



ALL HALLOWS' SCHOOL

A Ministry of Mercy Partners

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All Hallows' School

Staff Code of Conduct August 2019

1. INTRODUCTION

1.1 Rationale

The All Hallows' School community, in acknowledging that each person is made in the image of God, is committed to fostering relationships in which the inherent dignity of all persons is recognised and respected. The All Hallows' School Code of Conduct reflects the school's ethos as embodied in the All Hallows' School Mission and Values Statements as well as the principles espoused in the Statement of Principles for Employment in Catholic Schools. This Code of Conduct applies at all times whilst performing work duties for All Hallows' School to all All Hallows' School staff members contracted on a temporary, casual, fixed term or continuing basis. This Code applies while escorting students on camps, excursions, tours or other activities within or outside Australia.

Volunteers, coaches and students should refer to the Volunteers and Coaches Code of Conduct and Student Code of Conduct respectively.

1.2 Definition

A staff member is any person employed by All Hallows' School on a temporary, casual, fixed term or continuing basis, either pursuant to a contract of employment or appointed to a role at the school pursuant to an agreement with a religious order. In this context staff members do not include independent contractors.

1.3 Mission Statement

All Hallows' School is a Catholic girls' school within the educational and spiritual tradition of the Sisters of Mercy. Our inspirations are Jesus Christ, Gospel values and the life and faith of Catherine McAuley. Our community works to nurture and challenge our students within a dynamic and holistic learning environment. We educate young women in readiness to embrace their future with confidence and self-knowledge so as to live Gospel values.

1.4 Values of All Hallows' School

Respect: Christianity holds sacred the dignity of each individual as made in the image of God. We want each girl to respect herself and others, our School and all of God's creation.

Compassion: Jesus lived the compassion of God in his love for all, particularly those on the margins. We hope our young women will feel the suffering of others and respond with generosity, kindness and open hearts.

Integrity: Integrity honours the dignity of the person made in God's image who engages in authentic relationships. It is our hope that our young women act with courage and honesty as they make principled decisions.

Joy: Catherine McAuley found joy in the presence of young people, strengthening their faith, hope and love, and nurturing their awareness of the true sources of joy. We want our young women to walk paths of joy and kindness, in the knowledge that true happiness is found in the service of others.

Service: Our School motto Dieu et Devoir (God and Duty), represents the spirit that is given life by our school community. An All Hallows' girl acts with discernment and responsibility, leading change, rejecting injustice and making a difference.

Justice: Catholic school teachings make explicit the guiding principles necessary for a just society. We want each girl to live according to these principles, to sanction actions that extend beyond the charitable response and to work to challenge societal structures that perpetuate injustice.

1.5 Clarification of the Code of Conduct

If there is any conflict between this Code of Conduct and applicable legislation, the legislation will prevail. If a staff member is in doubt about the interpretation of this Code of Conduct then the matter should be discussed with a member of the School Leadership Team. If this matter cannot be clarified after this discussion, the matter should be referred to the Principal.

1.6 Breaches of the Code of Conduct

The Code of Conduct is not intended to be, and must not be, used to intimidate, coerce or threaten staff members. All Hallows' School staff members hold special positions of trust, and therefore must be accountable for their actions. Conduct which is contrary to this Code of Conduct may amount to professional misconduct which will be dealt with in accordance with All Hallows' School's issues management processes (including any misconduct, investigative and unsatisfactory performance processes).

All Hallows' School is committed to the principles of fairness and natural justice. Action taken in relation to a substantiated breach of the Code of Conduct by a staff member is determined by an examination of all circumstances, including the explanation of the staff member for the breach and the nature and seriousness of the breach.

Should you have any concerns about possible breaches of this Code of Conduct, you should speak to your supervisor or a member of the Leadership Team if the possible breach was committed by your line manager. Breaches of the Code of Conduct will be addressed by a Leadership Team member as appropriate.

1.7 Review of the Code of Conduct

To maintain the currency and value of this Code of Conduct it will be reviewed and updated as necessary.

2. OVERVIEW OF GENERAL COMMITMENTS

All staff members will demonstrate, to a reasonable professional level, a commitment to All Hallows' School through:

- being committed and loyal to the mission and values of All Hallows' School.
- carrying out all required duties in a professional and conscientious manner.
- behaving honestly, integrity, care, compassion and diligence in the course of their employment.
- behaving and dressing appropriately for their professional role.
- complying with all applicable Australian Laws. For this purpose, Australian Law means:
 - any Act or any instrument made under an Act; or
 - any law of the Commonwealth or a State or Territory, including any instrument made under such a law including:
 - compulsory reporting of harm and/or reasonable suspicion of harm and the mandatory reporting of sexual abuse, suspected sexual abuse or likely sexual abuse of a current student by any person. ([Education \(General Provisions\) Act 2006 \(s366\) and the Child Protection Act 1999 \(s13E\)](#))
 - 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\) and the Education \(Queensland College of Teachers\) Amendment bill 2019](#))
- actively engaging in appropriate and required professional learning.
- ensuring that matters of duty of care are afforded the highest attention (including punctuality to classes, supervision and playground duty).
- ensuring that personal use of alcohol and prescribed drugs does not interfere with the proper performance of the staff member's duties.
- 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.

3. PROFESSIONAL RESPONSIBILITIES OF STAFF MEMBERS

In performing their duties it is expected that all staff members will support the core values of All Hallows' School, as outlined in the School's Mission and Values Statements and the document titled Statement of Principles for Employment in Catholic Schools. 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.

Staff members 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.

Staff members undertake their responsibilities within the framework of the law and lawful and reasonable instructions from their employer. Staff members must comply with legislative and industrial requirements, with this Code of Conduct and any policies and procedures that are implemented by All Hallows' School.

Staff members 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 school based activities and to out of school activities involving the school.

4. RESPONSIBILITIES OF STAFF MEMBERS TO EMPLOYERS

In relation to their employer, staff members 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 staff member's agency (e.g. school) who has authority to give the direction;
- maintain appropriate confidentiality about dealings that the staff member has in the scope of their work for All Hallows' School;
- use all All Hallows' School 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 staff member's employment at All Hallows' School;
- comply with any other conduct requirements that are prescribed within other policies, procedures and regulations of All Hallows' School including those described within the School Handbook, such as:
 - All Hallows' School's Acceptable Use of Information Resources;
 - All Hallows' School's Policies and Procedures on AntiBullying and Harassment;
 - All Hallows' School's Work Health and Safety Policy;
 - All Hallows' School's Student Protection Policy;
 - All Hallows' School's Social Media 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 All Hallows' School;
 - ensure criticism or complaints are made through the correct grievance mechanisms.

5. RESPONSIBILITIES TO PARENTS/CAREGIVERS AND FAMILIES OF STUDENTS

In relation to parents/caregivers and families, All Hallows' School staff members 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/caregivers through developing effective partnerships;
 - consider parents'/caregivers' perspectives regarding the education of their children;
 - provide opportunities to ensure parents/caregivers 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 staff member is at risk;
 - if you are unsure about the appropriate level of confidentiality in any situation please contact the Principal.
- *Respect parents' and caregivers' 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.

6. PROFESSIONAL RELATIONSHIPS

6.1 Interactions with Students

It is expected that staff members will be caring, compassionate adults who take an interest in students and who set appropriate boundaries within staff-student relationships. Such boundaries can be informed by the Queensland College of Teachers documents, Professional Boundaries: A Guideline for Queensland Teachers, May 2016 (updated July 2017) and Code of Ethics for Teachers in Queensland

Staff members must be aware that their interactions with students are based on the staff member being in a position of trust arising from the nature of the work, and that those relationships are open to scrutiny.

Staff members must always treat students with respect. There is no place for sarcasm, derogatory remarks, offensive comments or any other inappropriate conduct. Staff members must ensure that their behaviour does not cause harm, including 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 school's behaviour management procedures, as punishment.

Staff members must always treat students in a consistent manner without inappropriate familiarity or spending inordinate amounts of informal 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.

Staff members must be conscious that their position places obligations on them and they should exercise discretion and caution if and when engaging in social activities with students outside of school. Staff members are to seek guidance from a member of the Leadership Team if a personal relationship exists with a student's family that may be perceived as a possible conflict of interest or concern. The Principal may give a general directive to staff members at the beginning of each school year.

Examples of situations when staff members are to seek guidance from their Principal include:

- visiting students at their home;
- inviting students to visit the staff member's home;
- making telephone calls of a personal nature to students;
- sending emails of a personal nature to students;
- sending text messages of a personal nature to students;
- engaging in communication with current students and/or student-volunteers via social media, unless the communication is engaged in via a school sanctioned social media forum.

It is acknowledged that from time to time, All Hallows' School staff may utilise social media as a means to facilitate communication and general discussion between students/student volunteers and staff in relation to school related functions, events and learning activities. When communicating in social media forums, staff members are required to act in a manner consistent with the expectations and principles set out in the Code of Conduct. Namely, that all staff members must maintain professional standards and limit communication and discussion exclusively to school related events, functions and learning activities. All Hallows' School reserves the right to monitor communication and/or discussion over social media in order to review the content and nature of the discussions engaged in by staff members and students/student-volunteers.

Social Media, in the All Hallows' School Policy on Social Media, is defined as an on-line environment established for the purpose of mass communication and collaboration and includes blogs, forums, websites and social networking sites including but not limited to Facebook, Twitter, YouTube and LinkedIn.

When congratulating a student, a consistent approach should be used in line with school practice. Staff members must be conscious that their actions, particularly physical gestures, are open to scrutiny by others. Staff members are required to develop and exercise prudent judgment and sensitivity regarding appropriate physical interactions with students.

Staff members should, whenever possible, endeavour not to drive a student in their car unless they have specific permission or have made every endeavour to gain permission from the parent/caregiver and do so in accordance with school procedures. In the event of an emergency, staff members should attempt to obtain parental consent and also report the matter to the Principal, where possible, prior to the journey commencing.

Staff members may only engage in tutoring or coaching students outside of school hours in accordance with school procedures. Staff members should be aware that student protection issues may arise in these circumstances and should continue to follow their obligations under this Code of Conduct.

Staff members should avoid, as far as possible, situations where they are alone with a student (specific procedures exist for school counsellors). In the conduct of their professional duties, some staff members may be required to work in a one to one situation with a student. In such situations staff members must follow the school's procedures.

When responsible for a single student, a staff member should:

- have previously discussed arrangements with their supervisor, Deputy Principal or the Principal;
- maintain visibility into a room or area where the staff member and student are working;
- where possible, interact with the student in an area open to observation.

Staff members 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 staff members involved is also irrelevant.

Improper conduct of a sexual nature by a staff member 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 staff member'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 text messages that are sexually explicit, offensive or contain inappropriate jokes.

Staff members, in their pastoral care role, must be cautious of the content and context of their discussions and communication with students.

Staff members 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.

Staff members must not:

- discuss with a student matters of a sexual nature relating to themselves or any other person.
- discuss details about a student's or her family's personal life with other students.

Should any student engage, or attempt to engage, in inappropriate behaviour of a sexual nature with a staff member, then immediate steps must be taken to discourage the student and the matter should be immediately reported to the Principal.

Staff members must notify the Principal or a Student Protection Contact immediately should they suspect a situation involving any form of harm or risk of harm to students. Staff members must also be aware of individual mandatory reporting requirements under the Education (General Provisions) Act 2006 and the Child Protection Act 1999 (s13E) to report to the Principal or Board Delegate any reports of Sexual Abuse or Likely Sexual Abuse. It is not the responsibility of staff members to investigate allegations or suspicions of a student protection nature.

6.1.1 Maintaining Professional Boundaries

The following self-assessment may assist staff members in assessing their application of professional boundaries:

- am I dealing with a student in a different manner than with others under the same circumstances?
- would I do or say this if a colleague was present?
- do I adjust my dress, availability and/or language so that it is different towards 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 staff member who has concerns or questions about perceived or actual contraventions of any of these boundaries set out in this Code of Conduct, whether by themselves or colleagues, should immediately speak to their Principal, supervisor or other appropriate senior staff member for guidance. Notification of any possible contraventions is essential given the duty of care owed to students within the school environment. In addition, all staff members are to notify any allegation of student harm/suspicion of harm/sexual abuse or likely sexual abuse of which they become aware in accordance with current legislation and All Hallows' School Student Protection Policy and Processes.

6.1.2 Student Management

Student behaviour support practices in All Hallows' School aim to facilitate the development and experience of responsible self-discipline amongst students and to promote the wellbeing, safety and effective management of the school community.

It is the responsibility of each staff member 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 school's student behaviour support procedures. It is the responsibility of each staff member to be familiar with these procedures and any relevant policies.

As a general rule, staff members 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 the All Hallows' School's procedures. Where a student's behaviour is unable to be managed by the implementation of the All Hallows' School procedures, an individual behaviour plan may be developed for that student. All relevant staff members should be made aware of this individual behaviour plan and act in accordance with the procedures documented in this plan.

All staff members 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:

- any form of corporal punishment using an object, such as a ruler, book, duster or whiteboard marker to gain a student'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 (other than for the circumstances outlined in Section 6.1.3);
- 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.

6.1.3 Physical Contact with Students

When physical contact with a student is a necessary part of the teaching/learning experience, staff members 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. A staff member 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 her attention after verbal requests were unsuccessful; and
 - protecting a student from imminent danger to herself 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, staff members 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 a staff member;
- 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 staff member, staff members must weigh this risk against the risks involved in failing to physically intervene when it may be warranted. All staff members using physical interventions are responsible and accountable for the manner in which they exercise that authority.

6.1.4 Interactions with Colleagues

In relation to colleagues, staff members have a responsibility to:

- Build an atmosphere of collaboration, trust, mutual respect and candor;
- 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 (including sexual harassment), bullying or intimidation in accordance with All Hallows' School's Policies on Harassment and on Anti-Bullying.
- Foster unity, harmony and cooperation in working relationships;
- Respect the ethical professional practice of colleagues in other settings.

7. DUTY OF CARE

All Hallows' School owes a duty of care to its staff members and students. It is expected that all staff members 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.

Staff members are to exercise with diligence the duty of care that they owe to students. In addition, staff members are expected to take all reasonable steps to protect students from risk of harm. This may require making formal notifications/reports to government agencies e.g. Police or the Department of Child Safety as well as referring matters of concern to relevant School staff members e.g. School Counsellor, Leadership Team member, Student Protection Contact or Head of House.

Staff members are expected to cooperate with the directions of relevant staff in All Hallows' School to maintain a workplace environment that is positive, open and healthy for members of the School community. Each staff member 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 fulfillment of this objective are reported to the staff member's direct supervisor.

The supervisory role of staff members 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 designated supervisory role, the staff member has an obligation to fulfill duty of care requirements.

Staff members must comply with the arrangements for student supervision put in place by the School for all activities where the student is under the care and control of a staff member including co-curricular activities, camps, trips, excursions etc. Playground supervision is an integral part of this responsibility. Staff members must actively supervise their designated area, be vigilant and mobile. Punctuality is an essential element of this compliance.

Staff members should be alert to bullying or any other form of harassment or discriminatory behaviour, and act on and report incidents in accordance with the School's anti-bullying policy. Ill or injured students should be attended to by the supervising staff member. Should additional assistance be required, a staff member should contact the School nurse.

Attention to the personal care needs of a student should be undertaken in accordance with the School's policies and procedures and individual management plan, if one exists. Staff members should remain with students at after school activities in accordance with School procedures.

8. RISK MANAGEMENT

All staff members should be aware of risks that arise in the workplace and where possible take reasonable steps to eliminate the risk and if this is not possible, minimise the risk. Staff members also need to appreciate that All Hallows' School, in exercising its duty of care for students and staff members, may require a staff member to conduct a risk assessment, such as for school excursions, trips, camps, practical lessons and formal events, having regard to the welfare of all.

9. DRUGS, ALCOHOL AND TOBACCO

9.1 General

Staff members experiencing difficulties in relation to alcohol, tobacco or other drugs are encouraged to access the Principal, School Leadership Team Member or the staff member Assistance Program for assistance.

Staff members with concerns about the physical or mental health and welfare of colleagues or the safety of others should take their concerns to the Principal or another member of the School Leadership Team.

9.2 Drugs

Staff members must not give or otherwise provide students or other staff with drugs that are illegal to possess or distribute. Staff members should not encourage or condone the use of such drugs.

During work hours and/or at the workplace, staff members must not be under the influence of or in the possession of drugs that are illegal to possess or distribute.

Staff members should only assist students to take dispensed medicine (prescription medication) in accordance with All Hallows' School Policy on Administration of Medication.

9.3 Alcohol

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

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

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

9.4 Tobacco

Staff members must not give or otherwise provide students with tobacco or tobacco products. Staff members must not encourage or condone the use of tobacco or tobacco products by students. Staff members are not permitted to smoke on All Hallows' School grounds or within 5 metres of the School boundary.

10. DISCRIMINATION, HARASSMENT AND BULLYING

10.1 Sexual Harassment

Sexual harassment is unlawful and will not be condoned within All Hallows' School. Staff shall not engage in sexual harassment. Staff members should familiarise themselves with All Hallows' School's Policy on Harassment available in the School Handbook.

10.2 Bullying and Harassment

All staff, students and anyone else involved with All Hallows' School has the right to partake in an environment that is free from intimidation, threat, humiliation and workplace harassment. Staff member should familiarise themselves with the All Hallows' School Policy on Harassment.

Offensive, abusive, bullying, belittling, threatening or exclusive 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 of Conduct.

10.3 Discrimination

Staff members 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;
- gender identity;
- sexuality;
- family responsibilities;
- association with, or relation to, a person identified on the basis of any of the above attributes.

11. MAINTAINING KNOWLEDGE

All Hallows' School staff members 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.

All Hallows' School staff members must take responsibility for developing their skills and knowledge, remaining abreast of advances and changes within their work area, and fields of expertise. The Leadership Team of All Hallows' School must provide fair and equitable access to training for staff members and assist them in meeting these objectives.

12. USEFUL LINKS AND RESOURCES

Copies of relevant legislation referred to in this code of conduct can be accessed through the Australasian Legal Information Institute (AustLII) Website: <http://www.austlii.edu.au/>

This Code is in response to requirements of the Commission for Children and Young People and Child Guardian: <http://www.ccypcg.qld.gov.au/index.html>

All Hallows' School Student Protection Processes and Procedures Manual

All Hallows' School Student Protection Volunteers Code of Conduct Handbook

All Hallows' School Student Code of Conduct

All Hallows' School Human Behaviour Risk Management Strategy

All Hallows' School Behaviour Management Procedures

All Hallows' School Policies on Pastoral Care, Student Protection, Harassment, Anti-Bullying and Social Media (available in Staff Handbook)

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