



VILLANOVA COLLEGE

# EMPLOYEE CODE OF CONDUCT



# INTRODUCTION

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## Vision

Striving for excellence in boys' education as an Augustinian community one in mind and heart on the way towards God.

## Mission

Villanova College is a Catholic school for boys where education is the formation of the whole person within a faith community. Our staff, parents, and students both past and present contribute their gifts and talents towards the development of young men of Gospel values who seek the common good. Our community promotes life-long learning continually challenging itself in the restless search for Truth.

## Operating Principles

In following the path of Augustine:

- *We embrace the living Tradition of the Catholic Church, participating in the mission of the Archdiocese of Brisbane with our Augustinian charism and organizational independence.*
- *We witness to the Gospel vision of life and challenge those values of contemporary Australian society which erode the dignity of the human person.*
- *We assist our students to realise the fullness of their potential, as they strive to integrate the physical, emotional, intellectual, and spiritual dimensions of life and culture.*
- *We promote justice, truth, friendship, collaboration in decision making, initiative and equal of opportunity.*

## Purpose

This Code of Conduct (the Code) clarifies and affirms the standards of behaviour that are expected of all employees of Villanova College 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 fulfil their legal and professional responsibilities in achieving a safe and supportive workplace environment.

This Code of Conduct (the Code) is also designed to meet Villanova College'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 and Child Guardian Act 2000* and to comply with the relevant provisions contained in the *Education (Accreditation of Non-State Schools) Act 2001*.

## Application of the Code

This Code of Conduct applies to all Villanova College employees contracted on a temporary, casual, fixed term, or continuing basis. Volunteers should refer to the *Villanova College Volunteer Code of Conduct*.

## When does the Code Apply?

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

Employees should note that this Code and the *Villanova College Student Protection Policy/Processes* are also to apply while escorting students on camps, excursions, and tours within or outside Australia.



This Code applies to all staff, including:

- At all the College's campuses, during and after normal working hours.
- During College activities and College-related events (whether they are on the College grounds).
- At other functions where staff members are representing Villanova College (for example, at social events organised by the College); and
- In any other situation where a staff member's behavior may reflect on the College (for example, at a professional development conference or seminar).

## Responsibility for Other Community Members

Any parent or Villanova College community member who invites a relative, friend, support, carer or other person to be present at any official social or sporting activity held by or for the benefit of the College and its students must at all times be responsible for that person and ensure they act in a manner consistent with this Code of Conduct.

## Context

Villanova College 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 a person.

Villanova College believes that children and young people should develop skills in building positive relationships based on those modelled by our employees.

Villanova College 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.

It is expected that all Villanova College employees adhere to principles and practices of student protection as a fundamental responsibility.

Each staff member must:

- Not engage in behavior that may damage the College's reputation or cause embarrassment to the College.
- Treat all people with dignity, courtesy and respect.
- Respect and be sensitive to an individual's cultural, ethnic, and religious background.
- Actively discourage any form of harassment or unlawful discrimination.
- Avoid language and behavior which might be reasonably perceived as offensive, abusive, or intimidating; and
- Demonstrate the highest standards of professional behavior and exercise professional judgement

## Clarification of the Code

If there is any conflict between this Code and applicable legislation, the legislation will prevail. If an employee is in doubt about the interpretation of this Code, then the matter should be discussed with a member of the College Leadership Team. If this matter cannot be clarified at a local level, the matter may be referred to the Principal – Villanova College.



## Breaches of the Code

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

Villanova College employees hold special positions of trust, and therefore must be accountable for their actions. Conduct which is contrary to this Code may amount to professional misconduct which will be dealt with in accordance with the Villanova College:

- *Disputes and complaints against members of the Villanova College Community Policy*
- *Staff Anti-Discrimination, Sexual Harassment and Bullying Policy*
- *Student Protection Policy/Processes*
- *Privacy Policy*

Villanova College 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 the Principal of Villanova College or a member of the College Leadership Team.

# OVERVIEW OF GENERAL COMMENTS

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All employees will demonstrate, to a reasonable professional level, a commitment to Villanova College through:

- *being committed and loyal to the educational, religious, and social values of Catholic education.*
- *carrying out all required duties in a professional and conscientious manner.*
- *behaving honestly and with integrity during their employment.*
- *acting with care, compassion, and diligence in the course of their employment.*
- *behaving and dressing appropriately (see Villanova College Dress Policy) 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:*
    - *mandatory reporting of sexual abuse or suspected sexual abuse of a student under 18 years attending the school: Education (General Provisions) Act 2006 - Section 366 (1)(2)(a)*
    - *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 yard duty).*



- ensuring that personal use of alcohol and prescribed drugs does not interfere with the proper performance of the employee's duties. There is a zero tolerance for the consumption of, or attendance under the influence of, illicit drugs and alcohol while on duty.
- 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, and religion.

## Professional Responsibilities of Employees

In performing their duties, it is expected that all employees will support the core values of Villanova College. In doing so, they will avoid by word or action, any influence upon students that is contrary to the teachings and values expressed by the Catholic Church in whose name they act.

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

Employees undertake their responsibilities within the framework of the law and lawful and reasonable instructions from their employer. Employees must comply with legislative and industrial requirements, with this Code and any policies and procedures that are implemented by Villanova College.

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 College based activities and out of College activities involving the College.

## 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. College) who has authority to give the direction.
- maintain appropriate confidentiality about dealings that the employee has in the scope of their work for Villanova College.
- use all Villanova College 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 Villanova College.
- comply with any other conduct requirements that are prescribed within other policies, procedures and regulations of Villanova College including:
  - Villanova College's Staff Dress Policy.
  - Villanova College's Staff Anti-Discrimination, Sexual Harassment and Bullying Policy
  - Villanova College's Workplace Health and Safety Policy.
  - Villanova College's Student Protection Policy/Processes.
  - Villanova College Privacy Policy.
- 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.
- observe contractual commitments.



- respect the proper administrative authority of Villanova College.
- ensure criticism or complaints are made through the correct grievance mechanisms.

## Responsibilities to Parents/Guardians and Families of Students

In relation to parents/guardians and families, Villanova College employees have a responsibility to:

In relation to parents/guardians and families, Villanova College employees have a responsibility to:

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

- 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.

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

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

If you are unsure about the appropriate level of confidentiality in any situation, please do not hesitate to contact the relevant Head of School or Principal.

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

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

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

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

## Professional Relationships

### 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 College's pastoral care/student welfare 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 the College. Employees are to seek guidance from the Principal if a personal relationship exists with a student's family. 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 College 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.

### **Personal Transportation of 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 College 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 Villanova College's *Guidelines for Transporting Students in Private and College Owned Vehicles*.

### **Tutoring and Coaching (also refer to Conflicts of Interest)**

Employees engaging in tutoring or coaching students outside of school hours 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 College's policy and procedure.

When responsible for a single student, an employee should:

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



## Conflicts of Interest

Private interests can, or have the potential to, influence an employee's capacity to perform their duties and in turn compromise their integrity and that of Villanova College. When faced with a situation in which a conflict of interest may be present, a Villanova College employee should report any potential or real conflict to the Principal or his delegate.

As an individual, employees have the right to participate in political and community activities and to pursue personal interests, provided that any conflict that arises is recognised and adequately managed.

Villanova College employees should also report situations where a senior staff member or colleague who has an identified conflict is, or may be perceived as, unduly influencing a decision.

Villanova College employees should not use their position, contacts or confidential information to benefit themselves, their family, their friends or associates.

Examples where a conflict of interest could arise and must be reported to the Principal or his delegate include:

- An employee taking on additional employment that conflicts or comprises the employee's employment with Villanova College.
- An employee of Villanova College working or coaching in another school.
- An employee tutors or coaches students from Villanova College in return for payment.
- An employee uses information gained at work, such as student and family contact details, for personal use.
- An employee takes part in recruitment or the appointment of a contractor where a potential contractor is a relative or close friend.

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.

In accordance with sections 366 and 366A of the *Education (General Provisions) Act 2006*, if a staff member becomes aware or reasonably suspects in the course of the staff member's employment at the school that a student has been sexually abused or is likely to be sexually abused by another person, the staff member must immediately provide a written report using the Villanova College Student Protection Reporting Form to the Principal or a Director – Villanova College Board. The Principal or Director – Villanova College Board is required by law to immediately forward a copy of the Villanova College Student Protection Reporting Form to the Queensland Police Service.

Approved teachers have a **mandatory reporting** obligation under section 13E of the *Child Protection Act 1999* to make a report to the Department of Communities, Child Safety and Disability Services when a teacher forms a 'reportable suspicion' about a child.

A reportable suspicion is a **reasonable suspicion**:

- *that a child has suffered, is suffering, or is at an unacceptable risk of suffering, significant harm caused by physical abuse or sexual abuse; and*
- *there may not be a parent able and willing to protect the child from the harm.*

A teacher fulfils this mandatory reporting obligation by:

- *Making a written report using the Villanova College Student Protection Reporting Form to their Principal of the reportable suspicion (or if the allegation is against the Principal to the Chair – Villanova College Board) and as a matter of urgency receiving written confirmation from the Principal or Chair – Villanova College Board of the date and time that the report was submitted to the Department of Communities, Child Safety and Disability Services; or*
- *Making a report directly to the Department of Communities, Child Safety and Disability Services via the online reporting form.*

When the Principal or Chair – Villanova College Board or delegate receives a report, where a teacher has formed a 'reportable suspicion', they **must**, as a matter of urgency, forward the report to the Department of Communities, Child Safety and Disability Services.

Where the Principal forms a 'reportable suspicion', they must make a report directly to the Department of Communities, Child Safety and Disability Services.

Teachers are encouraged to make mandatory reports to the Department of Communities Child Safety and Disability Services through their Principal (as described above). However, if a teacher forms a 'reportable suspicion' about a student, the teacher **must** satisfy themselves, as a matter of urgency, that the Principal has provided a report to the Department of Communities Child Safety and Disability Services.

If the teacher does not reasonably suppose that the Principal has provided the report to the Department of Communities Child Safety and Disability Services, the teacher **must, as a matter of urgency**, make the



report directly to the Department of Communities Child Safety and Disability Services. Teachers are encouraged to confer with a Villanova College Student Protection Officer for support in making the mandatory report themselves.

Where a staff member reasonably suspects a student has suffered, is suffering or is at unacceptable risk of suffering significant harm, due to sexual, physical, emotional/psychological abuse or neglect and *may not have a parent able and willing to protect the student from the harm*, then the staff member must make a written report of the concerns to the Principal using the **Villanova College Student Protection Reporting Form**, who in turn must immediately forward the **Villanova College Student Protection Reporting Form** to the Department of Communities, Child Safety and Disability Services.

More details can be found by accessing the **Villanova College Student Protection Processes**.

### 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 who has concerns or questions about perceived or actual contraventions of any of these boundaries set out in this Code, whether by themselves or colleagues, should not hesitate to speak to the Principal, Deputy Principal or Head of School 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 a Student Protection Officer of any allegation of student harm of which they become aware in accordance with current legislation and **Villanova College Student Protection Policy/Processes**.

### Student Management

Student behaviour support practices at Villanova College aim to facilitate the development and experience of responsible self-discipline amongst students and to promote the wellbeing, safety and effective management of the College community.

It is the responsibility of each employee to develop effective, consistent and appropriate management strategies in day to day interactions with students as a preventative system of behaviour support. These strategies should include a clear, consistent and graded method of dealing with inappropriate behaviours and should be developed in accordance with the College's pastoral care/student welfare 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 Villanova College's policies and procedures. Where a student's behaviour is unable to be managed by the implementation of Villanova College policies, an individual behaviour plan should be developed for that student. All relevant employees should be made 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:

- *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 for any purpose other than a student's actions causing imminent harm to self or others.*
- *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 actions.*
- *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.*

### **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.

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

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

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

Physical interventions (including physical 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 reasonably necessary in the circumstance is permitted.

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

- *a student attacking an employee.*



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

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

### **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 Villanova College's Staff Anti-Discrimination, Sexual Harassment and Bullying Policy.*
- *foster unity, harmony and cooperation in working relationships.*
- *respect the ethical professional practice of colleagues in other settings.*

In accordance with Villanova College's Anti-Discrimination, Sexual Harassment and Bullying Policy, employees are reminded that sexual harassment is considered to be an unacceptable form of behaviour.

## **DUTY OF CARE**

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Villanova College owes a duty of care to its employees and students. It is expected that all employees contribute towards the fulfilment 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 Villanova College.

Employees are expected to cooperate with the directions of relevant personnel in Villanova College to maintain a workplace environment that is positive, open and healthy for members of the College 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 fulfilment 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 fulfil duty of care requirements.

Employees must comply with the arrangements for student supervision put in place by the Villanova 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 Villanova 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 Villanova College's policies and procedures and an individual management plan, if one exists. Employees should remain with students at after school activities until they are collected.

## RISK MANAGEMENT

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All employees should be aware of risks that arise in the workplace and where possible to take reasonable steps to eliminate the risk and if this is not possible to then minimise the risk. Employees also need to appreciate that Villanova College, in exercising its duty of care for students and employees, will from time to time, require an employee to conduct a risk assessment, having regard to the welfare of all.

## DRUGS. ALCOHOL AND TOBACCO

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### **General**

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

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

### **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 must not take substances that are illegal to possess or distribute while attending College organised events.

Employees should only assist students to take dispensed medicine (prescription medication) in accordance with the guidelines for administering medication at Villanova College.

### **Alcohol**

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

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

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



The Principal or his delegate must approve the provision of alcohol at College events or social functions.

### Tobacco

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)*.

Employees are legally banned from smoking on a College facility and on land within a five-metre boundary of the College facility. A College facility includes any land on which the College provides educational instruction or activities (for example, sporting facilities located away from the College). 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. Further information is available by accessing the *Villanova College Drug Alcohol and Smoking Products Prevention Policy*.

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.

## DISCRIMINATION. HARASSMENT AND BULLYING

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### Sexual Harassment

Sexual harassment is unlawful and will not be condoned at Villanova College. Employees shall not engage in sexual harassment. All employees should familiarise themselves with *Villanova College's Anti-Discrimination, Sexual Harassment and Bullying Policy*.

### Bullying and Harassment

Workplace harassment and bullying are unlawful and will not be condoned at Villanova College. All staff, students and anyone else involved with Villanova College has the right to partake in an environment that is free from intimidation, threat, humiliation and workplace harassment. Employees should familiarise themselves with *Villanova College's Anti-Discrimination, Sexual Harassment and Bullying Policy*.

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.

### Discrimination

Discriminatory behaviour is unlawful and will not be condoned at Villanova College. Employees must not unlawfully discriminate against any person. Except where exempted by law (refer to the Anti-Discrimination Act 1991), it is unlawful to directly or indirectly discriminate against a person on the basis of the following attributes:

- *gender*
- *relationship status*
- *pregnancy*
- *parental status*
- *breastfeeding*
- *age*
- *race*
- *impairment*
- *religious belief or religious activity*



- *political belief or activity*
- *trade union activity*
- *lawful sexual activity*
- *gender identity*
- *sexuality*
- *family responsibilities*
- *association with, or relation to, a person identified based on any of the above attributes.*

For further information and/or assistance in relation to harassment in the workplace please contact Villanova College's Compliance Officer / Harassment Referral Officer, Mrs Kathryn Hackett on extension 501.

## USE OF TECHNOLOGY

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Employees must respect the professional boundaries that exist between themselves and students. Social media can present further challenges to both staff and students and has the potential to blur the lines of acceptable behaviour. At Villanova College, we are committed to open, honest and timely communication with, and between, all members of the College community. We believe that communication should be respectful, relevant, measured and sensitive. College related electronic communication includes all written communication, originating from the employer, other staff, parents/guardians, students or other members of the College community, sent and received by text message, email, social media posting or messaging, and any other form of written electronic communication.

- Employees are personally responsible for the content that they publish on social media, electronic communications, all staff emails and phones. As a result, staff must exercise professional discretion and sound judgement in their use of social media, electronic communications and phones, even for personal communication.
- Employees should recognise the potential for negative consequences for themselves, Villanova College, colleagues, students, parents/guardians and the College community through their personal use of social media, electronic communications and phones.
- There is an expectation that an employee replies to electronic communication from College leadership, students, parents, colleagues or others occurs within normal business hours and within two business days.
- All employees are required to adhere to the Australian Privacy Principles (APPs) and the *Villanova College Privacy Policy*, in their communications with parents, students, other staff and other members of the College community.
- Employees must be familiar with and comply with *Villanova College's 2020 Acceptable Use of College ICT Resources Agreement*.

### Professional Boundaries with Students

Any social media, email, or phone communication by employees with students must form part of an approved school-based communication process. School based communication processes, including College email accounts, should never be used for personal communication. Staff should use a personal email account for personal email communication.

Any official Villanova College social media site or presence must have the prior approval of the Principal or his delegate.



- Employees must not interact with respond to 'Friend requests', 'like' a post or image or 'follow' students on social media.
- At no time is interaction via non-approved digital communication permissible.
- Employees must take all reasonable steps to adjust privacy settings on social media to prevent or block students from accessing them on social media.
- If a circumstance arises where a student attempts to interact on a personal level with an employee on social media, personal email, mobile , and home phone, that staff member must notify the
- If in error, an employee does interact with a student via social media or personal email, personal mobile or home phone they are to inform the Principal or his delegate immediately they become aware the communication has taken place.
- Employees must not communicate with students using either a staff member's personal email address or a student's personal email address.
- Employees must not provide their personal mobile or home telephone number to students.

### Use of Mobile Phones

Employees should avoid as far as possible communicating with students on their personal mobile phone and/or providing their personal number to students. However, the College does recognise, due to our extensive co-curricular program, the need to be contactable when no other means exist.

At the discretion of the employee, it may be appropriate to give a student their mobile phone number to ensure the care and wellbeing of the student along with the smooth running of co-curricular and other College approved activities.

All communications are to be specific to the activity undertaken, transparent in nature, and open to scrutiny from peers, staff managers and parents.

- Whenever possible, use official College communication means such as email. If you have email set up on your mobile have the student send you an email instead of a text or phone call.
- Consider whether it is essential to have students contact you via your mobile number.
- Would it be possible to give your number to parent/guardian to achieve the same purpose?
- Only discuss matters of a professional nature relating to the school-based activity being undertaken.
- Seek permission from the Principal or relevant Leadership Team member to ensure the appropriateness of your decision.
- Ensure parents are informed and give consent for this to occur.
- Ensure the activity is approved and part of an authorised College based activity.

## MAINTAINING PROFESSIONAL KNOWLEDGE

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



Villanova College 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 Villanova College must provide fair and equitable access to training for employees and assist them in meeting these objectives.

For information on any of the above, employees are able to access information via Villanova College's Complispace platform, intranet or via a request to the Deputy Principal or member of the College Leadership Team.

Copies of Villanova College policies and procedures are located on Complispace and can also be located on the Villanova College website.