



Catholic
Education
Commission
Tasmania

ADULT BEHAVIOUR POLICY

Policy No. 02:2022

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1 AUTHORITY AND APPLICATION

Date of approval	12 April 2022
Source of approval	Catholic Education Commission Tasmania
Start date	1 July 2022
Date of review	April 2025
Date of amendments	NA
Instruments replaced by this Policy	NA

SIGNED:



Chair of the CECT

DATE:

29.06.2022

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2 RELATED INSTRUMENTS

Governance instruments with a direct bearing on the implementation of this policy:

Legislation	<ul style="list-style-type: none">• <i>Education Act 2016 (Tas)</i>• <i>Work Health and Safety Act 2012 (Tas)</i>• <i>Criminal Code Act 1924 (Tas)</i>• <i>Police Offences Act 1935 (Tas)</i>
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3 DEFINITIONS

- Adult:** A person who is aged 18 years or older. In the context of this policy denotes parents and family members of students enrolled in a CET school, and members of the wider community associated in some way with CET.
- Appropriate behaviour:** Behaviour which is proper to the dignity of the person performing the action or omission and any people impacted by the action or omission. This includes behaviour that is lawful, child safe and in accordance with CET policies and procedures and Church teaching.
- CECT:** Catholic Education Commission Tasmania.
- CET:** Catholic Education Tasmania and means CECT controlled workplaces including the TCEO, Archdiocesan Schools and adjunct business undertakings such as childcare operations, as well as Dominic College Glenorchy Limited School and Ministerial Public Juridic Person (MPJP) Schools operating in Tasmania.
- CET community:** All persons who are associated with CET in some way. Includes principals, staff, coaches, employees, students, parents, guardians, step-parents, relatives, friends, supporters, carers, volunteers and visitors when in any CET environment or when attending any school related function or activity.
- CET school:** Any Catholic school operating in the Archdiocese of Hobart.
- Dominic College
Glenorchy Limited:** Owns and Operates Dominic College within the Archdiocese of

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Hobart.

Ministerial Public

Juridic Person (MPJP): A Ministerial Public Juridic Person is an entity that has been established by a Catholic Religious Institute or Congregation. Edmund Rice Education Australia (EREA) has been established as a MPJP by the Congregation of Christian Brothers to carry out their mission. St Francis Flexible Learning Centre and St Virgil’s College are owned and operated by EREA within the Archdiocese of Hobart.

OSHC: Outside School Hours Care.

Students: Means any child under the age of 18 enrolled at a CET school, any child attending childcare and/or OSHC at a CET school site, and any young person over the age of 18 enrolled at a CET school.

TCEO: Tasmanian Catholic Education Office.

Worker: Includes any person who carries out work or services in any capacity for CET either as a member of staff, a volunteer, a cleric, a member of a religious institute or lay catechist, a contractor, a subcontractor, an employee of a contractor, Childcare staff, Out of School Hours Care staff, union officials, a consultant, an employee of an employment agency or labour hire company, an apprentice or trainee or an external person gaining work experience or on work placement.

Workplace: Any physical or virtual place made available or authorised by the CECT, TCEO or a school for use by students, staff and other workers during or outside of CET work hours or school hours, includes:

- School grounds, including campuses.
- Online school environments, including email, intranet systems and social media platforms.
- TCEO offices.
- Childcare services on school premises.
- Out of School Hours Care on school premises.
- Other locations provided by the TCEO or a school for student, staff and other worker use, including locations used for school

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activities such as excursions, school events and meetings, sporting events.

4 PURPOSE

The aims of this policy are twofold:

1. To set out clear standards for the behaviour of adults when in a CET workplace.
2. To support CET workers to establish and maintain strong and healthy relationships with other members of the CET community.

5 COVERAGE

This Policy covers adults in any CET workplace and any CET related function.

6 POLICY

All persons have the right to attend a CET school, childcare operation, OSHC operation, and/or TCEO site with the expectation that their rights and dignity will be respected, and without fear of aggression, violence, or abuse. Violent, abusive, or aggressive behaviour will not be tolerated on CET premises, at CET events, or in any other context where actions are directed towards students, staff, or parents, whether the behaviour is physical, verbal, or through written or electronic communications.

The CECT expects all visitors in CET premises or at CET events and those who come into contact with the CET community to conduct themselves in a calm and respectful manner. Equally, CET staff are expected to behave professionally at all times when interacting in the CET community.

Clause 201 of the *Education Act 2016 (Tas)* empowers School Principals to deal with unacceptable adult behaviour on school premises. Furthermore, the *Work Health and Safety Act 2012 (Tas)* requires CET to provide a safe environment for work.

7 GENERAL PRINCIPLES

7.1 General Behaviour Principles:

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- a. All adult visitors to CET workplaces and other adults associated with CET are to conduct themselves in a calm and respectful manner.
- b. All CET workers are to behave professionally at all times and to strive to achieve a resolution to situations of conflict in an efficient and calm manner.
- c. Members of the CET community are to behave in accordance with their responsibility to be moral citizens and must, at all times, avoid any actions that put at risk the safety or wellbeing of others.
- d. CET School Principals, Childcare Managers, OSHC Managers or TCEO Directors are to manage any behaviour that is likely to cause harassment, alarm, or distress to anyone who is part of the CET community in accordance with this policy.
- e. Parents and Guardians agree to be bound by (abide by) this policy when they enrol their children in a CET school or childcare.
- f. CET workers are to develop and maintain an environment where conflict and difference can be addressed in a manner characterised by values such as respect, civility, and justice.

7.2 Behaviours deemed to be inappropriate include, but are not limited to:

- a. Shouting, either in person or on the telephone.
- b. Swearing or using derogatory language, sexual jokes, innuendo, and other inappropriate language in a CET environment or around students, either in person or via electronic communications, such as email, or on the telephone.
- c. Use of any object (whether as a weapon or otherwise) or aggressive bodily movements intended to threaten or intimidate any other person.
- d. Causing injury or possible injury to any person, including by the use of an object.
- e. Inappropriate electronic activity, including but not limited to publishing abusive, defamatory, or offensive content with regards to the school, childcare, OSHC, TCEO, its staff or students on social networking sites or by email.
- f. Physical assault, such as hitting, slapping, punching, kicking, wrestling, biting, spitting, or pushing; threats, or acts of coercion.
- g. Verbal or physical intimidation including standing very close / invading personal space.
- h. Using aggressive or offensive hand gestures.
- i. Causing damage to another person's property.
- j. Being in possession of, or under the influence of, or providing others with, alcohol or illegal drugs. The exception is when, in the normal course of events, a CET workplace provides

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hospitality to members or guests of the CET community in keeping with appropriate legal and hospitality regulations.

- k. Breaching a school's, childcare centre's, OSHC's or TCEO's security arrangements or an existing court/police order.
- l. Any behaviour deemed to be inappropriate by a Principal, Childcare/OSHC Manager or TCEO Director will have action taken under this policy. For incidences occurring on CET school/childcare premises, school/childcare grounds or at extracurricular activities, Childcare/OSHC Manager is to liaise with the School Principal in the first instance and the School Principal will implement any action necessary.

7.3 Further to the above, the CECT endorses the taking of appropriate actions for dealing with breaches of this policy. Potential responses for breaching this policy may include one or more of the following:

- a. Ensuring the safety of all students, staff and all members of the CET community and seeking to de-escalate any occurrences of unacceptable behaviour.
- b. Gathering information from all those involved and potential witnesses who can assist in assessing the ongoing risk an individual may pose.
- c. Instructing the individual to attend a meeting with senior members of CET staff and advising them of the impact of their behaviour.
- d. Providing the individual limited invitations to attend future CET events.
- e. Being banned from attending an extra-curricular school, childcare or OSHC activity, temporarily or indefinitely.
- f. Being banned from being in CET school premises or on school grounds, temporarily or indefinitely.
- g. Being banned from being in CET childcare/OSHC premises or on childcare/OSHC grounds, temporarily or indefinitely.
- h. Being banned from being in TCEO premises or on TCEO grounds, temporarily or indefinitely.
- i. Being directed to only communicate with staff through a nominated CET representative.
- j. Terminating the enrolment of the child in a case of extreme or prolonged breach of this policy by the parent or guardian.
- k. Notifying the police.

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8 OBLIGATIONS AND ACCOUNTABILITIES

- 8.1 Members of the CET community:
- a. Complying with this policy.
 - b. Discouraging breaches of this policy.
 - c. Utilising the grievance resolution processes provided under CET's Complaints Management Policy and supporting procedures regarding a CET concern, or the inappropriate behaviour of another adult.
- 8.2 Executive Director of CET:
- a. Maintaining workplaces where the rights and dignity of all are respected.
 - b. Not tolerating inappropriate behaviour (as set out in clause 7.2) in the workplace.
 - c. Ensuring that a representative of the TCEO will support any School Principal or Childcare/OSHC Manager in the management of any legitimate action taken against an individual under the terms of this policy.
- 8.3 CET School Principals or Childcare/OSHC Managers:
- a. Communicating and implementing this policy within their area of responsibility.
 - b. Ensuring staff are aware of emergency management procedures, and where necessary, have training in conflict management and resolution which includes knowing how to de-escalate aggressive, abusive, or violent behaviour.
 - c. Taking steps to ensure that breaches of this policy are taken seriously and acted upon immediately and appropriately.
 - d. Keeping appropriate records, of behavioural incidents and subsequent actions taken, in accordance with CET's records management protocols.
 - e. Any action required to implement this policy must be taken by the School Principal in accordance with the requirements of the *Education Act 2016 (Tas)* and *Work Health and Safety Act 2012 (Tas)*. Childcare/OSHC Managers are to liaise with School Principals regarding any action required to respond to incidences that have occurred in childcare/OSHC operating on CET premises or grounds.
- 8.4 CET workers
- a. Actively promoting and championing this policy.
 - b. Positively role modelling appropriate behaviours.

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