

Professional Guidelines for Employees

Do's and Don't



*This document exists to provide professional guidelines
for all staff at Catholic Schools Broken Bay.*



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MANAGEMENT AND CARE OF CHILDREN & YOUNG PEOPLE

Children and young people will be kept safe by adults who:

- » Use non-confrontational behaviour management and language to maintain rapport.
- » Seek support from colleagues and supervisors if issues emerge with a student.
- » Develop and use individual behaviour management plans as appropriate.
- » Practice and discuss risk assessment and risk management strategies with colleagues.
- » Have strategies for managing non-compliance.
- » Develop an awareness of students' health issues and medical needs and the strategies for managing these.
- » Attend to students who are injured and/or obtain appropriate support.
- » Take steps to address bullying of students by other students.
- » Have an awareness of the indicators of abuse and neglect and report concerns appropriately.

Adult behaviours that are **unacceptable** and may be **unlawful** towards children and young people are:

- ✘ Use of confrontational behaviour management styles, or threatening comments or gestures.
- ✘ Leaving a student inadequately supervised.
- ✘ Inappropriately isolating a student, e.g., locking in a cupboard, room or other confined space.
- ✘ Allowing a negative attitude to develop towards a particular student seeking advice.
- ✘ Blocking students from entering or leaving a classroom unless there is a reasonable concern for their safety or that of others.
- ✘ Bullying, harassing or publicly denigrating a student in order to ensure compliance
- ✘ Failing to attend to and/or seeking assistance for a student who is injured.





PHYSICAL CONTACT WITH CHILDREN AND YOUNG PEOPLE

Children and young people will be kept safe by adults who:

- » Use approved procedures for managing difficult behaviour and consult with the principal if you have ongoing concerns or difficulties with a particular student or group of students.
- » Use non-physical intervention strategies to de-escalate situations.
- » Promptly document and report incidents of physical restraint/physical contact.
- » Provide medical attention in accordance with school/CSBB first aid and medication policies.

It is okay to:

- » Use non-intrusive touch to congratulate a student e.g. shake hands, pat on the back etc.
- » Use a non-intrusive, age-appropriate gesture to comfort a student.
- » Touch students to attract their attention if the touch is gentle and non-intrusive.

Adult behaviours that are **unacceptable** and may be **unlawful** towards children and young people are:

- ✘ Physical contact/force to impose compliance.
- ✘ Confiscating articles by grabbing or pulling them from a student.
- ✘ Throwing articles at a student in anger or frustration.
- ✘ Intimidating, confrontational, or over-bearing physical stance.
- ✘ Physically restraining or interacting unless reasonable for protection of self or other, e.g. punching, kicking, holding by the head, hair or neck area, slapping, grabbing, shoving, shaking, pulling, hitting, or poking etc.
- ✘ Physically touching to demonstrate an action without warning or being given permission.
- ✘ Unnecessary or unwarranted displays of physical affection towards students.

COMMUNICATION WITH CHILDREN & YOUNG PEOPLE

Adult behaviours that are **unacceptable** and may be **unlawful** towards children and young people are:

- ✘ Physical contact/force to impose compliance.
- ✘ Inappropriate comments or comment about a student's appearance.
- ✘ Derogatory, sarcastic or belittling language or comments e.g. name calling
- ✘ Inappropriate humour or sexual innuendo.
- ✘ Conversations of a sexual nature or condone sexual jokes or gestures by others.
- ✘ Threatening comments to students or otherwise intimidate them.
- ✘ Discussing your own, other colleagues' or students' personal information or life-style issues with students.
- ✘ Engage in personal correspondence via the internet or by letter, phone or SMS text.
- ✘ Discriminatory comments.

Children and young people will be kept safe by adults who:

- » Always treat students with sensitivity, fairness and respect.
- » Listen and respond appropriately to students concerns.
- » Use appropriate and affirming language and gestures with students.
- » Use electronic media as per school/CSBB policies.
- » Report any concerns to your principal or supervisor or seek further advice as relevant.
- » Discuss any contact or disclosures initiated by a student not in the course of your duties with your principal.



MAINTAINING PROFESSIONAL BOUNDARIES

- » Be pastoral, but within your role and ensure that all your actions are open and transparent.
- » Refer children & young people as appropriate to their needs, eg. to the school counsellor.
- » Demonstrate professional relationships with students that cannot be misinterpreted as overly personal, intimate or inequitable.
- » Seek advice of the principal if 'grey' areas or ethical issues arise.
- » Follow procedures re. reporting 'risk of significant harm'.
- » Follow procedures when you have concerns of inappropriate conduct by staff to the principal.
- » Be sensitive regarding being alone with a student, e.g. leave the door open
- » Ensure that full risk assessment has been conducted re. any excursions.
- » Be sensitive in situations such as supervision of changing rooms.
- » Act in accordance with policies and workplace expectations.



Adult behaviours that are **unacceptable** and may be **unlawful** towards children and young people are:

- ✘ A sexual relationship with any student in your care nor inappropriately pursue relationships with former students.
- ✘ 'Grooming behaviours' of any kind- e.g. giving personal gifts or special favours to an individual student including spending 'special time'.
- ✘ Facilitating access to pornographic materials for a student.
- ✘ Providing drugs or alcohol to a student.
- ✘ Engaging in private tuition of students from your own school or forget to discuss any proposed private tuition of other students with your principal (as per any other form of proposed secondary employment).
- ✘ Inviting a student to your home or visit their home except in an emergency or as discussed with your principal.
- ✘ Driving a student unaccompanied without prior approval.
- ✘ Social contact with a student outside normal duties unless discussed beforehand with principal and parental permission obtained.



VALUES



FAITH



JOY



WITNESS



COMPASSION



COURAGE



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