



# Code of Conduct for Other Personnel

Catholic Education  
Archdiocese of Brisbane  
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# Code of Conduct for Other Personnel

**This Code of Conduct applies to all personnel other than staff members and volunteers working within Brisbane Catholic Education.**

All personnel (who are not staff members or volunteers whose training is covered separately), especially those who work with students, are required to participate in a Student Protection Induction. Information is contained in the Student Protection Handbook for Other Personnel and the Training PowerPoint for Other Personnel.

All personnel working in the school must undergo employment screening under the *Working with Children (Risk Management and Screening) Act 2000* and hold a current Positive Notice Blue Card unless exempt.

Other personnel, through the services they provide, play a significant role in the work of the school and have an integral part to play in providing a safe and enjoyable environment for young people.

## **Personnel are expected to follow the principles of:**

- Safety
- Respect
- Support
- Ethical Communication
- Ethical Conduct.

## **Personnel should:**

- Behave honestly and with integrity
- Act with care and diligence
- Behave and dress appropriately.

## **Personnel should think and act safety:**

- Put safety first in all activities
- Follow the safety procedures outlined in the School's Operational Guidelines, to the best of his/her ability, and as outlined in the other personnel induction process
- If a direct threat is identified, assist in the evacuation of the area and/or situation as quickly as possible
- Work only according to his/her level of competency. Contact and report to School Administration when confronted with a situation with which he/she is unable to contend or is beyond his/her role and responsibility.

### **Personnel should treat students and staff with respect:**

- Respect the rights of individuals and maintain an appropriate level of confidentiality
- Treat everyone with courtesy, sensitivity, tact, consideration and humility
- Assist in the creation of an environment free of fear, harassment, racism and exploitation
- Respect the cultures, beliefs, opinions and decisions of others even though not always in agreement
- Take instruction from, and not obstruct, the responsible staff member in any way in regards to the execution of their duties
- Report any illegal activity to the School's Administration or appropriate staff member.

### **Personnel should use appropriate communication skills when engaging with students:**

- Acknowledge the needs and concerns of the individual
- Practice effective listening (for example - ask open questions; be alert to non-verbal communication; stay calm and relaxed)
- Be aware of the young person's physical space
- Be aware of your own body language
- Be judicious in making physical contact with young people and at all times seek the young person's permission to do so where circumstances requires such contact e.g. administration of First Aid
- Stay calm and relaxed
- Be clear and consistent
- Use non-discriminatory respectful and non-judgmental language
- Seek advice whenever appropriate
- Follow all instructions from the staff and School Administration. Personnel should not engage directly with media representatives, and should refer all enquiries to School Administration.

### **Personnel must not:**

- Smoke or use tobacco products while on school property
  - Legislative requirements under the *Tobacco and Other Smoking Products Act 1998* ban the use of smoking products, including tobacco and electronic cigarettes;
  - In all enclosed and outdoor areas at the school, and
  - Five metres beyond the boundary of school land

A five metre no-smoking area around the perimeter of the school extends beyond the school land boundary; including all structures in this area such as bus shelters and car parks

The law applies at all times – during and after school hours, on weekends and during school holidays.
- Use, possess, or be under the influence of alcohol at any time while on school property
- Use, possess, or be under the influence of illegal drugs at any time while on school property
- Condone the use of, or provide any of the above substances, to any student, staff member, volunteer or other personnel
- Verbally harass or abuse any person or use profanity while on school property
- Utilize his/her position to take advantage of any young person.

Any breaches of this Code of Conduct will be dealt with by the school Principal in the first instance and appropriate authorities will be contacted if necessary.

Should you have any questions with regard to any of the above you should contact the school Principal in the first instance.



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