



### Standards of Conduct for Sacred Heart College Staff

Staff are expected to conduct themselves in a professional manner at all times when representing the College and especially in their dealings with students.

#### Implementation/Expectations:

The following are examples but not limited to

#### 1. Prohibited Behaviours

- a. Using, possessing, or being under the influence of illegal drugs.
- b. Using, possessing, or being under the influence of alcohol while supervising students.
- c. Providing or allowing students to consume alcohol or illegal drugs.
- d. Swearing or belittling others in the presence of students, families or colleagues.
- e. Speaking to students in a way that is or could be construed by any observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.
- f. Discussing sexual activities with students unless it is a specific job requirement and the member of staff is trained to discuss these matters.
- g. Engaging in any sexually oriented conversations with students unless the conversations are part of a legitimate lesson and discussion for teenagers regarding human sexuality issues. On such occasions, the lessons will convey to youth the Church's teachings on these topics. If youth have further questions not answered or addressed by their individual teachers they should be referred to their parents or guardians for clarification or counselling.
- h. Being nude in the presence of students.
- i. Possessing sexually oriented or morally inappropriate printed materials (magazines, cards, videos, films, clothing, etc.).
- j. Engaging in sexual contact with students.

#### 2. Off-site Events

- a. Staff are prohibited from transporting students without written permission of their parent or guardian.
- b. Staff are prohibited from unnecessary and/or inappropriate physical contact with students while in vehicles.
- c. Students should be transported directly to their destination. No unplanned stops should be made.
- d. Staff are prohibited from having students stay at their residence. Billeting students will be considered on a case by case basis.
- e. Changing and showering facilities or arrangements for staff must be separate from facilities or arrangements for students.
- f. Sleeping in the same beds, sleeping bags or small tents with students.



### 3 Physical Contact

- a. Staff are prohibited from using physical discipline in any way for behaviour management of students. No form of physical discipline is acceptable. This prohibition includes slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviours by students. The College uses a 'restorative justice' approach for correcting students.
- b. Appropriate behaviours of affirmation between staff and students constitute a positive part of normal life. The following forms of affirmation are regarded as appropriate examples for staff with students:
  - Pats on the shoulder or back.
  - Hand-shakes.
  - "High-fives" and hand slapping.
  - Verbal praise.
- c. Some forms of physical affection have been used by adults to initiate inappropriate contact with students. In order to maintain the safest possible environment for our students, the following are examples of affection that are unacceptable:
  - Inappropriate or lengthy embraces.
  - Kissing on the mouth.
  - Touching buttocks, chests or genital areas.
  - Showing affection in isolated areas, empty rooms, staff-only areas or other private rooms.
  - Being in bed with a minor.
  - Touching knees or legs of students.
  - Any type of massage given by minor to adult.
  - Any type of massage given by adult to minor.
  - Any form of unwanted affection.
  - Compliments relating to physique or body development.

Refer to Protective Practices for staff in their Interactions with Children and Young People (Complispace).

Policy Title	Staff Code of Conduct Policy Supplement
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