

Code of Conduct

Acknowledgement

Catholic Education Northern Territory is indebted to Brisbane Catholic Education for permission to use their material as a basis for our work. We gratefully acknowledge their generosity and continued support.

Director's Message

Catholic Education Northern Territory's Code of Conduct links very closely with the 'Sharers of the Vision', which is the key document for staff in our system.

Catholic Education has a long and proud tradition of educating Northern Territory children since the first school was established in 1908. We have a shared responsibility for all staff to be inducted into our history, traditions and ethos.

Catholic Education places an emphasis on the school as community - an educational community of persons and a genuine community of faith. Catholic schools will make every effort to promote genuine trust and collaboration between staff, parents and the learning community.

Our Code of Conduct has been developed to support all staff who work in Catholic Education Northern Territory. All staff are required to have a common understanding on how our employees will act. It sets the standard of behaviour expected of everyone. By behaving professionally, conscientiously and ethically, we demonstrate our values and ensure that our schools and workplaces are safe, respectful, supportive and cooperative.

Young people in our schools need to be safe and protected from harm. The Code of Conduct highlights our expectation of all employees in maintaining high standards of conduct and professional boundaries in their interaction with colleagues, students, the school and the wider community.

This Code comes into force with immediate effect. It is essential that all staff take the time to familiarise themselves with the Code of Conduct and Sharers of the Vision.

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Introduction

1. Commitment

- 1.1. Catholic Education Northern Territory (CENT) is the agency of the Catholic Church of the Diocese of Darwin Property Trust responsible for the administration of systemic Catholic schools and the office of CENT situated in the Catholic Diocese of Darwin. CENT 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. CENT unequivocally commits to fostering the dignity, self-esteem and integrity of every person.
- 1.3. CENT requires all employees to maintain a high standard of personal and professional conduct and to comply with all CENT's policies and procedures, including this Code of Conduct.

2. Purpose

- 2.1. This Code sets out a framework that supports individual behaviour in the workplace in line with *Sharers of the Vision*.
- 2.2. This Code sets out the responsibilities and standards of behaviour required of all employees of CENT, whether they work at CENT schools, CENT Early Learning Centres, Outside School Hours Care services or in the CENT office.
- 2.3. 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 so as to maintain the good reputation of CENT and a harmonious environment.
- 2.4. The Code is part of CENT's commitment to the National Catholic Safeguarding Standards and is a supporting document for CENT Child and Youth Risk Management Strategy.

3. Definitions

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

CENT means Catholic Education Northern Territory.

Child Protection Legislation includes the following:

- Care and Protection of Children Act
- Care and Protection of Children (Screening) Regulations
- Domestic and Family Violence Act
- Education Act
- Teacher Registration (Northern Territory) Act
- Children's Commissioner Act
- Education and Care Services (National Uniform Legislation) Act
- Education and Care Services Regulations

These may be amended and replaced from time to time.

Confidential Information means all information concerning the affairs of CENT that has been made available to employees during the course of their employment with CENT, 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 Northern Territory either at CENT schools, CENT Early Learning Centres, Outside School Hours Care services or in the CENT office, on a temporary, casual, part-time, fixed term or continuing basis pursuant to a contract of employment.

External Agencies include Catholic Education Dioceses, Catholic Diocese of Darwin, church authorities, Religious Institute schools, Government bodies and agencies, Teacher Registration Board of the Northern Territory, 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.

Personal Information is information or an opinion and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

Principal means an employee appointed to be the religious and educational leader of a CENT school within the Diocese of Darwin; otherwise 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 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 CENT school, college, Early Learning Centre or Outside School Hours Care service.

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

4. Mission

- 4.1. CENT and its employees are guided by the CENT Vision and Mission Statement and the “Sharers of the Vision” document.

Our Vision:

We, the Catholic Education family in the Northern Territory, walk together as a community in faith, through our service to each other, with our schools and our parishes, reaching out to the wider community for the achievement of excellence and equity in education inspired through Gospel of Jesus.

Our Mission:

Faith: We share and grow as Eucharistic community by celebrating our faith in prayer. We accompany one another in this journey in processes that are systemic, collaborative, graduated and ongoing.

Service: We foster positive relationships based on the model of Jesus as servant leader, promoting a culture of systemic, informed and collaborative growth.

Community: We work together with a spirit of generosity and mutual support to build strong and inclusive catholic communities.

Diversity: We value and use our diverse gifts, talents and experiences to shape our future.

- 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.

5. When does this Code apply?

- 5.1. This Code applies to all CENT employees, who work in CENT schools, CENT Early Learning Centres, Outside School Hours Care services or the office of CENT.
- 5.2. This Code applies to all CENT employees at any location where the employees is performing work for, or representing, CENT, for example, when communicating or interacting with students, employees, the school community or public, including communications via media, social media, electronic communications and phones.

- 5.3. In some cases, the Code will apply to the conduct of employees away from the workplace and outside work hours, for example, while supervising students on camps, excursions, sporting activities and extra-curricular activities approved by the school.
- 5.4. Compliance with this Code by all employees is compulsory. Employees must complete all training in relation to this Code which is required by CENT.

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 will constitute a breach of this Code and may constitute a breach of employment or contractual obligations. CENT may take appropriate action, including action under the CENT Student Protection Processes, CENT Anti-Discrimination, Equal Employment Opportunity, Bullying and Harassment Policy, CENT Investigating Complaints Procedure, Conflict Resolution Procedure and CENT Pre-Employment Disclosure. In some circumstances, CENT may take action against an employee in relation to conduct in the employee's private capacity.

Employees based in Aboriginal communities will be inducted into, and should be especially aware and respectful of, dress codes, local laws, local customs regarding 'going on country' and community expectations in relation to alcohol, illicit drugs and intimate relationships. In taking any action under these processes and procedures, CENT will afford the employee the fundamental principles of natural justice and procedural fairness.
- 6.2. Employees should report potential breaches of this Code by other employees to their Principal/Manager. 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 the school's Principals' Consultant or the Deputy Director – School Services.
- 6.3. Under the CENT Student Protection Processes, a report of any belief of harm or likelihood of harm to a student must be reported to the Child Protection Hotline. Allegations of inappropriate behaviour of employees and visitors towards students are reported to the Principal. Where the allegation is against the Principal, the matter is reported to the Deputy Principal or Assistant Principal Religious Education. The CENT Student Protection Processes must be followed.

7. Questions

- 7.1. Questions, concerns or clarification in relation to any issue in this Code may be addressed by employees by consulting their Principal/Manager, Principals' Consultant or contacting the CENT Integrity Officer/Child Safety Coordinator by email ceo.integrity@nt.catholic.edu.au or telephoning 8984 1413.

Duties and Responsibilities of Employees

8. Compliance with Laws, Standards and CENT Policies, Processes, Procedures and Regulations.

- 8.1. Employees are responsible for knowing, understanding and complying with this Code and all relevant CENT 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 CENT in relation to CENT's policies and procedures. Relevant policies and procedures are available on CENet and/or are provided to employees through CENT's 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 Teacher Registration Board of the Northern Territory, including when an employee is charged or convicted of an offence. School officers, other support staff and holders of Ochre Cards must notify SAFENT of a change in their police information.

- 8.4. Employees must comply with the professional standards of relevant professional bodies, for example, the Australian Professional Standards for Teachers, Early Childhood Australia: Code of Ethics and the Australian Psychological Society Code of Ethics. Teachers are encouraged to abide by the *Protective Practices Guidelines: For Teachers in their interactions with children and young people*; and *Managing Professional Boundaries: Guidelines for Teachers* published by the Teacher Registration Board of the Northern Territory. Employees must complete all appropriate professional development and obtain and maintain all relevant registration and accreditation.

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

- *Work Health and Safety Policies and Procedures;*
- *Student Protection Processes;*
- *CENT Anti-Discrimination, Equal Employment, Bullying and Harassment Policy;*
- *Investigating Complaints Procedure;*
- *Conflict Resolution Procedure;*
- *Dress Policy;*
- *ICT Acceptable Use Policy;*
- *Privacy Policy*
- *Drug and Alcohol Policy;*
- *Smoke Free Environment Policy*

9. Professional Responsibilities

- 9.1. CENT requires employees to act professionally and to be courteous.
- 9.2. CENT requires employees to carry out their duties in a 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.
- 9.3. Employees must always conduct and present themselves appropriately to enhance their professional reputation and the reputation of Catholic education.
- 9.4. Employees must not engage in any conduct that is contrary to the religious and social values and teachings of the Catholic Church.
- 9.5. 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 CENT school or Service, CENT or the Catholic Church.
- 9.6. Employees must comply with the lawful and reasonable directions of CENT and their Principal/Manager.
- 9.7. In representing their qualifications and competencies, employees must be truthful. When responding to CENT's request for information or when making any application to CENT, employees must promptly provide CENT with all relevant information and materials.
- 9.8. If employees have a supervisory role, they must exercise responsible management, leadership and supervision.

CENT 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 in a CENT school or service or the CENT Office (CEO); and*
- *consultants and contractors who perform work at a CENT school or service or CEO.*

9.9. In addition, Principals and Managers are expected to:

- comply with all of CENT's policies and procedures;
- promote a collegial and collaborative workplace;
- provide ongoing support and feedback to employees;
- ensure employees who 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 this 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 action reasonably practicable to protect students from reasonably foreseeable risks of harm.
- 10.2. Employees must take all reasonable care for their own health and safety and to ensure they do not adversely affect the health and safety of others.
- 10.3. Employees must follow safe work practices, comply with reasonable instructions and comply with CENT's 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 and WHS Officer.
- 10.4. Employees may only assist students to take approved medicine in accordance with CENT's policies for the administration of medication to students.
- 10.5. CENT's Child and Youth Risk Management Strategy outlines the policies and procedures that are in place to create a safe and supportive environment for students. Employees are required to comply with the Risk Management Strategy, other school documents and reasonable directions of CENT 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 school's 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, CENT, colleagues, students, parents/carers and the school community through their personal use of Social Media, electronic communications and phones.
- 11.3. Only the Principal/Manager, or a delegate appointed by the Principal/Manager, may make statements to the media on behalf of CENT or a school. Employees must avoid making comments to the media if they are identified, or may be identified, as employees of their school or CENT.

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, respond to “Friend requests”, “like” a post or image or “follow” students on Social Media. Employees must take all reasonable steps to adjust their privacy settings 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’ CENT or school provided 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.

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 CENT 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 CENT, a CENT school, 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 CENT's Confidential Information;*
- *not infringe intellectual property rights and not disclose or use CENT's Intellectual Property (including CENT's or a school'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 CENT or the Catholic Church or give the impression that their views are those of CENT 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 other 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 any individual that appears to be under the influence of drugs or alcohol in the workplace, including camps and excursions, 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 Deputy Director School Services.
- 12.3. CENT is committed to ensuring the health, safety and welfare of all employees, students and others who visit our schools and offices and to the prevention and reduction of harm associated with employees being impaired by drugs and/or alcohol at work. To meet this commitment, employees are required to comply with any drug and/or alcohol policy implemented and amended by CENT from time to time.

Smoking

- 12.4. Employees must comply with all laws in relation to the use and supply of tobacco and smoking products, (including without limitation, e-cigarettes or other vaping devices), including the Northern Territory's Tobacco Control Act 2002 and Tobacco Control Regulations (NT).
- 12.5. 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). 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, at an outdoor swimming area, at or near children's playground equipment or any other place identified by legislation.
- 12.6. CENT employees working in the office of CENT may only smoke in areas outside the office designated for smoking.
- 12.7. Employees must never purchase or provide students with smoking products or encourage or condone the use of smoking products by students.

Alcohol

- 12.8. Employees must never purchase or provide students with alcohol or encourage or condone the use of alcohol by students.
- 12.9. Employees must be aware of their legal and additional community expectations when traveling to and working in Aboriginal communities. Follow the local community regulations in regards to the consumption of alcohol.
- 12.10. 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.
- 12.11. The Principal 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, judgement or discretion is impaired by his/her consumption of alcohol.
- 12.12. Alcohol that is present on school grounds for approved purposes must be contained in a secure location which is not accessible by students.

Drugs

- 12.13. Employees must comply with the law and must not take, be under the influence of or be in the possession of illegal drugs.
- 12.14. Employees must never be under the influence of prescription drugs that might cause an impairment while they are at work or in any circumstances where they are responsible for the care and supervision of students. If an employee is using medication that may affect his/her performance at work, the employee must notify the Principal/Manager. Employees must not misuse prescription drugs and should only take prescription medication prescribed to them by a qualified medical practitioner.
- 12.15. Employees must never purchase illegal drugs or provide students or other employees with illegal drugs or prescription drugs not prescribed for the student or other employee. Employees must not encourage or condone the use of illegal drugs, or misuse of prescription medication by students or other employees.

13. Privacy and Confidentiality

- 13.1. Personal and Confidential Information (including students’ personal details), which employees obtain through their employment with CENT, must always be handled confidentially and in accordance with the CENT 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 CENT.
- 13.2. Employees must only use Personal and Confidential Information for work related purposes. Personal and Confidential Information must not be disclosed by employees, unless permitted by law. Employees should exercise sound judgement and Personal and Confidential Information should never be a topic of gossip or spoken about freely with others.
- 13.3. Any information obtained by employees through their employment must not be used for financial gain or other advantage.
- 13.4. Employees are required to report any privacy or data breach of Personal Information of which they become aware in accordance with CENT’s processes and procedures, as implemented and amended from time to time.
- 13.5. If employees have any questions or concerns about whether information is confidential and whether it can be disclosed, they should contact their Principal or Manager.

14. Managing Conflicts of Interest - Conflict of Interest Declaration

- 14.1. Employees must be impartial and objective and ensure that their private interests do not conflict or interfere (or be seen to conflict or interfere) with their obligations to CENT and the proper performance of their duties.
- 14.2. Employees must ensure that they do not use their position as an employee of CENT or CENT's resources, equipment, information, Confidential Information and Intellectual Property to promote or benefit their private interests, including but not limited to, financial gain, desire for professional advancement, potential to unfairly treat someone, or the desire to assist family or friends.
- 14.3. If an employee has an actual or potential conflict of interest the employee must declare it to his/her Principal/Manager. The Principal/Manager should keep a written record of the declaration.
- 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 CENT. 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 CENT 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.
- 14.6. Employees may interact with a school in their capacity as a parent/carer. It is expected that such interactions will be in the capacity of a parent/carer only, however, such interactions must also be professional and consistent with obligations under this Code. Care must be taken not to interfere with teaching and learning. Any concerns regarding the child/ren of an employee need to be raised using the appropriate formal channels which have been put in place at the school and system level.
- 14.7. 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 CENT. 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, the employee should seek the advice of their Principal/Manager. Employees must record the gift in the gift register.
- 14.8. 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 CENT Resources

- 15.1. Employees must use all CENT resources, information and equipment responsibly and with due care, for legitimate, work related purposes and in accordance with the law and CENT's policies and procedures. Waste and extravagance must be avoided. The purchase and disposal of CENT resources and equipment must be done in accordance with CENT's policies and procedures.
- 15.2. All CENT property and resources must be returned to CENT before the employee ceases employment with CENT.
- 15.3. Employees must use CENT's ICT resources in accordance with CENT's Policies and Procedures, including CENT's ICT Acceptable Use Policy. CENT may carry out monitoring and surveillance on CENT's 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 CENT policies and procedures or misconduct.

Professional Behaviour of Employees

16. Professional Behaviour with Students

- 16.1. CENT is committed to providing a positive learning environment that minimises the risk of harm and which supports students' wellbeing. Employees are expected to conduct themselves in a way that reflects this commitment.
- 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. CENT 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 CENT's Pastoral Care and Wellbeing (Student) Policy and other school documents. Where an individual behaviour support plan has been developed for a student, employees are required to act in accordance with that plan.
- 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 CENT schools 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. Employees working in small communities will need to be mindful of acceptable professional boundaries in their social engagement with families and children.

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?*
- *Further information is available in [Managing Professional Boundaries: Guidelines for Teachers](#) (Teacher Registration Board of the Northern Territory).*

Physical Boundaries with Students

- 16.8. Corporal punishment is prohibited in CENT schools. 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.
- 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

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.

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.*

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 pick up rubbish or 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 could be seen to be, a personal rather than a 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 at the earliest opportunity. The Principal/Manager should keep a written record of the declaration.

- 16.15. CENT's 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.
- 16.16. Employees must ensure that they do not violate appropriate behavioural boundaries with students.

The following are examples of behaviour 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 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 CENT's Pastoral care and Wellbeing (Student) Policy and school documents:

- *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 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 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. Sexual abuse or likely sexual abuse of a student will be reported to the Northern Territory Police in accordance with CENT Mandatory Reporting Policy and CENT Student Protection Processes. As a result of the relationship of trust between an employee and student, any reasonable beliefs or allegations of a sexual relationship between an employee and a student will be considered by CENT to be sexual abuse of a student. Allegations or reasonable beliefs of grooming behaviour between an employee and a student will be considered by CENT to be likely sexual abuse. It is inappropriate for an employee to have a romantic relationship with a student and CENT may also consider it to amount to likely sexual abuse of a student.

- 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 CENT. Employees should be very wary about entering into a romantic or sexual relationship with a former student, being guided by the information in *Managing Professional Boundaries: Guidelines for Teachers* published by the Teacher Registration Board of the Northern Territory, under *Q&A: Professional Boundaries*. Employees should seek assistance or further clarification of their obligations by contacting the Deputy Director School Services.
- 17.5. If an employee has a lawful sexual or romantic relationship with a student which existed before the employee commenced employment with CENT or any work in a school, the employee must immediately declare that relationship to his/her Principal/Manager. If an existing employee has a lawful relationship with a person who is not a student at a CENT school and then that person becomes a student at a CENT school, the employee must immediately declare that change in circumstance to his/her Principal/Manager. Written records of the declaration are to be maintained by the Principal/Manager.

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*

18. Student Protection Processes

- 18.1. CENT 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 CENT Student Protection Processes 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 CENT Student Protection Processes have been formulated in accordance with the requirements of the Child Protection Legislation and the National Catholic Safeguarding Standards.
- 18.3. The CENT Student Protection Processes 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 CENT Student Protection Processes and make all reports required under those processes. All required training on the CENT Student Protection Processes must be completed by employees. If an employee requires any assistance or has any concerns the employee should contact their Principal/Manager or the CENT Integrity Officer/Child Safety Coordinator.

19. Professional Behaviour with Parents/Carers

- 19.1. Employees must always engage with students' parents/carers in a professional and courteous manner.
- 19.2. Employees must endeavour to establish a relationship with students' parents/carers that is based on mutual trust and open communication.
- 19.3. CENT 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.
- 19.4. 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.

In their behaviour with parents/carers, employees must:

- *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.*

- 19.5. Employees must not provide their personal email address, residential address, mobile or home telephone number to a student's parent/carer without appropriate professional reason. All written communications with parent/carer about students, the school and/or CENT are to be sent from the employee's CENT (including ntschools) email account and are to be: professional, related to the student's learning and development or other school matter, and written in a way that promotes the reputation of CENT, the school and the employee.

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 CENT employees can have a positive influence on the culture and atmosphere of the work environment. Employees are expected to conduct themselves in ways which are conducive to positive workplace relationships.
- 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 CENT's Conflict Resolution Procedure and CENT's Investigating Complaints Procedure 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 cooperation;*
- *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 unlawful discrimination. Employees who believe that anyone in the workplace is being bullied, sexually harassed or discriminated against, should report the behaviour to their Principal/Manager or the Principals' Consultant or Deputy Director School Services.
- 21.2. Employees must comply with the CENT Anti-Discrimination, Equal Employment Opportunity, Bullying and Harassment Policy. Employees may seek assistance or further information by contacting their Principal/Manager or the Principals' Consultant or Deputy Director School Services.
- 21.3. Physical assault, threats of physical assault, sexual assault, indecent exposure and stalking are all criminal offences which should be reported by employees to the Northern Territory Police and their Principal/Manager.
- 21.4. CENT will take appropriate action if an employee is found to have bullied, unlawfully discriminated against, or sexually harassed another person as described in the Anti-Discrimination, Equal Employment Opportunity, Bullying and Harassment Policy.

General

22. Copyright and Intellectual Property

- 22.1. Employees are required to comply with copyright legislation, regulations and any license arrangements. Any use of copyright material requires the permission of the copyright-holder consistent with copyright legislation and/or any license arrangement. Employees who do not comply with copyright legislation and/or any license arrangements risk disciplinary action.
- 22.2. Employees may use CENT's Intellectual Property in the course of their employment with CENT.
- 22.3. All material created by employees in the course of their employment with CENT is wholly owned by CENT. Employees are encouraged to freely share the material they create in the course of their employment with CENT with other CENT employees.
- 22.4. 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.
- 22.5. Employees cannot use CENT's Intellectual Property for any private purposes either during or after the employee's employment with CENT (for example, conducting a private business) without obtaining the written permission of the Director CENT.

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. Employees are required to make and maintain all CENT records in accordance with CENT's policies and procedures and as otherwise required by any relevant legislation or regulation.
- 23.2. Records of all consents and approvals and declarations given to or by a Principal/Manager be kept on file by the Principal/Manager and the employee.
- 23.3. Where a Principal/Manager is required to notify or seek consent, the Principal/Manager is required to notify or seek the consent of the Director.
- 23.4. Employees must keep all CENT records in accordance with CENT's policies and procedures and not destroy any records without appropriate authority.

24. Employee Assistance Program

- 24.1. CENT provides an Employee Assistance Program through the Catholic Care Access counselling program. This program is available to all staff and their immediate families require support or would like to discuss any work or personal issues.

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 CENT.