



## PURPOSE

The purpose of this Code of Conduct is to articulate the standards of conduct which are required of all staff employed at Sacred Heart College. This will assist all staff to understand clearly the expectations of them as well as their responsibilities and obligations.

The standards of conduct required to be met under the Code exist alongside requirements set out in a staff member's letter of appointment.

There are obligations and responsibilities for anyone who is at the College and it is expected that others employed (as defined below) at the school use this Code to guide their behaviour and conduct where it is appropriate to their situation and circumstances.

## RATIONALE

Sacred Heart College promotes values drawn from the Catholic tradition of faith and from its Marist Ethos in order to prepare students for more active participation in the world. Hence, education at SHC is understood as both a work of love and a service to society.

Catholic educators, in a spirit of cooperation, make a vital contribution to promoting the development of the human person, fostering social consciousness, nurturing prayer and encouraging young people to engage the living Tradition of the faith community.

All Staff in Catholic Schools, by their personal example, virtues, loving relationships, respect and acts love and justice, witness to the presence and activity of God with us.

*Crossways: Religious Education Framework for SA Catholic Schools (CEO, Adelaide, 2009)*

Sacred Heart College provides education as part of the mission of the Church. Fundamental to this mission is a respect for the value and dignity of each person. A work environment based on these values will ensure that all Staff employed at SHC feel safe and empowered in the performance of their work in the School community.

All Staff employed at SHC are expected to uphold appropriate standards of behaviour. The College Principal and those others in leadership positions are expected to ensure that Staff understand their obligation to observe this Code of Conduct and to uphold appropriate standards of behaviour at all times.

## DEFINITIONS

Staff	means staff employed by Sacred Heart College.
Others	includes children and young people, contractors, volunteers, members of the School community or people outside of the School community associated with the College.
Confidential	relates to privileged communication shared only between a few people information for furthering certain purposes.



## SCOPE OF CODE OF CONDUCT

This Code of Conduct applies to all Staff employed at Sacred Heart College and Others) during working hours and outside of working hours in so far as the conduct outside of working hours has the potential to, or does impact on or reflect on: their employment or role within the College; their colleagues; their employer;, or the School community.

This Code of Conduct applies to all conduct including conduct involving any telecommunication device or social networking application.

If a Staff member is unsure about the appropriate action to take in a particular situation, they should discuss the matter with their line manager or Principal, as appropriate.

If a person to whom this Code of Conduct applies considers they may have breached the Code of Conduct they should as soon as practicable after the relevant incident report the details of the incident to their line manager or Principal, as appropriate.

## STANDARDS OF BEHAVIOUR

These standards of behaviour include:

### Personal conduct

All Staff are expected to:

- support, and act consistently within, the Catholic ethos of the College, Catholic Education SA and the Catholic Church;
- support the aims and philosophy of the College by their conduct and interactions with the school community and by being an example of Catholic virtues;
- conduct themselves in a manner that will not discredit the College, Catholic Education SA and/or the Catholic Church or individuals within these entities;
- respect the moral and ethical values and teachings of the Church and ensure that their conduct does not have the potential to adversely affect the reputation of the College;
- treat Staff, and Others professionally with honesty, faith and trust in a fair, responsible and compassionate manner;
- respect and comply with all Federal, State and local laws;
- relate to Staff and Others with dignity, courtesy, integrity and respect at all times and have proper regard for their interests, rights, safety and welfare;
- manage and declare situations that may give rise to a conflict of interest or the perception of such a conflict;
- respect the privacy of Others and Others' personal and sensitive information;
- take reasonable care to ensure their own health and safety at work and avoid adversely affecting the health and safety of Others;
- refrain from behaviour which constitutes bullying, discrimination or any form of harassment.

### Communication

All Staff are expected to:

- communicate with one another, and with Others, in a manner which is respectful, honest and courteous at all times;
- refrain from negativity, gossip, spreading rumours or making inappropriate comments through any form of communication, including electronic communication;
- observe confidentiality in relation to confidential information which they encounter or receive in the course of their employment and disclose such information only to authorised Staff, authorised Others, or as required by law;
- refrain from improperly using information gained in the course of their employment for personal or commercial gain for themselves or Others.

## Professional Conduct

All Staff are expected to:

- carry out their duties in a professional and conscientious manner;
- follow all relevant policies, guidelines and instructions with regard to the safety of children and young people;
- maintain appropriate professional boundaries around their behaviour towards children and young people;
- present to work in a timely manner, in professional attire (appropriate to the role or functions of the relevant Staff member) and in a fit state to work including;
  - being in sufficient physical and mental health to be capable of complying with their duty of care to their colleagues and students; and/or
  - being unimpaired in the conduct of their duties by reason of alcohol, medication, or an illegal drug;
- respect the professional opinions of colleagues;
- comply with any lawful and reasonable direction given by someone in the School, Marist Province or CEO with the authority to give the direction;
- have a current police clearance in accordance with the policies and guidelines of the School;
- report to the relevant person or agency inappropriate conduct or conduct which might reasonably be considered to be a breach of this Code and/or illegal;
- act ethically and with integrity at all times;
- maintain the currency of employment related requirements (e.g. registration, police clearance, etc).

### Leaders

Leaders, in addition to adhering to the conduct outlined in 4.1 - 4.3 of this Code, have a responsibility to:

- set a good example for Staff and Others;
- make decisions fairly, impartially and promptly, considering all available information, legislation, policies and procedures;
- act expeditiously in response to a complaint from Staff or Others;
- provide opportunities for Staff and Others to participate in decisions which affect them;
- ensure Staff and Others are treated fairly and equitably;
- ensure Staff and Others understand what is expected with regard to the Code of Conduct and how feedback will be provided with regard to complaints.

## CONSEQUENCES OF A BREACH OF THE CODE OF CONDUCT

All Staff are required to abide by this Code of Conduct.

Any person who believes, on reasonable grounds, that this Code may have been breached may raise this matter with the College Principal, the Marist Schools Regional Director or the Diocesan Director of Catholic Education specifying details of the alleged breach.

A breach of this Code may give rise to a range of outcomes, including counselling and/or disciplinary action (including dismissal where appropriate) following proper investigation.

Some breaches of the Code may also constitute civil or criminal offences and may result in civil action or prosecution.

## RELATED POLICIES, PROCEDURES and RESOURCES

This Code of Conduct is to be read in conjunction with, and is additional to, any other relevant SHC Policy, Procedures or Guidelines. All Staff and Others associated with the College are required to comply with the provisions of any such document.

Policy Title	Staff Code of Conduct Policy
Ratified by Executive and College Council	February 2019
Policy due for review	February 2022

# Staff Employed in Catholic Education South Australia

## **Code of Conduct**



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## 1 Purpose

The purpose of this Code of Conduct is to articulate the standards of conduct which are required of all staff employed in Catholic Education SA. This will assist all staff employed in Catholic Education SA to understand clearly the expectations of them as well as their responsibilities and obligations.

The standards of conduct required to be met under the Code exist alongside requirements set out in a staff member's letter of appointment.

There are obligations and responsibilities for anyone who is at a School or Catholic Education Office (CEO) and it is expected that Others at a School or CEO use this Code to guide their behaviour and conduct where it is appropriate to their situation and circumstances.

## 2 Scope

This Code of Conduct applies to all Staff employed in Catholic Education SA and Others (as defined in Section 5) during working hours and outside of working hours in so far as the conduct outside of working hours has the potential to, or does impact on or reflect on their employment or role within Catholic Education SA, their colleagues, their employer or the School or CEO community.

This Code of Conduct applies to all conduct including conduct involving any telecommunication device or social networking application.

If a Staff member is unsure about the appropriate action to take in a particular situation, they should discuss the matter with their line manager, Principal or Director, as appropriate.

If a person to whom this Code of Conduct applies considers they may have breached the Code of Conduct they should as soon as practicable after the relevant incident report the details of the incident to their line manager, Principal or Director, as appropriate. This policy applies to all Catholic schools and CEO offices in South Australia.

## 3 Code of Conduct

The Catholic School promotes values drawn from the Catholic tradition of faith in order to prepare students for more active participation in the world. Hence, education in the Catholic School is understood as both a work of love and a service to society.

Catholic educators, in a spirit of cooperation, make a vital contribution to promoting the development of the human person, fostering social consciousness, nurturing prayer and encouraging young people to engage the living Tradition of the faith community.

All Staff in Catholic Schools, by their personal example, virtues, loving relationships, respect and acts love and justice, witness to the presence and activity of God with us.

Crossways: Religious Education Framework for SA Catholic Schools (CEO, Adelaide, 2009)

Catholic Education SA provides education as part of the mission of the Church. Fundamental to this mission is a respect for the value and dignity of each person and a work environment based on these values will ensure that all Staff employed in Catholic Education SA feel safe and empowered in the performance of their work in the Catholic School community or Catholic Education Office.

All Staff employed in Catholic Education SA are expected to uphold appropriate standards of behaviour. Principals and those in leadership positions are expected to ensure that Staff understand their obligation to observe this Code of Conduct and to uphold appropriate standards of behaviour at all times.

These standards of behaviour include:

### 3.1 **Personal conduct**

All Staff are expected to:

- support, and act consistently within, the Catholic ethos of the Catholic School or CEO at which they are present, Catholic Education SA and the Catholic Church;
- support the aims and philosophy of the School or CEO by their conduct and interactions with the School or CEO community and by being an example of Catholic virtues;
- conduct themselves in a manner that will not discredit the Catholic School or CEO at which they are employed, Catholic Education SA and/or the Catholic Church or individuals within these entities;
- respect the moral and ethical values and teachings of the Church and ensure that their conduct does not have the potential to adversely affect the reputation of the Catholic School, CEO or Catholic Education SA;
- treat Staff and Others professionally with honesty, faith and trust in a fair, responsible and compassionate manner;
- respect and comply with all Federal, State and local laws;
- relate to Staff and Others with dignity, courtesy, integrity and respect at all times and have proper regard for their interests, rights, safety and welfare;
- manage and declare situations that may give rise to a conflict of interest or the perception of such a conflict;
- respect the privacy of Others and Others' personal and sensitive information;
- take reasonable care to ensure their own health and safety at work and avoid adversely affecting the health and safety of Others;
- refrain from behaviour which constitutes bullying, discrimination or any form of harassment.

### 3.2 Communication

All Staff are expected to:

- communicate with one another, and with Others, in a manner which is respectful, honest and courteous at all times;
- refrain from negativity, gossip, spreading rumours or making inappropriate comments through any form of communication, including electronic communication;
- observe confidentiality in relation to confidential information which they encounter or receive in the course of their employment and disclose such information only to authorised Staff, authorised Others, or as required by law;
- refrain from improperly using information gained in the course of their employment for personal or commercial gain for themselves or Others.

### 3.3 Professional Conduct

All Staff are expected to:

- carry out their duties in a professional and conscientious manner
- follow all relevant policies, guidelines and instructions with regard to the safety of children and young people;
- maintain appropriate professional boundaries around their behaviour towards children and young people;
- present to work in a timely manner, in professional attire (appropriate to the role or functions of the relevant Staff member) and in a fit state to work including;
- being in sufficient physical and mental health to be capable of complying with their duty of care to their colleagues and students; and/or
- being unimpaired in the carrying out of their duties by reason of alcohol, medication, or an illegal drug;
- respect the professional opinions of colleagues;
- comply with any lawful and reasonable direction given by someone in the School or CEO with the authority to give the direction;
- have a current police clearance in accordance with the policies and guidelines of the School or CEO;
- report to the relevant person or agency inappropriate conduct or conduct which might reasonably be considered to be a breach of this Code and/or illegal;
- act ethically and with integrity at all times;

- maintain the currency of employment related requirements (e.g. registration, police clearance, etc).

### 3.4 Leaders

Leaders, in addition to adhering to the conduct outlined in 3.1 – 3.3 of this Code, have a responsibility to:

- set a good example for Staff and Others;
- make decisions fairly, impartially and promptly, considering all available information, legislation, policies and procedures;
- act expeditiously in response to a complaint from Staff or Others;
- provide opportunities for Staff and Others to participate in decisions which affect them;
- ensure Staff and Others are treated fairly and equitably;
- ensure Staff and Others understand what is expected with regard to the Code of Conduct and how feedback will be provided with regard to complaints.

## 4 Consequences of a Breach of the Code of Conduct

All Staff are required to abide by this Code of Conduct.

Any person who believes, on reasonable grounds, that this Code may have been breached may raise this matter with the relevant Catholic School Principal or the relevant Diocesan Director of Catholic Education specifying details of the alleged breach.

A breach of this Code may give rise to a range of outcomes, including counselling and/or disciplinary action (including dismissal where appropriate) following proper investigation.

Some breaches of the Code may also constitute civil or criminal offences and may result in civil action or prosecution.

## 5 Definitions

**School or CEO** includes all Catholic Schools in South Australia and the Catholic Education Offices at Adelaide and Port Pirie (CEO), as well as sites on which staff employed in Catholic Education SA or others engaged in duties or activities such as excursions or conference attendance sanctioned by their School or CEO.

**Staff** means staff employed by any Catholic School or Catholic Education Office.

**Others** includes children and young people, contractors, volunteers, members of the School community or people outside of the School community.

**Confidential information** relates to privileged communication shared only between a few people for furthering certain purposes.

## 6 Related Policies, Procedures and Resources

This Code of Conduct is to be read in conjunction with, and is additional to, any other relevant SACCS Policy, Procedure or Guideline. All Staff employed in Catholic Education SA are required to comply with the provisions of any such document.

SACCS [Procedures for Responding to Discrimination](#)

SACCS [Procedures for Responding to Bullying in the Workplace](#)

SACCS [Policy for the Care, Well-being and Protection of Children and Young People](#)

SACCS [Charter for Staff](#)

SACCS [Gender Equity Policy](#)

SACCS [Privacy Policy](#)

[Inter-sectoral Protective Practices for Staff in their Interactions with Students](#)

SACCS [Information and Communications Technology \(ICT\) Policy](#)

[SA Catholic Schools Enterprise Agreement](#)

[Staff member's letter of Appointment](#)

[Federation of Catholic School Parent Communities Charter for Parents in Catholic Schools SA](#)

## 7 Revision Record

<b>Document Title</b>	Staff Employed in Catholic Education South Australia
<b>Document Type</b>	Code of Conduct
<b>Document Date</b>	March 2014
<b>Revision Number</b>	1.0
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