



LOURDES HILL COLLEGE
A School of Good Samaritan Education
Step Forward

86 Hawthorne Road
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Faith

Learning

Connection

STATEMENT OF PRINCIPLES/CODE OF CONDUCT FOR EMPLOYMENT IN CATHOLIC SCHOOLS



Vision Statement

Inspire young women to create a better world.

Mission Statement

Educate and empower young women to embrace a love of life and learning.
Nurture an inclusive, contemporary, Catholic learning community that enables each person to pursue their full potential and courageously live Gospel values.

Values Statement

Our College is inspired by the values of **kindness** from the Parable of the Good Samaritan, **peace** from the Rule of St Benedict and **hope** from the story of Lourdes.



STATEMENT OF PRINCIPLES

RATIONALE

This is a statement concerning the Catholic education employers' expectations about standards as they apply to the professional and witness responsibilities of any staff member.

Catholic education is called to provide a climate where the dignity of the human person is valued and affirmed and where community is developed with a profound relationship between the Gospel and culture.

GUIDING DOCUMENTS

Guiding principles have been derived from a reflection on the documents of the Church namely:

- 1965 Declaration on Christian Education
- 1977 The Catholic School
- 1982 Lay Catholics in Schools: Witnesses to Faith
- 1988 The Religious Dimension of Education in a Catholic School
- 1998 The Catholic School on the Threshold of the Third Millennium

PRINCIPLES

Inspiration and direction for all staff members is derived from the following principles taken from an address by John Paul II given to Catholic Educators, September 12, 1984.

The Church looks upon you as co-workers with an important measure of shared responsibility.

To you it is given to create the future and give it direction by offering students a set of values with which to assess their newly discovered knowledge.

The changing times demand that educators be open to new cultural influences and interpret them for your pupils in the light of Christian faith.

You are called to bring professional competence and a high standard of excellence to your work.

Your responsibilities in Catholic employment make demands on you that go far beyond the need for professional skills and competence.

Through you, as through a clear window on a sunny day, students must come to see and know the richness and the joy of a life lived in accordance with Christ's teaching, in response to His challenging demands.

To teach means not only to impart what we know, but also to reveal whom we are by living what we believe.

We are called to meet the challenge in paragraph 19 of *The Catholic School on the Threshold of the Third Millennium* –

We must remember that teachers and educators fulfil a specific Christian vocation and share an equally specific participation in the mission of the Church, to the extent that 'it depends chiefly on them whether the Catholic school achieves its purpose.



CONTRACTUAL PRINCIPLES

Each staff member has an indispensable role to play in contributing to Catholic education. It is required of all staff members employed in Catholic education that they:

- recognise and accept that the Catholic school is more than an educative institution as it is a key part of the Church, an integral element of the Church's mission
- be qualified for the position and meet all registration, accreditation and other requirements of the State and Church
- be committed to participation in regular on-going professional development
- accept and support the Catholic educational philosophy, policy and practices of the school
- develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their areas of responsibility
- strive by their service, performance of duties and personal example to inculcate in students an appreciation and acceptance of Christian teaching and values
- avoid, whether by word, action or known lifestyle, any influence upon students that is contrary to the teaching and values of the Church community in whose name they act.

TERMS OF EMPLOYMENT

NOTE: Before employment at Lourdes Hill College all applicants must read and sign (as a mark of understanding and acceptance) the following terms of employment which form an explicit part of the Employment Contract.

It is a requirement of all staff members employed at Lourdes Hill College that they comply with the following. Staff must:

- adhere to the Statement of Principles for employment in Catholic schools, in particular those detailed in the heading "Principles"
- recognise and accept that the Catholic school is more than an education institution as it is a key part of the Church and integral to the Church's mission
- be qualified for the position and meet all registration, accreditation and other requirements of the Church and State
- have no criminal record or charge of an offence against children and young people and
- know of no reason why they are not suitable to work with children and young people
- be committed to participation in regular on-going professional development
- understand that the College recognises the valued aspect of pastoral care that can be sustained through staff interaction with students beyond the classroom. Recognising that the co-curricular dimension of the College is honorary and voluntary, the College has an expectation that the pastoral enhancement through co-curricular activities can only be sustained if teaching staff commit to two co-curricular involvements over one semester, or one co-curricular involvement over two semesters
- accept and support the Catholic educational philosophy, faith and practices of the school
- develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their areas of responsibility
- strive by service, performance of duties and personal example to inculcate in students an appreciation and acceptance of Christian teaching and values
- avoid, whether by word, action or public lifestyle, any influence upon students that is contrary to the teaching and values of the Church community in whose name they act
- be truthful in claims regarding qualifications and competencies
- disclose all relevant information in applications for employment
- refrain from providing false or misleading information in relation to employment or school issues



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- ensure that criticisms and grievances are channelled through the appropriate mechanisms according to relevant College policies and grievance procedures
- dress (NB. LHC Dress Code) and behave in a manner that demonstrates professionalism, shows respect for others and models appropriate standards for students
- ensure that stationery, letterhead and official logos are not used for anything other than official business on behalf of the College
- not sign any document known to be untrue or incorrect and must sign only their own name
- not provide written personal references on College letterhead nor use their title or position for this purpose without permission of the employer
- ensure written communication on College letterhead is checked by the Principal or relevant member of the Leadership Team prior to circulation
- advise the Principal immediately of any police investigation, charge or conviction involving them
- not speak to the media - the Principal represents the College to the media



EMPLOYEE CODE OF CONDUCT

All employees of Lourdes Hill College are expected to observe the highest standards of ethical behaviour and integrity in their conduct. The Lourdes Hill College Code of Conduct sets out our key values and how they should be applied within our workplace and in our dealings with those outside of our College. The Lourdes Hill College Code of Conduct applies to all directors, officers and employees of Lourdes Hill College.

This Code of Conduct has been prepared having regard to the Australian Standard 8002-2003 'Organisational Code of Conduct'. It is an important management tool which can positively shape our culture.

INTRODUCTION FROM THE PRINCIPAL

As a community based on the heritage of the Sisters of the Good Samaritan with its commitment to the Rule of St Benedict, Lourdes Hill College affirms the dignity of each person and calls each member of the community to full and active participation in College life.

Lourdes Hill College will only succeed in achieving our objectives when we have the respect of all members of our College community (including our students, parents and colleagues) and the communities in which we operate. Our reputation is dependent on a culture where every one of us acts with the highest level of integrity and honesty, and takes responsibility for their actions. The Lourdes Hill College Board is committed to ensuring our College operates with the highest level of integrity and expects all employees to do likewise.

The Lourdes Hill College Code of Conduct sets out the ethical behaviour expected of us. It will assist every employee in solving ethical dilemmas they may face in their working environment.

Commitment to an ethical culture within our College involves us capturing opportunities to increase the awareness of the Lourdes Hill College's Code of Conduct and making it part of our daily business decisions and actions. It is up to all of us to ensure the Code of Conduct becomes part of the operational fabric of our College. Successfully implemented, this Code of Conduct will result in:

- More effective compliance with relevant laws;
- More effective management; and
- Maintenance of the integrity and reputation of Lourdes Hill College.

The Lourdes Hill College Code of Conduct outlines our key values and our expectations of you in our workplace environment. We expect every person within our College to uphold the key values and expectations of this Code of Conduct when acting on behalf of, or representing, Lourdes Hill College.

OUR KEY VALUES

The College's Code of Conduct is underpinned by *Good Samaritan Education* and our three stories, the Parable of the Good Samaritan, the Rule of St Benedict and the story of Lourdes.

From these stories we derive our key values of:

- Kindness
- Peace
- Hope



This Code of Conduct provides guidance on the responsibilities of our College, our employees and any third party acting on our behalf.

Responsibility in this context means that each individual takes responsibility for their actions. High ethical standards flow from the concept of us being “responsible” for our actions. Each individual who is a part of our College is expected to take responsibility for their own actions. This is a key part of our operational process.

There is no right way to do the wrong thing. Behaving in an ethical manner and in accordance with our key values is vital to Lourdes Hill College's success. Applying this Code of Conduct ensures our College maintains a high ethical standard which reinforces one of our key assets, our reputation.

OUR WORKING ENVIRONMENT

Lourdes Hill College is committed to providing a safe and satisfying working environment in which everyone is treated fairly, with respect and where employment decisions are based on merit. The College has established various workplace standards so that it can meet these commitments.

The College's key commitments to our employees are to:

- provide clear and fair terms of employment
- remunerate fairly
- provide clean, healthy and safe working conditions
- abide by our Equal Opportunity Policy, which aims to ensure equality and diversity for all present and potential employees and not to discriminate on the grounds of disability, colour, ethnic origin, gender, sexual orientation, age, religion, political or other opinions
- encourage employees to develop skills and progress in their careers
- abide by our zero tolerance of any sexual, physical or mental harassment or any other bullying of our employees

The College expects all employees to:

- act with care and diligence in fulfilling the requirements of their job
- act with integrity at all times with professionalism, graciousness and kindness being the hallmarks of staff relationships
- act in accordance with our values
- not engage in any behaviour which involves harassing, bullying or discriminating against another person
- provide a role model for students
- promote the safety, welfare and well-being of students, their families and other employees
- deliver high quality services to students
- take responsibility for and support official decisions
- maintain standards in personal appearance and hygiene (NB. Dress code)
- comply with the letter and spirit of the law
- maintain strict observance of College policies, rules and procedures including the reporting of improper or unethical behaviours (including any breach of this Code)
- declare conflicts of interest and not let business dealings on behalf of the College be influenced, or appear to be influenced, by personal or family interests
- respect school ownership of all College equipment, supplies, books, records and proprietary information, including manuals and any other material
- not accept outside employment unless approved by the College



- not use information or authority derived from employment with the College for personal gain
- preserve confidential College information including personal information of students, parents and other key stakeholders, plans and decisions, information about employees and any other information that is not public knowledge
- confidential information must not be used for personal benefit and must only be used in the ordinary course of business
- report to the Leadership Team any possible violation of any law or regulations
- comply with lawful and reasonable directions given by those in authority (staff do have the right to question any instruction that may be regarded as unlawful, unethical or unsafe)
- ensure confidentiality about school issues.
- use Lourdes Hill College resources efficiently and safely for the purpose of teaching and learning (theft, misuse, unsafe use or misappropriation of resources is prohibited)
- ensure that private matters or activities are not in conflict with professional duties and responsibilities (e.g. membership of Boards).
- disclose potential conflicts of interest to the employer as soon as they become aware of a potential conflict of interest.
- understand that unlawful, unsafe or unprofessional conduct that damages the reputation of the College, or members of the College community, may result in disciplinary action by the College.
- understand that failure to treat members of the public, colleagues, students and parents with respect, fairness and the principles of natural justice, may result in disciplinary action by the College. This includes never:
 - taking and/or transmitting photos of members of the College community without their consent
 - recording or filming members of the College community without their consent
 - posting photos/images/comments involving College community members on social media without their consent
- take appropriate steps to ensure that the workplace is free from all forms of harassment or discrimination
- work safely and report all hazards and dangers promptly and observe risk management, health and safety procedures at all times
- notify the Principal of the nature of any additional employment undertaken whilst employed full-time at Lourdes Hill College

OUR DUTY OF CARE TO STUDENTS

The College, its Board, the Principal and each employee owes a duty of care to take reasonable steps to protect students from any injury or harm that may be reasonably foreseen. This requires everyone not just to react to situations as they arise but to engage in appropriate risk management to reduce the risk of injury or harm.

The College is committed to:

- establishing and effectively implementing a comprehensive range of student care and child protection policies and procedures (Refer to our Student Care Policies)
- making these policies and procedures readily available to all staff
- providing training to staff with respect to student safety and child protection issues
- regularly reviewing student safety policies and procedures to ensure that they remain fit for purpose
- capturing data with respect to student injuries as well as child protection and safety incidents
- implementing student safety and child protection control measures as appropriate



The College expects all employees to:

- comply with all directions that emerge from Student Protection legislation
- not to send SMS messages or phone students on their personal phones unless in an emergency and any such emergency would be disclosed to the relevant staff member
- promote the safety, welfare and well-being of students
- abide by our student safety and child protection policies and procedures
- be vigilant as to student safety and child protection issues
- report to the Leadership Team any concerns arising with respect to student safety issues
- not engage in inappropriate relationships with students
- not engage in any form of sexual misconduct directed to or involving a student
- not engage in any form of bullying or harassment or physical conduct that may cause harm or injury to a student
- not engage in any form of discriminatory conduct with respect to a student

OUR BUSINESS DEALINGS

We are all responsible for the College maintaining the highest standards of ethical business conduct.

The College's key commitments to our students and their parents are to:

- act honestly and fairly in our relationships with students and their parents/caregivers
- provide services to the standards that have been agreed
- take all reasonable steps to ensure the safety of services we provide
- not engage in bribery or corruption in relation to our students or their parents

The College's key commitments to our suppliers and contractors are to:

- act honestly and fairly in our relationships
- not engage in bribery or corruption
- encourage suppliers and contractors to abide by the principles of our Code of Conduct
- endeavour to procure goods and services from those organisations demonstrating good ethical practice

THE COMMUNITY AND ENVIRONMENT

The College aspires to support our community and the environment. Our goal is to provide lasting social, environmental and economic benefits to society. We strive towards the implementation and maintenance of management systems for sustainable development that drive continual improvement.

The College's key commitments to our community and the environment include:

- contributing to making the communities, in which the College operates, better places to live and do business
- being sensitive to local communities' cultural, social and economic needs
- endeavouring to support ethical trade in our purchasing practices
- protecting the environment in terms of the College's use of resources and minimisation of waste and pollution

IMPLEMENTATION

All Lourdes Hill College Board Members and managers are responsible for promoting compliance with this Code of Conduct and monitoring its applicability and effectiveness. The Principal will report to Board members so they can review the effectiveness of the Code of Conduct on an annual basis.



AWARENESS AND TRAINING

This Code of Conduct is available on the Lourdes Hill College's intranet site. It is also available to the College community through the College's public website. All employees are required to read and understand this Code of Conduct as part of their induction process.

Ethical awareness will be maintained by regular training sessions, and where necessary, workshops in which relevant issues will be discussed.

COMPLIANCE WITH THE LAW

All employees must be familiar with the basic legal requirements that apply to their duties and responsibilities. The College will provide resources to assist employees to become familiar with their legal obligations.

REPORTING UNETHICAL BEHAVIOUR

It is important that we all take responsibility for ensuring that the standards contained in this Code of Conduct are translated into action. This means that if a violation comes to your attention you are required to take some action, since turning a blind eye is a way of contributing to an unethical situation. Therefore, we each have a responsibility to report unethical behaviour.

Employees must bring the matter to the attention of the appropriate Line Manager/Leadership Team Member. There may be occasions where it may be inappropriate to make a report to a Line Manager/Leadership Team Member or there may be concerns about reprisals if an allegation is made. In these circumstances the matter should be reported to the Board Chair or if the matter involves the Board Chair to the Deputy Board Chair.

BREACH OF EXPECTATIONS

Staff must report to the Principal, Senior Deputy Principal – Head of School or College Counsellor any suspected harm to students, in accordance with the Child Safety definitions.

Where a staff member breaches this Code of Conduct, the College may take disciplinary action, including in the case of serious breaches, summary dismissal.