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# Emmaus Catholic College

**Kemps Creek**



**Maintaining Right Relations**

**2016**

November 2015  
To be reviewed December 2016

# EMMAUS CATHOLIC COLLEGE

## Maintaining Right Relations Protocols

The following protocols are to be observed by all College personnel, which includes: full-time staff, temporary staff, part-time staff, relieving staff, volunteers and visitors. These protocols are supported by CEO Parramatta Maintaining Right Relations Policy (accessed via staffnet).

- *The awards pertinent to employees in the Parramatta Catholic Education system contain clauses addressing Disputes Procedures, Suspension and Termination, and disciplinary matters will be handled in accordance with the requirements of the relevant award.*
- *School-based student behaviour management, policies and procedures, including procedures to be followed in the Suspension and Expulsion of Students from Catholic Schools (2006)*
- *Anti Bullying Policy for Students (2005)*
- *Discipline Procedure for Employees, & Addressing Unsatisfactory Performance (2003)*
- *Complaints Handling Policy (2005)*
- *Complaints which may constitute an allegation under the Ombudsman Act 1974 or the Children and Young Persons (Care and Protection) Act 1998 are addressed through the protocols outlined in the CEO Parramatta Child Protection Kit.*
- *Equal Opportunity for Women in the Workplace (2005)*

Emmaus Catholic College considers all discrimination, racism, harassment and bullying to be unacceptable behaviour because it undermines the intrinsic dignity of the individual person. In addition, discrimination, racism, harassment and bullying diminish the work performance of individuals and the effectiveness of the College in our mission of Catholic education.

**Emmaus Catholic College in collaboration with the CEO will uphold discrimination and harassment laws and will set in place procedures to address all forms of discrimination, racism, harassment and bullying.**

- It is the responsibility of the Principal to ensure that instances of such conduct are dealt with promptly, fairly and seriously.
- It is the responsibility of all staff and students to respect the rights of others, to never encourage discrimination, harassment or bullying and to contribute positively to the formation of harmonious work and College relationships.

**Therefore all staff will:**

- actively promote a College climate and work environment that is open to and welcomes all persons;
- treat with respect and courtesy all persons in the community including students, colleagues, administrators, support staff, and parents;
- work to prevent bullying from occurring through the implementation of policies, educational programs and courses, awareness-raising strategies, and training programs;

**Staff at Emmaus Catholic College will be trained biannually in the area of ‘Right Relations’ as per Diocesan guidelines, this training will include:**

- Bullying
- Harassment
- Discrimination
- Racism