

FEBRUARY 2024

Behaviour Standards and Code of Conduct for Chaplains and Student Wellbeing Officers in Tasmanian State Schools

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1 Purpose

- This document, *Behaviour Standards and Code of Conduct for Chaplains and Student Wellbeing Officers in Tasmanian State Schools*, provides advice to Chaplains/Student Wellbeing Officers about the provision of Chaplaincy and Student Wellbeing Services in Tasmanian Government Schools.
- This document supports the Chaplaincy and Student Wellbeing Services in Tasmanian State Schools Policy and Procedure.
- These standards apply to all Chaplains/Student Wellbeing Officers providing Chaplaincy and Student Wellbeing Services in Tasmanian Government Schools, this is regardless of whether they are funded through the National Student Wellbeing Program (NSWP).
- The [Acknowledgement of the School Chaplain and Student Wellbeing Officer Code of Conduct](#) must be signed by all Chaplains/Student Wellbeing Officers before they commence any work or Chaplaincy/Student Wellbeing service in a Tasmanian Government School.

2 Scope

- While the Department for Education, Children and Young People (the department) Conduct and Behaviour Standards are not binding upon external providers, contractors, consultants, volunteers or other non-employees working with the department, they can be seen as representatives of the department and should display conduct that is appropriate and will enhance a positive reputation.
- These Behaviour Standards and Code of Conduct replicate those that have been developed for department employees. Continued association with the department of these persons depends upon them observing and complying with these Standards.
- Chaplains/Student Wellbeing Officers must comply with all State and Commonwealth legislation, and with all relevant government/non-government school policies, including those concerning child protection, mandatory reporting, privacy, anti-discrimination, human rights, and creation and retention of student records.
- To the extent that there is any conflict between a department or school policy and a policy of the Provider which employs the Chaplain/Student Wellbeing Officer or with which the Chaplain/Student Wellbeing Officer is affiliated, the relevant government/non-government school policies prevail.

3 Lawful and reasonable directions

- Chaplains/Student Wellbeing Officers must comply promptly, conscientiously and effectively with all lawful and reasonable decisions and directions given by a School Principal or their delegate.
- Chaplains/Student Wellbeing Officers must not knowingly or deliberately impede compliance with, or implementation of, a lawful and reasonable decision or direction.
- When making decisions or giving directions, Chaplains/Student Wellbeing Officers must act within their legal and organisational responsibilities and delegations. Chaplains/Student Wellbeing Officers must make competent decisions and give fair and reasonable guidance and directions.

4 Professionalism and ethical conduct

Chaplains and Student Wellbeing Officers must:

- act in a professional and respectful way that enhances their professional reputation and the reputation of the department, in the course of their employment.
- treat other external providers, department employees, students, parents/guardians/carers/families and other clients with respect and without harassment, victimisation or discrimination.
- not behave in ways that a reasonable person would consider to be offensive, intimidating, humiliating or threatening.
- not engage in behaviour outlined in Section 6 to 8 of this document.
- be aware of the policies, procedures and delegations that are applicable to their actions. Principals/Managers must make relevant information available to Chaplains/Student Wellbeing Officers. comply with applicable laws, regulations, industrial awards and agreements (Commonwealth, State and local), including that concerning child safety, privacy, and confidentiality
- comply with applicable professional standards and codes of practice that do not conflict with government or departmental policy.
- at all times, conduct themselves in a manner that does not bring the department or themselves into disrepute.
- read and understand policy documents issued to them or circulated to them.
- act promptly in reporting breaches of the law, departmental policies, Government policies and directives, as well as misconduct and maladministration under the [State Service Code of Conduct](#) and these departmental Standards, to their School Principal/Manager or other relevant departmental officer.
- ensure that where work involves interacting with students, they comply with duty of care requirements and are not engaged in inappropriate behaviour such as illegal, anti-social, or disreputable activities, which may negatively impact on them as role models for those students.
- have regard to the *National Framework for Protecting Australia's Children*, and the relevant State responses to the recommendations from the *Royal Commission into Institutional Responses to Child Abuse* ([Volume 6 – Making institutions child safe](#), [Volume 10 – Children with harmful sexual behaviours](#) and [Volume 13 – Schools](#)).
- must have a current [Registration to Work with Vulnerable People \(RWVP\)](#) before they can work in schools and must notify the school, and their employer of any pending charges which may impact on their eligibility to participate/work in education related programs; and ensure that their registration is appropriately renewed prior to expiry.
- perform their work duties competently and responsively, with a focus on delivering or supporting the delivery of high-quality Chaplaincy and Student Wellbeing Services to support the wellbeing of students.
- maintain the accuracy, integrity and appropriate confidentiality of all department information.
- not share or exchange personal information such as telephone numbers and personal email addresses with any student unless the student is a member of the employee's family or they are

caring for the student in a formal capacity (eg foster care, respite care or in the capacity of a homestay host).

- ensure their personal appearance and presentation is clean, tidy and appropriate for their work role.
- ensure that department resources are not used improperly. These resources include financial and material resources as well as intellectual, information, system and knowledge resources related to the work of the department.
- act appropriately, at all times, in the presence of students, both within and outside school hours.
- behave in ways that promote the safety, welfare and well-being of students, other clients and employees, in accordance with relevant occupational, health and safety legislation.
- be accountable for their official decisions and conduct.

5 Duty of care

- Duty of care is essentially a duty to do everything reasonably practicable to protect others from foreseeable harm. While this applies in all aspects of an employee's work, it is particularly important for those Chaplains/Student Wellbeing Officers who have interaction with students.
- All students have a basic and expected right to a physical and emotional environment that is free from unreasonable risk of harm. "Harm" includes any significant detrimental effect to the student's physical, psychological or emotional wellbeing by any cause and includes minor harm that is cumulative in nature that would result in a detrimental effect of a significant nature to the student if allowed to continue. Amongst other things, harm can be caused by:
 - » physical, psychological or emotional abuse or neglect or
 - » sexual abuse or exploitation (including grooming) or
 - » domestic or family violence or
 - » student bullying.
 - » one's own actions.
- Chaplains/Student Wellbeing Officers must actively seek to maintain a physically safe environment for students in accordance with the [Work Health and Safety Act 2012 \(Tas\)](#).
- Chaplains/Student Wellbeing Officers must actively seek to prevent harm to students and to support students who have been harmed. They are mandatory reporters under the [Children, Young Persons and their Families Act, 1997 \(Tas\)](#).
- Chaplains/Student Wellbeing Officers are legally required to notify Child Safety Services if they know, believe or suspect that a child is being abused and neglected. Refer to the [Mandatory Reporting Procedure](#).

6 Psychological harm to students

- Chaplains/Student Wellbeing Officers must not engage in conduct of a bullying or harassing nature. Such conduct may include, but is not restricted to:
 - » targeting students with unfair and continued criticism
 - » making excessive or unreasonable demands and

- » making derogatory comments in any form, verbally and in writing, to students, work colleagues, parents/guardians/carers/families, or the general public.

7 Physical contact with students

- Chaplains/Student Wellbeing Officers must not engage in conduct that could physically harm a student, subject to physical intervention permitted under the Restrictive Practices for Staff Policy.
- Chaplains/Student Wellbeing Officers must comply with Standard 1 of the [Professional Standards for Staff Policy](#).

8 Child Sexual Abuse and Sexual Conduct

- The Chaplain's/Student Wellbeing Officer's interactions with all students must be professional and be seen to be professional.
- Chaplains/Student Wellbeing Officers must not:
 - » engage in behaviour that raises a reasonable suspicion that they have engaged in or will engage in sexual conduct with students, or that the standards applying to the professional employee/student relationship has or will be breached. Such behaviour may amount to child sexual abuse and will be reported to Tasmania Police.
 - » unless there are specific work-related reasons, provide or exchange personal information such as telephone numbers or social media details with any student unless the student is a member of the employee's family or they are caring for the student in a formal capacity (e.g. foster care, respite care or in the capacity of a homestay host).
 - » engage in inappropriate behaviour with a student at any time, either during or outside school hours.
- The following conduct is not permitted and may amount to, child sexual abuse:
 - » unwarranted and inappropriate touching of students personally or with objects
 - » Initiating or permitting inappropriate physical contact by a student
 - » suggestive remarks or action of a sexual nature
 - » sexual exhibitionism
 - » obscene gestures or language and jokes containing sexual references
 - » deliberately exposing students to the sexual behaviour of others in any form, including display of pornographic material, other than in the case of prescribed curriculum material in which sexual themes are contextual
 - » inappropriate conversations of a sexual nature
 - » comments that express a desire to act in a sexual manner
 - » personal correspondence (including electronic communication) with a student in respect of the Chaplains/Student Wellbeing Officers sexual feelings for a student
 - » flirtatious behaviour directed at a student
 - » dating a student
 - » spending significant time alone with a student other than to perform one's professional duties, or without other reasonable explanation (i.e. extra teaching outside school hours or watching students in a change room when not on duty)
 - » expressing romantic feelings towards a student in any way.

- Chaplains/Student Wellbeing Officers must report all instances of concerning behaviour in accordance with departmental processes. Tolerance of the behaviour by others is irrelevant. Staff who suspect a child has suffered child sexual abuse must also act in accordance with the [Step by Step Guidance for Concerns, Information and Incidents of Child Abuse](#).
- Child sexual abuse includes grooming. Grooming describes behaviours designed to manipulate and control a child, their family, kin and carers or other support networks, or organisations. The intent of manipulation can be to: gain access to the child; obtain the child's compliance; maintain the child's silence; and/or avoid discovery of sexual abuse. Grooming can take place in person and online, and is often difficult to identify. The following may indicate that a child or young person is being groomed:
 - » A person might give gifts or pay special attention to a child or young person, making them feel special or indebted to the adult.
 - » A person might make close physical contact, including play-fighting, tickling or touching 'accidentally', they might also use inappropriate pet names, make comments about a student's appearance, including excessive flattering comments, or make conversation, jokes or enquiries of a sexual nature.
 - » A person might be spending unusual amounts of time alone with the child, including singling them out to favour or bully them. They might be alone with the child outside of their normal role or allow students to overstep the rules.
 - » The child might be spending time with new 'friends' who may be older than them, or they might go missing from home or school for short periods or overnight.
 - » An adult might offer to do things for a single parent, such as repairs or gardening. They might adopt an ongoing welfare role that is the responsibility of another staff member, e.g. psychologist or social worker, and do so without the knowledge of key staff members.
 - » A person might develop friendships with a child's family and social connections to gain access to the child.
- It is important to remember that a child can be groomed by another child.
- Chaplains/Student Wellbeing Officers must discourage and reject any sexual advances by a student. Should such behaviour occur, the Chaplain/Student Wellbeing Officer must report any such instances immediately to their principal/manager and organise for appropriate supports to be put in place for the student. Immediate reporting will assist in preventing further such behaviour. If the behaviour is, or could be, harmful sexual behaviour then staff should follow the [Responding to Incidents of Harmful Sexual Behaviour flowchart](#).
- The following pre-existing relationships are **exempt** from the general prohibition of sexual conduct and related behaviour:
 - » a person who is in a lawful private relationship commences employment with the department and the continuation of the relationship would contravene these departmental Conduct and Behaviour Standards
 - » a change of circumstances means that an employee who was in a lawful private relationship that did not contravene these Standards is now in a relationship that would contravene these departmental Conduct and Behaviour Standards - for example, their partner begins studying at a departmental school.
- These exceptions to the general prohibition are subject to the Chaplain/Student Wellbeing Officer immediately declaring the relationship or the change in circumstances to the Manager (Employee Relations and Support).

- Where a Chaplain/Student Wellbeing Officer has a lawful relationship that meets the above exemptions, that Chaplain/Student Wellbeing Officer must avoid being involved in decisions involving that partner.

9 Discrimination and harassment

- The Department for Education, Children and Young People commits itself to providing a workplace free of all forms of discrimination and harassment. Common types of harassment include:
 - » intimidatory harassment
 - » bullying
 - » sexual harassment.
- Chaplains/Student Wellbeing Officers must not discriminate against or harass any colleague, student, or parent, nor discriminate in how services are provided to the community.
- All Chaplains/Student Wellbeing Officers working in Tasmanian Government schools have the responsibility to act equitably towards other employees, students and the general public in accordance with the department's policies and relevant legislation including the [Anti-Discrimination Act 1998 \(Tas\)](#), [Equal Employment Opportunity Act 1987 \(Cth\)](#).
- Unlawful discrimination or harassment will not be tolerated and will result in a grievance report to the Provider and may also result in criminal charges.

10 Use of tobacco, alcohol, other drugs and medication

- Smoking is not permitted in government buildings, vehicles, facilities and school grounds.
- Chaplains/Student Wellbeing Officers have an occupational health and safety obligation, in accordance with the [Work Health and Safety Act 2012 \(Tas\)](#), to ensure that their use of alcohol, drugs or other medications does not adversely affect their work performance or endanger the health and safety of others. This includes behaviour at official functions where alcohol is served.
- Chaplains/Student Wellbeing Officers must not:
 - » provide students with tobacco, alcohol or illicit drugs and must not encourage or condone the illegal use of tobacco or alcohol including underage drinking/smoking or excessive consumption of alcohol or the use of illicit drugs.
 - » consume or be affected by alcohol and/or drugs in any circumstances where they are responsible for students.
- Chaplains/Student Wellbeing Officers should avoid social contact with students, under the age of 18 years, where the consumption of alcohol or drugs occurs.

11 Conflict of interest

- An apparent conflict of interest exists when a Chaplain's/Student Wellbeing Officer's private interests have the potential to interfere with the proper performance of their work duties. An actual conflict of interests exists when a reasonable bystander, in possession of the relevant

facts, would conclude that the Chaplain's/Student Wellbeing Officer's private interests are likely to interfere with the proper performance of their work duties. An apparent or actual conflict of interest must be identified, declared and avoided or resolved in favour of the public interest.

- Department employees may potentially work as a Chaplain/Student Wellbeing Officer. Chaplains/Student Wellbeing Officers who are also department employees must ensure that any secondary private employment undertaken by them does not constitute a conflict of interest with their work duties, or adversely affect their work performance, in accordance with the [State Service Act 2000 \(Tas\)](#) and the [Ethical Conduct Framework](#) and utilise the [Conflict of Interest Disclosure Statement](#).
- Chaplains/Student Wellbeing Officers must not engage another employee, or allow themselves to be separately engaged by the department to provide goods or services that they could reasonably be expected to provide as part of their departmental employment.
- Chaplains/Student Wellbeing Officers are required to:
 - » avoid conflicts of interest if possible, and avoid creating conflicts for others
 - » in accordance with the [Conflict of Interest Procedure](#), disclose in writing to their Principal/Manager any perceived or actual conflict of interest as soon as they become aware that there is or may be a conflict, and where there is a change of supervisor, to notify that person of the conflict and the means being used to manage it
 - » (with their supervisor) resolve or otherwise manage the conflict and document how this was achieved.
- Situations which may give rise to a conflict of interest might include:
 - » financial interests of the employee, a friend or relative that could influence the impartiality of the performance of duties
 - » personal beliefs or attitudes that may influence the impartiality of advice given
 - » party political activities or membership of politically active groups if it impedes the employee serving the government of the day
 - » personal relationships with other Chaplains/Student Wellbeing Officers, applicants for positions, students or business customers
 - » dealings with a friend, a relative or colleague who is also a student or parent
 - » representative duties where an employee who is representing the interests of the department is also asked to represent the interests of a community group
 - » private employment which may conflict with departmental duties
 - » approval of expenditure which will benefit the employee, a friend, a relative or an organization with which the employee identifies.

12 Receiving and giving gifts and benefits

- Chaplains/Student Wellbeing Officers should not seek or encourage favours or gifts for services performed in connection with official duties as outlined in [Gifts, Benefits and Hospitality Policy](#).
- Chaplains/Student Wellbeing Officers may not accept a monetary gift in connection with their work duties under any circumstances.

13 Collection of information

- As an external provider working in Tasmanian Government schools, Chaplains/Student Wellbeing Officers may collect student information when providing Chaplaincy and Student Wellbeing Services in accordance with the [Personal Information Protection Act 2004 \(Tas\)](#) and the department's [Personal Information Protection Policy](#).
- Chaplains/Student Wellbeing Officers must only collect information that is necessary to provide the agreed chaplaincy/student wellbeing service. Chaplains/Student Wellbeing Officers may collect information about students to work as a member of the school's wellbeing team to provide a chaplaincy/student wellbeing service which forms part of the wellbeing services available at the school.
- The department owns all records created by the Chaplain/Student Wellbeing Officer that relate to the provision of Chaplaincy and Student Wellbeing Services. The records must be easily retrievable so that the Provider, the Principal and the department can access the records as soon as is practicable upon request.
- During the term of their engagement with a school, the Chaplain/Student Wellbeing Officer will have custody of their information and records but will immediately provide the department and/or the Principal access to the information and records upon request, and in any of the circumstances outlined in these Behaviour Standards and Code of Conduct.
- When their chaplaincy/student wellbeing service with a school has ceased, the Chaplain/Student Wellbeing Officer will transfer all relevant files, records and information that relates to the provision of Chaplaincy and Student Wellbeing Services in the school to the Principal of that school. The records and information must be provided in a format and manner that can be quickly and easily retrieved, reviewed and utilised, and which is acceptable to the Principal.

14 Confidentiality – using and disclosing official information

- Chaplains/Student Wellbeing Officers may be entrusted with access to information of a sensitive or confidential nature to enable them to carry out their duties.
- Chaplains/Student Wellbeing Officers may also be provided with information from members of the community, i.e. parents and students which may be of a similar sensitive or personal nature.
- Chaplains/Student Wellbeing Officers must ensure that confidential, private and sensitive information is handled carefully and that the integrity of such information is maintained at all times.
- Chaplains/Student Wellbeing Officers must only use the department's official information, proprietary knowledge and intellectual property for departmental work, except where specific consent of the department has been given for another purpose. This requirement continues to apply after they have left the department's employment. When their chaplaincy/student wellbeing service with a school has ceased, Chaplains/Student Wellbeing Officers must not use confidential information obtained during the course of their employment for other work or non-work related purposes.

- Chaplains/Student Wellbeing Officers should be aware that unauthorised disclosure of departmental information is contrary to these Behaviour Standards and Code of Conduct and may result in a grievance report to their respective Manager or their Provider.

15 Personal information

- Chaplains/Student Wellbeing Officers must be aware of and comply with the provisions of the *Personal Information Protection Act 2004 (Tas)*.
- Parents/guardians/carers/families and students have the right to:
 - » request access to their information collected by the Chaplain/Student Wellbeing Officer
 - » correct any information that may be inaccurate, incomplete or out-of-date.
- Chaplains/Student Wellbeing Officers must not make private use of official information.
- Personal information collected or held by Chaplains/Student Wellbeing Officers must be held securely to avoid loss; unauthorised access, use, modification or disclosure; and all other misuse.
- Chaplains/Student Wellbeing Officers may only disclose information not normally provided to the public:
 - » if it is required as part of their duties
 - » proper authority has been given to them to do so
 - » when required, or authorized, to do so by law
 - » when called to give evidence in court.

16 Making public comment

- Chaplains/Student Wellbeing Officers must comply with department policy when making a public comment about the department's work. Public comment includes public speaking engagements, comments on radio and television, expressing views in letters to the media or in books, journals, the internet, Web technologies and resources such as blogs, wikis, social networking sites or other notices that may be viewed by the public.

17 Procedure for dealing with allegations and apparent breaches of the department's behaviour standards and code of conduct

- While the department Conduct and Behaviour Standards are not binding upon contractors, consultants, volunteers or other non-employees working with the department, they can be seen as representatives of the department and should display conduct that will enhance a positive reputation. Continued association with the department of these persons depends upon them observing and complying with these Standards.
- Any breaches in these Behaviour Standards and Code of Conduct will result in a termination of the Chaplain's/Student Wellbeing Officer's contract to work in schools.

18 Grievance procedure

- If a Chaplain/Student Wellbeing Officer does not adhere to these Behaviour Standards and Code of Conduct, the School Principal must inform the relevant Provider in the first instance.

19 Related policies

- [Chaplaincy and Student Wellbeing Services in Tasmanian State Schools Policy](#)
- [Ethical Conduct Framework](#)
- [ICT Conditions of Use Policy](#)
- [Gifts, Benefits and Hospitality Policy](#)
- [Grievances – Guideline for Parents and the Community](#)
- [Personal Information Protection Policy](#)
- [Professional Standards for Staff Policy](#)
- [Registration to Work with Vulnerable People Policy](#)
- [Restrictive Practices Policy](#)

20 Related procedures

- [Chaplaincy and Student Wellbeing Services in Tasmanian State Schools Procedure](#)
- [Conflict of Interest Procedure](#)
- [Mandatory Reporting Procedure](#)
- [Restrictive Practices Procedure](#)

21 Supporting information/tools

- [Australian Government National School Wellbeing Program \(NSWP\)](#)
- [Conflict of Interest Disclosure Statement](#)
- [State Service Code of Conduct](#)
- [Step by Step Guidance for Concerns, Information and Incidents of Child Abuse](#)
- [Responding to Incidents of Harmful Sexual Behaviour flowchart](#)
- [Royal Commission into Institutional Responses to Child Abuse - Volume 6 – Making institutions child safe](#)
- [Royal Commission into Institutional Responses to Child Abuse - Volume 10 – Children with harmful sexual behaviours](#)
- [Royal Commission into Institutional Responses to Child Abuse - Volume 13 – Schools](#)
- [Step By Step Guidance for Concerns, Information and Incidents of Child Abuse.](#)

22 Legislation

- *Anti-Discrimination Act 1998 (Tas)*
- *Children, Young Persons and their Families Act, 1997 (Tas)*
- *Equal Employment Opportunity Act 1987 (Cth)*
- *Personal Information Protection Act 2004 (Tas)*
- *Work Health and Safety Act 2012 (Tas)*

23 Definitions

Abuse (child abuse)

Abuse means child abuse and encompasses any or all types of abuse and neglect, including physical abuse, emotional abuse, psychological abuse, sexual abuse, and exposure to or involvement in domestic and family violence.

Approved Chaplaincy/Student Wellbeing Provider (Approved Provider)

The approved person, corporation, other legal entity, partnership or joint venture, including any employees and agents, who has signed a Provider Agreement, and is able to provide Chaplaincy and/or Student Wellbeing Services in Tasmanian Government Schools.

Chaplain

The person engaged as a School Chaplain by the Approved Chaplaincy/Student Wellbeing Provider who the Provider will supply to the school to provide Chaplaincy services to that school. A title other than chaplain may be used, if the title is appropriate to the religious affiliation of the individual.

A chaplain must meet the minimum qualification requirements and have the skills and experience to deliver Chaplaincy services to the school community.

Chaplaincy Services

Pastoral care services and strategies that support the emotional wellbeing of students and the broader school community. Chaplaincy services in Tasmanian State Schools should be provided during the school term.

Child sexual abuse

Any act (including grooming) that exposes a child to, or involves a child in, sexual activities that are beyond their understanding, are contrary to accepted community standards, or are outside what is permitted by law.

Grooming

Any online or in-person behaviour intended to manipulate and control a child, their family, kin or caregivers, or other support networks or organisations, with the aim of: gaining access to the child; obtaining the child's compliance; maintaining the child's silence; and/or avoiding discovery of

sexual abuse; grooming may be difficult to identify, and can be done by people already known to the child, including by a family member, kin or carer.

Harmful sexual behaviour

developmentally inappropriate sexual behaviour displayed by children and young people that may be harmful or abusive, encompassing a range of behaviours, from problematic to abusive, that are directed towards other children, young people or adults, and that may be harmful to those displaying the behaviour as well as those to whom it is directed.

Student Wellbeing Officer

The person engaged as a Student Wellbeing Officer by the Approved Chaplaincy/Student Wellbeing Provider who the Provider will supply to the school to provide student wellbeing services to that school. A title other than Student Wellbeing Officer may be used, if the title is appropriate.

A Student Wellbeing Officer must meet the NSW minimum qualification requirements and have the skills and experience to deliver student wellbeing services to the school community.

Student Wellbeing Services

Pastoral care services and strategies that support the emotional wellbeing of students and the broader school community. Student Wellbeing services in Tasmanian Government Schools should be provided during the school term and within school hours or at school-related activities approved by the school.

Authorised by: Jason Szczerbanik, Deputy Secretary, Continuous Improvement and Evaluation

Contact: nswp@decyp.tas.gov.au

Last significant review: 6 September 2023

Review due: 1 January 2025

This document replaces: Behaviour Standards and Code of Conduct for Chaplains/Student Wellbeing Officers v2.2 (2020)

Acknowledgement of the School Chaplain and Student Wellbeing Officer Code of Conduct

The following is a Code of Conduct for Chaplains/Student Wellbeing Officers engaged in Tasmanian Government schools. This document must be signed by the Chaplain before they commence any work or chaplaincy/student wellbeing service in a school. Chaplains/Student Wellbeing Officers who refuse to sign this Code of Conduct will not be permitted to provide Chaplaincy and Student Wellbeing Services in Tasmanian Government schools.

Chaplains/Student Wellbeing Officers are responsible for supporting the spiritual, social, and emotional wellbeing of students regardless of faith or beliefs. Chaplains/Student Wellbeing Officers must be able to provide support for a range of day-to-day matters affecting the school community and communicate effectively with a diverse group of people. They can become involved in a wide variety of issues including social and values education, and emotional support.

Chaplains/Student Wellbeing Officers support and work with the School Principal and the school's student wellbeing staff or equivalent, to refer students to appropriate services when required. To assist in facilitating this, Chaplains/Student Wellbeing Officers should have or develop an appropriate and suitable external network of professional groups working within the school and/or community.

The Chaplain/Student Wellbeing Officer holds a special position of trust and must be accountable for their actions. The School Principal and Provider must take all reasonable steps to ensure the Chaplain/Student Wellbeing Officer complies with the Behaviour Standards and Code of Conduct.

In providing these services, the school Chaplain/Student Wellbeing Officer must sign this document and observe the Conduct and Behaviour Standards at all times.

The Chaplain must:

1. Observe and comply with the *Behaviour Standards and Code of Conduct for Chaplains/Student Wellbeing Officers in Tasmanian State Schools* at all times.
2. Prioritise the best interests, safety and wellbeing of children and young people.
3. Adhere to all relevant Commonwealth, State or Territory policy and legislation, including that concerning child safeguarding and mandatory reporting, privacy, anti-discrimination and confidentiality.
4. Not conduct themselves in a manner which compromises their delivery of the services under the program. As such, Chaplains/Student Wellbeing Officers must adhere to the Chaplaincy and Student Wellbeing Services in Tasmanian State Schools Policy and Procedure; the Tasmanian State Service Principles and Code of Conduct, and this School Chaplain and Student Wellbeing Officer Behaviour Standards and Code of Conduct at all times where conduct in a private capacity might impact their delivery of services under the program.
5. Adhere to the requirements of the Project Agreement for the National School Wellbeing Program.
6. Have regard to the *National Framework for Protecting Australia's Children*, and the relevant State responses to the recommendations from the *Royal Commission into Institutional Responses to Child Abuse* (Volume 6 – Making Institutions child safe, Volume 10 – Children with harmful sexual behaviours and Volume 13 – Schools).

7. Have a current Registration to Work with Vulnerable People before they can work in schools and must notify the school, and their employer of any pending charges which may impact on their eligibility to participate/work in education related programs; and ensure that their registration is appropriately renewed prior to expiry.
 8. Recognise, respect, and affirm the authority of the school principal and work in consultation with them.
 9. Contribute to a supportive, safe, inclusive, and caring learning environment within the school.
 10. Respect, accept, and be sensitive to other people's views, values and beliefs that may be different from his or her own, including respecting the rights of parents/guardians to ensure the moral and spiritual education of their children is in line with the family's own convictions.
 11. Actively discourage any form of harassment or discrimination on the grounds of religious ideology, beliefs, sexuality, gender, intersex or gender identity (or any other attribute identified in the *Tasmanian Anti-Discrimination Act 1998*).
 12. Not perform professional, religious or other services for which they are not qualified and if not qualified, refer on to an appropriate service, in line with school protocols.
 13. Refer a student to a service or organisation which is best placed to support the student's particular needs in accordance with the students own beliefs and values.
 14. Provide accurate and impartial information about the support and services available in the broader community, including community groups and religious groups.
 15. Not put him or herself, or allow him or herself, to be placed in a compromising situation, recognising that there are circumstances where confidentiality may be sought by the student.
 16. Avoid unnecessary physical contact with a student, recognising however that there may be some circumstances where physical contact may be appropriate such as where a student is injured or distraught.
 17. While recognising that an individual Chaplain/Student Wellbeing Officer may in good faith express views and articulate values consistent with his or her own beliefs, a Chaplain/Student Wellbeing Officer must not take advantage of his or her privileged positions to proselytise, evangelise or advocate for a particular view or belief.
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USE OF INFORMATION ON THIS FORM AND PRIVACY

Information on this form is collected for the purposes of the administration of Chaplaincy and Student Wellbeing Services in Tasmanian Government schools. Information on this form can be disclosed to other parties without your consent in accordance with the *Privacy Act 1988*.

Acknowledgement by Chaplain/Student Wellbeing Officer

I understand and agree to the terms of the Behaviour Standards and Code of Conduct

Signature of Chaplain/Student Wellbeing Officer

Name of Chaplain/Student Wellbeing Officer

Name of Witness

Position of witness

Date