self-esteem and integrity of every person. To meet this commitment this Code of Conduct has been developed in consultation with relevant parties. The provision of a safe and supportive environment is essential to ensure that all employees and the children and young people entrusted to our care are affirmed in their dignity and worth as persons.



Toowoomba Catholic Education believes that children and young people should develop skills in building positive relationships based on those modeled by our employees.

Toowoomba Catholic Education 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. This Code of Conduct establishes the basis on which all employees can be such role models for children and young people.

Also, it is expected that all Toowoomba Catholic Education employees adhere to principles and practices of student protection as a fundamental responsibility.

1.4 Vision

The Code of Conduct embraces the Vision Statement of the Diocese of Toowoomba Catholic Education. The Vision is to offer lifelong Catholic Education so that each person may know and come to be identified more fully with the living spirit of Christ. This Spirit, working through the faith community, calls all involved in Catholic Education “to act justly, love tenderly and walk humbly with their God” (Micah 6:8). Catholic schools in the Toowoomba Diocese serve the mission of the Church and their local communities by providing educational services within a faith tradition as defined in the “Voices” document.

The defining features for Catholic schools in the “Voices” document are as follows:

- Attentiveness to the life giving presence of God
- Ministry within the Church
- Place of learning
- Community of care
- Inclusive and outreaching culture
- Continuous improvement through renewal

The success of the Catholic school to achieve its mission is dependent upon the enthusiasm of all its community to utilise potential, to be faithful to its traditions and be hopeful about its endeavours. The Spirit that has breathed life into the past is the same Spirit that sustains the present and empowers the future.

Clarification of the Code

If there is any conflict between this Code and applicable legislation, the legislation will prevail. Should you have any questions or concerns about the interpretation of this Code please speak with your Principal and/or Deputy-Principal and/or the Student Protection school contact/s. If it cannot be clarified at a local level the matter should be followed up with Senior Education Officers in the Toowoomba Catholic Education Office.



1.5 Breaches of the Code

This Code is not intended to be, and must not be, used to intimidate, coerce or threaten employees.

All Toowoomba Catholic Education employees hold positions of trust and therefore must be accountable for their actions. Conduct which is contrary to this Code may amount to professional misconduct. Toowoomba Catholic Education Office is committed to the principles of fairness and natural justice. Action taken in relation to a substantiated breach of the Code by an employee is determined by an examination of all the circumstances, including the explanation of the employee for the breach and the nature and seriousness of the breach.

Should you have any concerns about possible breaches of this Code, you should speak to your Principal and/or Deputy-Principal and/or Student Protection school contact/s. Should you not be able to do so, assistance should be sought from your school's Senior Education Officer.

1.6 Review of the Code

To maintain the currency and value of this Code it will be reviewed on an annual basis and updated as necessary. *Review date:* 12 months from the date of launch

2.0 OVERVIEW OF GENERAL COMMITMENTS

All employees will be expected to demonstrate a professional commitment to policy and procedures of Toowoomba Catholic Education Office through:

- being committed and loyal to the educational, religious and social values of Catholic Education in the Diocese of Toowoomba
- carrying out all required duties in a professional and conscientious manner
- behaving honestly and with integrity in the course of their employment
- acting with care, compassion and diligence in the course of their employment
- behaving and dressing appropriately for their professional role
- complying with all applicable Australian Laws
- For this purpose, Australian Law means:
 - a) Any Act or any instrument made under an Act or



b) Any law of the Commonwealth or a State or Territory, including any instrument made under such a law including:

1. mandatory reporting of sexual abuse or suspected sexual abuse of a current student by a current employee (*Education [General Provisions] Act 2006 (s366)*)
2. 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*)

- actively engaging in appropriate and required professional development
- ensuring that matters of duty of care are afforded the highest attention (including punctuality to classes, supervision and playground duty)
- ensuring that personal use of alcohol and prescribed drugs does not interfere with the proper performance of the employee's duties - there is no tolerance for the consumption of, or attendance, under the influence of alcohol while on duty and no tolerance for the use of illicit drugs
- adhering to other relevant professional Codes of Conduct where applicable (including those published by the Queensland College of Teachers and other relevant professional bodies)
- avoiding any form of unlawful discrimination, for example, on grounds such as gender, race, religion and disability

3.0 PROFESSIONAL RESPONSIBILITIES OF EMPLOYEES

In performing their duties it is expected that all employees will support the core values of Toowoomba Catholic Education, as outlined in the document titled *A Statement of Principles Regarding Catholic Education (as per the Contract of Employment which must be read, understood and accepted by the prospective employee)*. 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. The principles of the core values have been developed from reflection on the documents of the Church such as:

- 1965 *Declaration on Christian Education*
- 1977 *The Catholic School*
- 1982 *Lay Catholics in Schools: Witnesses to Faith*
- 1988 *The Religious Dimension of Education in a Catholic School*
- 1998 *The Catholic School on the Threshold of the Third Millennium*



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. Legally, reasonable is defined as *suitable, just, proper, ordinary, fair or usual* under a given set of circumstances. A reasonable act is that which might fairly and properly be required of an individual. Employees must comply with legislative and industrial requirements, with this Code and any policies and procedures that are implemented by Toowoomba Catholic Education.

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 Toowoomba Catholic Education
- Use all Toowoomba 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 Toowoomba Catholic Education



- Refer all requests for release of information about students from outside agencies, such as the police, the courts or the Department of Child Safety, to the Director. This does not apply to normal reporting procedures with parents or guardians of students.
- Comply with any other conduct requirements that are prescribed within other policies, procedures and regulations of Toowoomba Catholic Education including
 - Toowoomba Catholic Education *Email, Internet & Intranet Acceptable Users Policy and Guidelines*
 - Toowoomba Catholic Education *Policy, Procedures and Guidelines for The Prevention and Elimination of Workplace Bullying and Harassment*
 - Toowoomba Catholic Education *Policy, Procedures and Guidelines for the Prevention and Elimination of Sexual Harassment*
 - Toowoomba Catholic Education *Workplace Health and Safety Policy*
 - Toowoomba Catholic Education *Student Protection and Risk Management Policy and Procedures*
 - Toowoomba Diocesan Catholic Education Board policies on:
 1. *Child and Youth Protection*
 2. *Sexual and Sex-Based Harassment*
 3. *Workplace Bullying and Harassment*
- Ensure that private matters 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 refer to the Toowoomba Diocesan Catholic Education Board *Conflict of Interest Policy* (to be issued 2009)

- Observe contractual commitments
- Respect the proper administrative authority of Toowoomba Catholic Education
- 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, Toowoomba Catholic Education employees have a responsibility to:

1. Establish a relationship based on courtesy, mutual trust and open communication and:
 - negotiate constructively when appropriate to achieve the best possible outcomes for students
 - engage parents through developing effective partnerships
 - consider parents' perspectives regarding the education of their children
 - ensure parents understand relevant rules, regulations, and procedures that affect their children and themselves
2. Respect family privacy and treat information with an appropriate level of confidentiality and:
 - 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. If you are unsure about the appropriate level of confidentiality in any situation please do not hesitate to contact your school's Principal or Senior Education Officer.
3. Respect parents' and guardians' rights of inquiry, consultation and information with regard to their children and:
 - 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



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

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

6.0 PROFESSIONAL RELATIONSHIPS

6.1 Interactions with students

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

Employees must be aware that their interactions with students are based on the employee being in a position of trust 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.

Examples of situations 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, are 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 from the parent/guardian and Principal, and do so in accordance with school policy. 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. For further information employees should familiarise themselves with Toowoomba Catholic Education's *Safety Inspection Checklist for Vehicle/Transport (OHS website)*

Employees may only engage in tutoring or coaching students outside of school hours in accordance with school policy. 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, some 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 e.g. door to remain open*
- *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. It is irrelevant whether the relationship is heterosexual or homosexual, consensual or non-consensual or condoned by parents or caregivers. The age of the students or the employees involved is also irrelevant.



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:

- obscene language of a sexual nature
- suggestive remarks or actions
- jokes of a sexual nature
- obscene gestures
- unwarranted and inappropriate touching
- 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 should 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*. It is not the responsibility of employees to investigate allegations or suspicions of a student protection nature. For further information refer to the *Student Protection and Risk Management Policy and Procedures Manual*.



6.1.1 Maintaining professional boundaries

The following self-assessment may assist employees in assessing their application of professional boundaries:

- ◆ am I dealing with a particular student in a different manner than with others under the same circumstances?
- ◆ would I do or say this if a colleague was present?
- ◆ is my dress/availability/language different from the norm with a particular student(s)?
- ◆ are the consequences of my actions likely to have negative outcomes?
- ◆ are my personal feelings translating into inappropriate actions?
- ◆ could my conduct with a student be perceived as demeaning or belittling?

Any employee/s who have concerns or questions about perceived or actual contraventions of any of these boundaries set out in this Code, whether by themselves or by colleagues, should not hesitate to speak to their Principal or other appropriate senior personnel 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 Toowoomba Catholic Education *Student Protection and Risk Management Policy*.

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. The 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 unsafe behaviours should be referred to the appropriate person in accordance with the Toowoomba Catholic Education's policy and procedures. An individual behaviour plan should be developed for difficult/challenging students. All relevant employees must be aware of this individual behaviour plan and act in accordance with the procedures documented in this plan.



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.

The following practices are unacceptable:

- 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
- shaking or throwing a student
- intimidating a student
- swearing at a student
- using sarcasm to humiliate
- refusing biological necessities as a means of punishment
- applying painful or noxious conditions
- criticising a student rather than the student's action
- using fear or practices which instill fear as a means of controlling a student
- exposing a student to material that contains adult concepts or themes that are inappropriate to the student's age or the relevant 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. Employees must ask permission and advise the student that they will be touching them e.g. to demonstrate a throwing action in cricket, before doing so.

The physical contact referred to 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.



Other 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 (it is the choice of teachers to request permission to do this or refrain from the action)*
 - *guiding a student in a non threatening manner*
 - *tapping a student on the shoulder to gain his/her attention after verbal requests were unsuccessful*
 - *protecting a student from imminent danger to himself/herself or to others*

Physical interventions (including physical restraint or removal) 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 force as is reasonable and necessary in the circumstance is permitted (Restraint Guidelines to be issued in 2009).

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 collaboration, 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 Toowoomba Catholic Education *Policy, Procedures and Guidelines for the Prevention and Elimination of Workplace Bullying and Harassment*
- Foster unity, harmony and cooperation in working relationships
- Respect the ethical professional practice of colleagues in other settings

In accordance with Toowoomba Catholic Education *Policy, Procedures and Guidelines for the Prevention and Elimination of Sexual Harassment* employees are reminded that sexual harassment is considered to be an unacceptable form of behaviour.

7.0 DUTY OF CARE

Toowoomba Catholic Education 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 are to exercise with diligence the duty of care that they owe to students. In addition, 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 Toowoomba Catholic Education.

Employees are expected to cooperate with the directions of relevant personnel in Toowoomba Catholic Education 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, or appear to threaten, the fulfillment of this objective are reported to the employee's direct supervisor.

The supervisory role of employees in relation to students 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.

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 mobile. Punctuality is an essential element of this compliance.



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 Toowoomba Catholic Education/school/college's anti-bullying policy. Ill 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 management plans.

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 take reasonable steps to eliminate the risk and if this is not possible to then minimise the risk. Employees also need to appreciate that the Toowoomba Catholic Education/school/college, in exercising its duty of care students and employees, requires employees to conduct appropriate risk assessments, 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* or other personnel for assistance. *The Employee Assistance Program (EAP)* is a free, professional, confidential counselling service provided through Centacare, Toowoomba.

Employees with concerns about the health and welfare of colleagues or the safety of others should take their concerns to their Principal/Deputy-Principal/ Student Protection Officer/s. Should employees not be able to make such contact they may seek assistance from their Senior Education Officer.

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.

During work hours and/or at the workplace, employees must not be under the influence of or in the possession of drugs that are illegal to possess or distribute.

Employees should only assist students to take dispensed medicine (prescription medication) in accordance with *OHS website 3.11 Emergency Procedures*.



9.3 Alcohol

Employees must not give or otherwise provide students with alcohol. This provision does not apply to the context of Eucharist participation. 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. At school functions e.g. B B Que, students attending with their parents are the responsibility of their parents. If students are under the supervision of teachers at these functions supervision responsibilities apply.

Alcohol on school grounds must be contained within a secure location which is not accessible by students. Such a location 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 Toowoomba Catholic Education Centre/school/college grounds other than in the designated areas.

10.0 DISCRIMINATION, HARASSMENT AND BULLYING

10.1 Sexual harassment

Sexual harassment is unlawful and will not be condoned within Toowoomba Catholic Education. Employees shall not engage in sexual harassment. Employees should familiarise themselves with Toowoomba Catholic Education Policy, Procedures and Guidelines for the Prevention and Elimination of Sexual Harassment.

10.2 Bullying & Harassment

All staff, students and anyone else involved with Toowoomba Catholic Education have the right to partake in an environment that is free from intimidation, threat, humiliation and workplace harassment. Employees should familiarise themselves with Toowoomba Catholic Education's Policy, Procedures and Guidelines for the Prevention and Elimination of Workplace Bullying and Harassment.

Offensive, abusive, bullying, belittling or threatening behaviour towards individuals or groups of people, performed in the course of one's work duties does not demonstrate respect for other people and amounts to a breach of this Code.



10.3 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/ disability
- 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

For further information and/or assistance in relation to harassment in the workplace speak with your Principal/Deputy-Principal/ Student Protection school contact/s and/or your Senior Education Officer.

11.0 MAINTAINING KNOWLEDGE

Toowoomba Catholic Education 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 in the event of any conflict.

Toowoomba Catholic Education 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 of Toowoomba Catholic Education must provide fair and equitable access to training for employees and assist them in meeting these objectives.



Useful Links & Resources

Copies of Toowoomba Catholic Education policies and procedure can be located on the Toowoomba Catholic Education intranet website: <https://ceo.twb.catholic.edu.au>

Copies of relevant legislation can be accessed through the Australasian Legal Information Institute (AustLII) Website: <http://www.austlii.edu.au/>

The following Church documents impact on the Code of Conduct:

- 1965 *Declaration on Christian Education*
- 1977 *The Catholic School*
- 1982 *Lay Catholics in Schools: Witnesses to Faith*
- 1988 *The Religious Dimension of Education in a Catholic School*
- 1998 *The Catholic School on the Threshold of the Third Millennium*

The following Diocesan documents impact on the Code of Conduct:

- *Integrity in Ministry*
- *The Teacher in the Catholic School*

The Queensland College of Teachers documents:

- *Professional Conduct*
- *Codes of Practice*
- *Policy and Research*
- *Professional Standards*

Ref: www.qct.edu.au

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