



## John Pujajangka-Piyirn Catholic School

### Staff Code of Conduct Guidelines

#### 1. Purpose

- The John Pujajangka Piyirn Catholic School Code of Conduct Guidelines follow exactly the Executive Directive – Code of Conduct as set down by CEWA. The Executive Directive – Code of Conduct establishes minimum standards of conduct in all behaviour and decision-making to ensure the safety and wellbeing of all members within the CEWA community.

SOURCES OF AUTHORITY	
CECWA POLICY	Community Policy
EXECUTIVE DIRECTIVE	<a href="#">Code of Conduct (2023)</a>

#### 2. Scope

- The Code applies to staff, students, parents and guardians, clergy, volunteers and visitors. The term 'parents' includes guardians/carers.

#### 3. Introduction

- You have chosen to join the Catholic Education community and therefore accept your role in respecting its Catholic Ethos in the best interests of students.
- You acknowledge the inherent vulnerability of the students in your care.
- You acknowledge that students learn from how you conduct yourself and your relationships with them and other adults, and are formed by your example
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- You recognise that the safety and well-being of students depends upon your vigilance and diligence and the vigilance and diligence of all adults.
- The Code does not give you detailed professional advice on specific behaviour. Rather, it describes the minimum requirements expected of you.
- The Guidelines to interpreting and applying each Conduct Statement at Schedule 2 are illustrative and not an exhaustive list of the behaviours covered by the Code.
- If your behaviour varies from the standards described in this Code and Guidelines, you should be prepared to explain why, and justify your decisions and actions.
- While mandatory language such as 'must', 'shall' and 'will' is not used throughout the Code,
- There is a presumption the conduct described is mandatory and, therefore, not discretionary.
- The Executive Director and Principal expect you to conduct yourself personally and professionally in a way that maintains public trust and confidence in you, your school and the Church.
- You have a responsibility to students and their family, other members of the school

community, and the wider society to provide and support safe and competent education and care of students.

- You will do your best to support other members of the school community to comply with the Code.
- You will do your best to support the structure, routine, and clear boundaries set by the Principal that give students the confidence and stability that are prerequisites to learning.
- In cases of conflict between parts of the Code, between the Code and other school policies, or in any decision-making choices, you give priority to the outcome that will be in the best interests of the safety and well-being of the child.

#### 4. Breaches

- Breaches of the Code must be notified to the Principal, and it is a breach of the Code not to do so.
- A breach of the Code may constitute a failure to follow a lawful direction from the Principal and, therefore, the Principal will have the discretion as to what action to take. It may include counselling, professional development or sanctions under any agreement between you and the Principal. If the person is a parent, volunteer or visitor, the Principal may take such action as is appropriate in the circumstances to maintain the safety and well-being of students.
- The Principal must notify the appropriate authorities of any breach of the Code that is/was grooming behaviour: i.e. deliberately undertaking actions with the aim of befriending and/or establishing an emotional connection with a student, to lower the student's inhibitions in preparation for engaging in sexual activity with the student.

Examples include:

- developing relationships that could be seen as favouritism (for example, the offering of gifts or special treatment for specific students);
- being alone with a student in circumstances where you are unseen or unlikely to be randomly interrupted;
- initiating unnecessary physical contact with students or doing things of a personal nature that a student can do for themselves, such as toileting or changing clothes;
- engaging in personal disclosures (including personal contact details) or exchanges containing sexual content with or in the presence of a student;
- organising contact with a student or their family outside of school without the Principal's knowledge and/or consent (e.g. tutoring, sport coaching);
- having any non-curriculum related online contact with a student (including via digital media) or their family;
- using any personal digital media account to contact students or their family;
- photographing or videoing a student without the consent of the Principal or parent;
- being in the presence of a student whilst under the influence of alcohol or nonmedically prescribed drugs or offering either to a student.

#### 5. Notification of Breach

- The Principal must notify the appropriate authorities of any breach of the Code that was sexual abuse of a child: i.e. sexual behaviour in circumstances where:
  - the student is the subject of bribery, coercion, a threat, exploitation or violence;
  - the student has less power than another person involved in the behaviour;
  - or where there is a significant disparity in the developmental function or maturity of the child and another person involved in the behaviour

#### 6. Conduct Statements

1. You act safely and competently.
2. You give priority to students' safety and well-being in all your behaviour and decision-making
3. You act in accordance with the values of the Gospel as defined in the Code of Ethical Conduct.
4. You conduct yourself in accordance with laws, agreements, policies, and standards relevant to your relationship with the school community.
5. You respect the dignity, culture, values, and beliefs of each member of the school

- community
6. You treat personal information about members of the school community as private and confidential
  7. You give impartial, honest, and accurate information about the education, safety and wellbeing of students.
  8. You support all members of the school community in making informed decisions about students.
  9. You promote and preserve the trust and privilege inherent in your relationship with all members of the school community
  10. You maintain and build on the community's trust and confidence in Catholic schools and the Church.
  11. You act reflectively and ethically.
  12. You give students a voice in their education, safety, and wellbeing.

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Entered on MyHR (Principal): \_\_\_\_\_

Authorised by School Representative	Principal – Rachel Lechmere
Signature:	<i>R Lechmere</i>
Authorised by Parent Representative	
Signature:	
Date Reviewed:	March 2026
Next Review Date:	March 2028