

STUDENT PLACEMENT HANDBOOK

VERSION 3.0





Disclaimer

This Student Placement Handbook provides general advice only. It is not intended to be legal advice. While every effort has been made to ensure the information contained within this handbook is accurate at the time of publication, the publishers give no warranty as to its accuracy. If you require legal advice with regard to particular issues or questions, you need to access this through your own legal service provider.



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Important website Links

Fair Work

www.fairwork.gov.au/how-we-will-help/templates-and-guides/fact-sheets/unpaid-work/student-placements

Working with Children Check

kidsguardian.nsw.gov.au/

Office of Safeguarding – Diocesan Safeguarding Services

02 4979 1390

officeofsafeguarding.org.au



Welcome

Welcome to the Catholic Diocese of Maitland-Newcastle and thank you for choosing to undertake your vocational placement or work experience with us.

The Diocese supports and encourages the provision of opportunities for student placement from the community to gain vocational placement or work experience in our organisation.

There are many agencies of the Diocese, which form the mission of the church and each of these areas provides an opportunity for vocational placement and work experience. These include:

- ▶ 38 parishes in the Hunter and Manning regions, the centres of the life of the Catholic Church
- ▶ 59 Catholic schools, which educate more than 19,000 students in primary and secondary schools
- ▶ CatholicCare Social Services, which delivers a wide range of social services including permanency support, counselling and youth services; CatholicCare operates food vans and community kitchens and provides

support to vulnerable people including refugee and asylum seekers.

- ▶ St Nicholas supports families in their early education centres and out of school hours care (OOSH), giving children high quality education and care. The agency also provides career opportunities through a range of study options and programs.
- ▶ Pastoral Ministries provides support under the five foundations: Identity & Community; Worship & Prayer; Formation & Education; Mission & Outreach; and Leadership & Structure.
- ▶ Shared Services, which provides services to our internal stakeholders including Technology Services; People and Culture; Finance; Communications; Property Services; Compliance, Legal & Risk; Administration Services; Data & Analytics; Enterprise Project Management Office and the Catholic Development Fund.

We hope that your experience with us will be enjoyable, and rewarding. We wish you every success here in your vocational placement or work experience.

The Diocese of Maitland-Newcastle is committed to safeguarding children and vulnerable persons and preventing those in our care from suffering abuse or neglect. It is committed to implementing and maintaining compliance with the NSW Child Safe Standards and the National Catholic Safeguarding Standards and takes a zero-tolerance approach to abuse of children or vulnerable persons. All who work in the name of the Diocese must comply with the Diocesan Safeguarding Framework Policy and act in accordance with the Diocese's Code of Conduct which includes the Diocese's Safeguarding Commitment Statement.



Information for managers/supervisors

The Vocational Placements Fact Sheet provided by the Fair Work Ombudsman (2017), says a vocational or work placement is lawfully unpaid, and must meet the following criteria.

1. There must be a placement available either arranged by the student placement's educational or training institution, or the student placement may arrange it themselves.
2. There must be no entitlement to pay the placement.
3. The placement must be done as a requirement of the education or training course.
4. The training or educational course must be an authorised Registered Training Organisation (RTO), TAFE, University or other accredited school.

You may be contacted by institutions or individuals seeking suitable placement opportunities. If you are interested in offering a placement, you should ensure the proposed placement meets the above criteria, and that you have the capacity to supervise a placement either on a project basis, or through an operational opportunity. You may specify a mentor to assist the placement, who can support your supervision. Placements must be supervised at all times.

Managers/supervisors must first contact the relevant institution's co-ordinator to define the parameters of the placement, and then together with the co-ordinator assemble the required paperwork as outlined below and submit it to the People and Culture team in the Diocese for processing and clearances, in advance of the placement commencing.

People and Culture will contact you when checks are cleared and the placement can commence.

The manager/supervisor should ensure the person on placement goes through an induction process. The WHS Level 2 Induction documents are to be returned to People and Culture within the first week of placement, once the student has been cleared. The manager/supervisor should retain a copy of the registration form during placement.

The manager/supervisor responsibilities during placement should:

- ▶ ensure equal opportunity is provided to the person on placement
- ▶ ensure an appropriate mentor (if available) is allocated to the person on placement

- ▶ ensure that either you or the mentor provides all induction processes to the person on placement including WHS induction, safe handling of onsite equipment and machinery
- ▶ ensure all paperwork is completed correctly before submitting to People and Culture at pcp@mn.catholic.org.au (this includes all documents contained in the Student Placement Handbook)
- ▶ ensure the person on placement has a thorough understanding of their placement requirements and have opportunities for exposure to work placement learning
- ▶ ensure the person on placement has been able to meet all the requirements set by their institution during their engagement
- ▶ ensure the person on placement receives regular feedback on their work
- ▶ ensure placements are supervised at all times.

A placement must not be used to replace a paid worker.



Information for mentors

A mentor is someone employed by a diocesan agency who provides guidance, oversight, and education to a person on placement.

A mentor will provide people on placement support, advice, guidance, feedback, learning and assessment in lieu of or in support of the manager/supervisor. The mentor may provide site-specific on boarding to a person on placement and ensure paperwork associated with a placement is complete and returned to the People and Culture team.

The mentor is usually a team member in the work group who may assist and support a manager/supervisor in supervising, guiding and training a person on placement. The mentor may also be the supervisor. Placements must be supervised at all times.

Information for people undertaking placement

We hope the proposed placement meets both your learning objectives and the objectives of the diocesan agency. According to the Fair Work Ombudsman, as a placement, no remuneration can be paid for your services as they are completed in fulfilment of your training course or study.

Placement begins with the completion of the Student Placement Handbook. Once this information has been assessed and cleared by the manager/supervisor and provided to People and Culture, you may be offered a placement in the Diocese. (Please note that if approved, the WHS Level 2 Induction is to be completed within your first week of placement.)

Your manager/supervisor or mentor will provide induction, supervision, and orientation, ensure you have all the information and support you require to work within the Diocese.

The Diocese has a formal induction program for all workers it engages. Your manager/supervisor or mentor will go through these and the relevant policies within your first week of placement. In addition, there will be site-specific information you will be required to understand and follow. This will also be determined by the manager/supervisor in your orientation to the site. All of the required on boarding forms can be found within the Student Placement Handbook.



While on placement you will be expected to participate in team meetings, and have regular meetings with your manager/supervisor. This is to ensure your placement is fulfilling both your goals and those of the Diocese. You may be asked to complete a project as part of your placement, which could include a presentation to your immediate team.

Your manager/supervisor are responsible for assisting you to meet the requirements of your placement. People on placement requiring extra assistance will be directed back to their educational or training institution. People on placement who are not meeting the standard of performance expected will be provided with feedback accordingly, and an action plan may be developed in liaison with the institution.

If you or your manager/supervisor have questions or need further information, please contact People and Culture on 02 4979 1266.

Student Placement's Responsibilities within the Diocese:

1. Understand all conditions of your placement responsibilities.
2. Participate in your on-boarding process.
3. Follow all organisational policies, procedures and processes.
4. Follow reasonable instructions from your manager/supervisor.
5. Ask questions if you are unclear or do not understand something.
6. Work safely and take reasonable care to protect your health and others.
7. Report all unsafe situations and incidents to your manager/supervisor.

Placement process

To submit an application for a placement, you must provide the following information and completed forms (from the Student Placement Handbook) to the responsible manager/supervisor 2 weeks prior to your intended commencement date:

1. A Registration Form
2. A Working with Children Check (WWCC) Clearance Form OR an Exempt from Obtaining a WWCC Declaration Form
3. A signed Code of Conduct Declaration form
4. Copy of the Institution's Insurance Certificate.

Once this information has been assessed and cleared by People and Culture you may be offered a placement within the Diocese. Once your placement has commenced, you will be required to complete the WHS Induction Checklist, which will then be returned to People and Culture.



St Nicholas



Student details

Name _____

Address _____

Mobile _____

Email _____

Emergency contact	Name	Number

Provide details of the student placement location

Catholic Schools Office	CatholicCare Social Services
Name of school(s): Catholic Schools Office <input type="checkbox"/>	Area: _____
Diocese	St Nicholas
Area: _____	Early Education <input type="checkbox"/>
_____	OOSH <input type="checkbox"/>
_____	Pathways <input type="checkbox"/>
Start Date: _____	Finish date: _____
Hours of placement: _____	

Details of placement organisation (school/university/college)

Name: _____

Placement Coordinator:	Number:
_____	_____

Email _____

Insurance coverage must be provided
Personal Accident Insurance, Public Liability Insurance YES (Please attach proof of insurance)

Additional insurances:



General Health Questions

Please tick applicable Yes No

Are you aware of any circumstances regarding your health or capacity to work that would interfere with your ability to perform the duties of the position?

If you answered yes to the question above, can you please elaborate?

Do you have an existing injury or condition or pre-existing injury or condition?

Existing is a condition for which treatment is still being received. Pre-existing is where any injury or condition/s is present but treatment is not required.

If you answered yes to the question above, can you please elaborate?

Have you ever worked with any substances or in any conditions which may have been hazardous to your health (e.g. asbestos exposure, toxic chemicals, or noisy environments) and for which you need a modified workplace?

If you answered yes to the question above, can you please elaborate?

Have you ever been medically retired from a previous position?

If you answered yes to the question above, can you please elaborate?

Medical Conditions

Please tick applicable Yes No

Do you have/experience Asthma or other respiratory problems?

If you answered yes to the question above, please provide details of triggers, frequency of events, and management/treatment of your Asthma or other respiratory problems.

Do you have/experience Diabetes, thyroid or hormonal problems?

If you answered yes to the question above, please provide details of type and management/treatment of your Diabetes, thyroid or hormonal problems.

Do you have/experience Epilepsy?

If you answered yes to the question above, please provide details of triggers, frequency of events and management/treatment of your Epilepsy.

Do you have/experience Eczema or skin problems?

If you answered yes to the question above, please provide details of triggers, frequency of events and management/treatment of your Eczema or skin problems.

Do you have any other medical conditions that aren't listed above?

If you answered yes to the question above, can you please elaborate?

Are you allergic to anything (including medicines, drugs, food, insect stings, chemicals or industrial products e.g. latex/rubber or sticky products)?*

If yes, please describe the reaction, type and severity of your allergies and the management/treatment required.
If anaphylactic, please provide an allergy management plan.

Medical Management and Action Plan

If you have a Medical Management and/or Action Plan please provide a copy with return of the Student Placement Handbook.

Further Medical Evidence (only if requested to provide)

Note: If any of the responses provided above require more information about your safety and capacity for employment, you will be contacted by our team to provide further evidence from a Medical Practitioner.



St Nicholas



First name	
Surname	
Date of birth	
Home address	
Location of work (Agency/School)	
Position title	
Commencement date	
WWCC number	

Volunteer Employee Contractor

Business Name

I, have conducted a Proof of Identity Check for the person named above
OR I have known the applicant for a minimum of 12 months and can attest to their identity.

Signature

Date

Next Steps

- ▶ ALL information on this form must be checked as correct, particularly spelling of names and date of birth (incorrect details will delay processing time).
- ▶ Surname provided MUST match against surname registered on WWCC.
- ▶ Please complete ALL information required.

Processing Period

Please note that it may take up to 5 business days for a WWCC verification or renewal to be processed during peak periods, however the team will do it's best to process checks in 2 business days.

Once a WWCC has been verified, the form will be returned with confirmation of clearance and verification date.

People and Culture	
Cleared:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Verification Date:	<input type="text"/> Expiry Date: <input type="text"/>



St Nicholas



Section 1: Applicant's Identification Details

I,

of

born _____ declare that I'm 'working for'

Section 2: Statement by Applicant

I do not have a WWCC Clearance Number and am exempt from requiring one or am not seeking to be engaged in child-related work; therefore, I state that:

- I have not been charged with an offence relating to children or young people.
- I have not been the subject of a police investigation relating to children or young people.
- I have not had disciplinary action taken against me in a workplace regarding my interaction with a child or young person.
- I am not a "prohibited person" on the Child Protection Register under the *Child Protection (Offenders Registration) Act 2000*. I know it is an offence for a prohibited person to apply for, attempt to obtain, undertake or remain in child-related employment, **or to sign this declaration.**
- I am not a "disqualified person" as defined in section 18 of the *Child Protection (Working with Children Act) 2012*. I understand that it is an offence for me to undertake child-related work if I have been convicted of the offences detailed in that section of the Act (the offences include indecent assault, murder of a child, sexual intercourse with a child, grooming, possession of child abuse material, intentional wounding to a child, and attempts to commit such offences).
- I understand that when I turn 18 years of age, I need to apply for and obtain a valid NSW Working with Children Check (WWCC) Clearance Number (employee or volunteer as appropriate) from the Office of the Children's Guardian (OCG) and provide it to the Catholic Diocese of Maitland-Newcastle, and I give consent for the Diocese to verify my Clearance with the OCG. I will provide 100 points of identification when I submit my Clearance number to the Diocese.
The date I turn 18 will be: _____ (please fill in the date)

Section 3: Declaration by Applicant

1. I understand the Diocese does not tolerate ill-treatment of children and that I am expected to adhere to behaviour standards in my role- such as *Integrity in the Service of the Church* or any Code of Conduct that applies.
2. I have read and understood the information above and know that it is expected that I have checked the definitions in the *Child Protection (Working with Children) Act 2012* if I am uncertain whether I am a disqualified person.
3. I understand that providing false or misleading information on this document can result in disciplinary action and will be considered during any future applications by me for engagement with the Diocese of Maitland-Newcastle.

Signature: _____

Date: _____

Section 4: Validation of Applicant's Identity

N.B.: *Identification must be sighted and checked by an employee of the parish/school/CSO/CatholicCare/Chancery/St Nicholas and then certify that it has been sighted by filling in this section and signing underneath. DO NOT MAKE or RETAIN COPIES of a person's identity documents.*

I, _____

have conducted a Proof of Identity Check for the person named above OR I have known the applicant for a minimum of 12 months and can attest to their identity.

Signature: _____

Date: _____

ALL information on this form must be checked as correct, particularly spelling of names and dates of birth. Please complete the information required on a blank form, using clear PRINT (not script/running writing). Ensure that the applicant and diocesan worker signs the form. Once completed submit this first page only to Catholic Dioceses of Maitland – Newcastle (scanned as attachment to an email). E-mail: wwcc@mn.catholic.org.au

DOCUMENT ID	PD23/0007
APPLICABLE TO	Diocese of Maitland-Newcastle workers, including workers of all Agencies.
DOCUMENT OWNER	Head of Governance
APPROVAL DATE	2 November 2023
APPROVED BY	The Bishop
EFFECTIVE DATE	6 November 2023
LAST REVIEW DATE/S	August 2023
NEXT REVIEW DATE/S	May 2024
RELATED DOCUMENTS	<p>Diocesan Safeguarding Framework Policy</p> <p>Fitness for Work Policy</p> <p>Conflict of Interest Policy</p> <p>Delegation of Authority Policy</p> <p>Grievance Resolution Policy</p> <p>Complaints Resolution Policy</p> <p>Counselling and Disciplinary Policy</p> <p>Whistleblower Policy</p> <p>Fraud and Corruption Control Policy</p> <p>Media Policy</p> <p>Risk Management Policy</p> <p>Workplace Surveillance Policy</p>

1. Purpose

Message from the Bishop

I am pleased to introduce the Catholic Diocese of Maitland-Newcastle (CDMN) Code of Conduct (Code) which provides guidance on the expected standards of conduct, professional and personal behaviour CDMN requires of its workers.

The Code is aimed at modelling and building a contemporary Catholic workplace that is safe, supportive, collaborative and compliant with all relevant laws.

The Code is consistent with the teachings and values of the Catholic Church and the principles and values detailed in *Integrity in the Service of the Church*.

Our Diocesan values of Compassion, Hope, Integrity, Justice and Participation are reflected within this Code together with the five basic principles for Church workers being:

- A commitment to justice and equity
- Upholding the dignity of all people and their right to respect
- A commitment to safe and supportive relationships
- Outreach to those who are poor, alienated or marginalised, and
- Striving for excellence in all their work.

2. Scope

- 2.1. The Code applies to all workers of CDMN. Workers include paid employees, religious, volunteers, contractors and students on work placements. Reference to religious does not include reference to priests or deacons operating in the Diocese in that capacity (noting they are governed by other conduct documents).
- 2.2. The Code outlines the obligations, responsibilities and standards of behaviour CDMN requires of all workers, to uphold the values, integrity and reputation of CDMN. It does not form part of an employee's contract of employment.
- 2.3. Workers are to make themselves familiar with the requirements of the Code and ensure they comply with obligations, responsibilities and standards of behaviour outlined within it. If workers do not understand this Code or require clarification, they must seek answers to their questions.
- 2.4. Certain sections of the Code reflect the requirements of legislation, and breaches of these conditions must be punishable by law.

3. Policy Principles

3.1. Commitment to Safeguarding

- 3.2. CDMN is committed to the safeguarding of children and vulnerable persons, particularly those who participate in the life of the Diocese. CDMN understands that there is an inherent imbalance of power and position experienced by children and vulnerable persons when interacting with adults placed in positions of authority and responsibility. CDMN has zero-tolerance of any abuse.

3.3. Workers of CDMN are expected to:

- 3.3.1. Foster a safeguarding culture that recognises and upholds the dignity, diversity and rights of all children and vulnerable persons, with particular attention to those who have increased individual vulnerabilities.
- 3.3.2. Empower children and vulnerable persons to have their say and to be listened to.
- 3.3.3. Encourage open communications with families and communities to enable their participation in decisions about the safety of children and vulnerable persons.
- 3.3.4. Foster safe and supportive relationships between diocesan workers, children and vulnerable persons, both in person and online.
- 3.3.5. Be aware of the causes and signs of abuse and indicators of increased situational and individual risk in the physical and online environments.
- 3.3.6. Respond to a disclosure of abuse from a child or vulnerable person appropriately, with the upmost care and support.
- 3.3.7. Ensure that concerns for the safety, welfare and wellbeing of children and vulnerable persons are reported to the Office of Safeguarding and external authorities in accordance with the worker's legal, professional and policy obligations.
- 3.3.8. Support Police and other statutory and diocesan authorities who are conducting inquiries into alleged criminality or abuse against children and vulnerable persons.
- 3.3.9. Participate in safeguarding training in accordance with diocesan expectations.
- 3.3.10. Support diocesan assessment and management of elevated risks to children or vulnerable persons.
- 3.3.11. Act in accordance with diocesan policies and procedures in managing complaints.
- 3.3.12. Contribute to diocesan compliance with NSW Child Safe [NSW Child Safe Standards](#) and the [National Catholic Safeguarding Standards](#).

3.4. Lawful Compliance

- 3.5. Workers must act lawfully and comply with all legislative, contractual and industrial requirements while engaged by CDMN.

3.6. Workers must comply with the CDMN's policies and follow all reasonable and lawful directions given by CDMN.

3.7. Ethical Behaviour

3.8. Workers of CDMN are expected to:

- 3.8.1. Respect the dignity, rights and views of others.
- 3.8.2. Listen and seek to understand different points of view (this does not necessarily mean agreeing with the point of view).
- 3.8.3. Be honest and act with integrity at all times.
- 3.8.4. Act respectfully at all times, including respecting cultural, ethnic and religious differences.
- 3.8.5. Conduct themselves in a manner which will not bring CDMN into disrepute and or damage the reputation of CDMN including in a privacy capacity.
- 3.8.6. Work collaboratively and acknowledge the genuine contributions that others make.
- 3.8.7. Express constructive feedback considerately and in a moderate tone.
- 3.8.8. Not harass, bully or discriminate against colleagues, students, people we support or members of the community.
- 3.8.9. Refrain from making vexatious or malicious allegations against other workers of CDMN
- 3.8.10. Be courteous, fair, sensitive and considerate to the needs of others.
- 3.8.11. Actively assist in managing workplace conflict that personally affects them or workers under their supervision to create positive and constructive outcomes.

3.9. Professional Behaviour and Development

3.10. Workers of CDMN are expected to:

- 3.10.1. Maintain a high standard and quality of work.
- 3.10.2. Maintain and develop knowledge and understanding of their area of expertise.
- 3.10.3. Continuously seek to improve work performance and bring about improvements in the workplace.
- 3.10.4. Within the scope of their role, provide employees with guidance, training, support and supervision.
- 3.10.5. Exercise care, responsibility and sound judgement when carrying out their duties.
- 3.10.6. Ensure procedural fairness is followed in all processes.
- 3.10.7. Take reasonable care of their safety and health at all times.
- 3.10.8. Take reasonable steps that their acts/omissions do not adversely affect the health and safety of others.

- 3.10.9. Comply and cooperate with any reasonable instruction, policy or procedure, including with respect to work health and safety matters.
- 3.10.10. Refrain from carrying out their duties under the influence of alcohol, any illegal substance, or any drug which impairs work performance, impacts behaviour or judgement, or poses a safety risk to themselves or others.
- 3.10.11. Not ignore work duties or waste time during working hours.
- 3.10.12. Not take or seek to take improper advantage of any information gained in the course of their engagement.
- 3.10.13. Not take or seek to take improper advantage of their position to benefit themselves or others.
- 3.10.14. Not allow personal political views/affiliations or other personal interests to influence the performance of duties or exercise of responsibilities.
- 3.10.15. Where relevant, adhere to any dress code requirements of CDMN.
- 3.10.16. Maintain confidentiality and privacy where required.
- 3.10.17. Report to CDMN any instance where the worker believes they, or anyone within their workplace, has breached an obligation under this policy.

3.11. Conflicts of Interest

- 3.12. A conflict of interest includes any circumstance, whether actual or perceived, arising from a conflict between the performance of a worker's professional duties with CDMN and their personal interest.
- 3.13. Workers are to take all appropriate steps to disclose a conflict interest (or potential conflict) to CDMN as soon as the worker becomes aware of it.
- 3.14. A conflict of interest can arise where there is a reasonable expectation of a personal benefit, direct or indirect, for a worker that could influence the performance of their duties. This benefit may be financial or non-financial.
- 3.15. Workers must take suitable measures to avoid, or appropriately deal with, any situation or relationship they may have where a conflict of interest could, directly or indirectly, compromise the performance of their duties.
- 3.16. A worker may ask themselves the following questions to assist in identifying whether a situation or relationship is potentially a conflict of interest:
 - 3.16.1. Do I have personal interests that may conflict, or be perceived to conflict, with my position at CDMN?
 - 3.16.2. Could there be benefits for me now, or in the future, that could cast doubt on my objectivity?
 - 3.16.3. How will my involvement in a decision or action be viewed by others?

3.16.4. Does my involvement appear fair and reasonable in all the circumstances?

3.17. Related Party Transactions

3.18. A related party transaction is the transfer of resources, services, or obligations between related parties. It does not have to include a financial payment.

3.19. Related parties include:

3.19.1. Spouse, child, parent and sibling.

3.19.2. Anyone who lives in the household of the worker.

3.19.3. Any company or business in which the worker, or someone who lives in the household of the worker holds, shares or has responsibility for.

3.19.4. Other family related by blood or marriage but this may depend on context.

3.19.5. An agency, school, or parish that is part of the Diocese.

3.20. A related party transaction can include:

3.20.1. Purchases, sales or donations.

3.20.2. Receiving goods, services or property.

3.20.3. Leases.

3.20.4. Transferring property, including intellectual property.

3.20.5. Loans.

3.20.6. Providing employees or volunteers.

3.20.7. Providing shared services such as accounting or legal services at a discounted rate or for free.

3.21. Workers must disclose a related party transaction and obtain appropriate approval to enter into a related party transaction.

3.22. Workers must maintain substantial evidence to show a decision was made at 'arms length'.

3.23. A transaction is at 'arms length' if the relevant parties have dealt with each other as parties normally do when they are not related, so that the outcome of their dealing is a matter of genuine bargaining and includes terms that might reasonably have been agreed between arm's length parties.

3.24. Gifts and Benefits

3.25. Workers must not solicit or accept gifts, benefits or hospitality which might be reasonably seen to either directly or indirectly compromise or influence their professional duties within CDMN.

3.26. All gifts from external parties must be brought to the attention of the relevant manager who will decide how the gift should be treated, in line with the financial protocols and policies of CDMN.

- 3.27. Generally gifts of a nominal value or moderate acts of hospitality offered as a genuine thank you by a client, may be personally retained as long as they have not been solicited by the worker or could be seen to have comprised or unduly influenced the worker's professional duties with CDMN.
- 3.28. Gifts or hospitality offered as an inducement to purchase, provide information, or treat someone favourably are not acceptable regardless of their monetary value. Examples of inducement include a recruitment agency offering theatre tickets for each temporary person engaged.
- 3.29. Gifts such as a Christmas hamper or a box of chocolates from a consultant, should be shared and made available for consumption by all workers. Consideration should also be given to donating such gifts to charity.

3.30. Secondary Employment

- 3.31. Workers employed on a full-time basis must seek and obtain approval in writing from CDMN prior to engaging in any secondary employment or business activity, including employment with a family company.
- 3.32. Part-time and casual workers must also seek approval to undertake secondary employment from CDMN if the employment may result in potential conflicts of interest that could adversely impact on the worker's ability to perform their duties with CDMN, including work, health and safety concerns, or where secondary employment may affect CDMN's financial position, services or standing in the community.
- 3.33. Approval for secondary employment is still required where workers are on leave, including periods of leave without pay.
- 3.34. Where a worker is already involved in secondary employment, they must provide details of the secondary employment to CDMN and obtain the necessary approval.
- 3.35. Current and former workers are to seek and obtain approval in writing from CDMN to act in the capacity of a volunteer.

3.36. Social Media

- 3.37. Workers should not use social media in a manner which may bring CDMN into disrepute. Refer to the CDMN Media Policy and associated documents in this regard.

3.38. Public Comment

- 3.39. Only authorised workers are permitted to make public statements or give interviews on behalf of CDMN to a media representative.

3.40. Management of Time and Resources

- 3.41. Workers must use CDMN resources economically and ethically. Such resources include money, facilities, equipment (e.g. phones, computers, iPads, and fax machines), vehicles, services (e.g. internet) and any other property which is owned or is the responsibility of CDMN.
- 3.42. Workers also have a duty to ensure the resources of CDMN are used only for their intended purpose, are well maintained and secured against theft or misuse.
- 3.43. Workers are fully accountable for the use of CDMN work time and resources. Workers should not use CDMN work time or resources for an outside interest, secondary employment or personal gain, such examples include the development of a new commercial idea or writing a book.
- 3.44. Workers have a duty to report to CDMN any improper use, waste or abuse of resources, corrupt or fraudulent conduct or inadequate administration or accountability.

3.45. Protected Disclosures

- 3.46. In reporting any suspected improper use, fraud, waste or abuse of resources, corrupt conduct, inadequate administration or accountability, workers are entitled to seek support and protection when making such disclosures, and to be notified of the action taken in relation to the disclosure.
- 3.47. Workers are not entitled to protection for disclosures which, on investigation, are found to be vexatious or malicious allegations, and may be liable for disciplinary action as a result.

3.48. Confidentiality

- 3.49. Workers must not divulge, either during employment or after, any confidential information gained as a worker of CDMN.

3.50. Workers of CDMN are expected to:

- 3.50.1. Abide by the Australian Privacy Principles (APPs) found in the Privacy Act 1988 (Cth) in the conduct of their work.
- 3.50.2. Treat confidential and personal information about colleagues, volunteers, students, people we support and other members of the community respectfully.
- 3.50.3. Exercise caution and sound judgement in discussing other people's confidential and personal information.
- 3.50.4. Comply with relevant laws and regulations regarding the collection, dissemination, use and security of all such information.
- 3.50.5. Only use such information for work-related purposes.
- 3.50.6. Only communicate such information to those who need to know it in order to perform their role.

3.51. Sharing of confidential and personal information with external persons or agencies may only occur:

3.51.1. Within the established guidelines for such communication, or

3.51.2. In accordance with any relevant legislation relating to the provision of such information.

4. Consequences of Breaching this Policy

4.1. Any worker found to be in breach of this Policy may be subject to disciplinary action including but not limited to counselling, performance management, a warning, suspension or dismissal. This could also result in the notification to external agencies.

5. Notations

5.1. If there is any inconsistency between a Policy Document in existence before the commencement of this Policy, and a Policy Document developed after the commencement of this Policy, the later applies to the extent of the inconsistency.

6. Document Review

6.1. This Policy will be reviewed when there is a legislative change, organisational change, delegations change, technology change or at least every 3 years to ensure it continues to be current and effective.

REVISION NO.	PREPARED/REVISED BY AND DATE	AMENDED SECTION(S)	AMENDMENT DESCRIPTION	APPROVED BY AND DATE
1.	Senior Policy Advisor, August 2023	Various	Minor updates.	CEO, October 2023



Code of Conduct Declaration



St Nicholas



This form is to be completed by all workers of the Catholic Diocese of Maitland-Newcastle.

Name:	
Department:	
Home Address:	
Date of Birth:	

Declaration

I declare that:

1. I have read, understand and agree to abide by the Code of Conduct for workers of the Catholic Diocese of Maitland-Newcastle;
2. I am aware of the guidelines contained within this policy document and its implications for my conduct as I carry out my duties as a worker of the Catholic Diocese of Maitland-Newcastle.

Signed:

Date:

Original signed declaration to be returned to People and Culture for placement in personnel file.

Diocese of Maitland-Newcastle	Code of Conduct Worker Declaration	
Approval Date: 2 December 2023	Review Date: May 2024	Document Owner: Governance



Name:	
Position title:	
Agency:	
Manager:	
Date:	
Location:	

WHS Level 2 Induction (Geographic Location) Checklist

1. General Information

Please tick applicable Yes No N/A

Identify site location

Identify site operating hours

Identify site floor plan

Identify access to and from site (access codes, keys)

2. Requirements of the job

Please tick applicable Yes No N/A

Arranged working schedules

Arrange conditions

Discussed and provided processes and procedures applicable to the role

Inform the person on placement of the use of equipment used in their role

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3. General WHS information

Please tick applicable Yes No N/A

Inform the person on placement of the Work Health & Safety Policy

Discuss procedure for reporting hazards and incidents in the workplace

Are there any specific personal protective equipment (PPE) requirements for the employee?

If PPE is a requirement for the role, has this equipment been made available to the person on placement and have they been provided instruction on use and care.

4. Emergency response

Please tick applicable Yes No N/A

Discuss process for emergency response and explain alarm system

Discuss process for emergency response for lockdown and explain system

Identify emergency evacuation signage

Identify emergency evacuation exits

Identify emergency evacuation muster point(s)

Identify location of fire control equipment

Identify location of first aid kit(s)

Identify first aid personnel in work area(s)

5. Electrical safety

Please tick applicable Yes No N/A

Explain to the person on placement that all electrical equipment used must be tested and tagged and show a current inspection tag

Before using any portable items (laptop computers) please check electrical cords, plugs and power connections to ensure there is no damage

6. Office ergonomics

Please tick applicable Yes No N/A

Office ergonomics checklist with worker if they are required to work in an office environment

7. Chemical hazards

Please tick applicable Yes No N/A

Identify if the person on placement will be exposed to or required to use hazardous substances

Identify the location of safety data sheets (SDS)

Review the SDS for all hazardous materials to be used by the person on placement

Explain hazardous material labelling requirements

Conduct or coordinate additional job-specific training for the person on placement if required

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8. Traffic management

Please tick applicable Yes No N/A

Discuss any site rules or regulations regarding car parking

Identify pedestrian crossings/walkways

Need to ensure that any site-specific rules and regulations are communicated (e.g. staff to always use the traffic lights and pedestrian crossing at the corner of Hunter and Tudor Streets to move between offices.)

Remind the person on placement of the risks of using a mobile device while walking/driving

People on placement are not permitted to drive fleet vehicles in the course of their placement. Explain that people on placement can travel with an employee in a fleet vehicle, but are not permitted to be the driver.

9. Housekeeping

Please tick applicable Yes No N/A

Discuss housekeeping standards with the person on placement and explain that person on placement is responsible for maintaining immediate work areas (desk, fleet vehicle)

Identify waste disposal and recycling locations

10. Site tour

Please tick applicable Yes No N/A

Conduct a site tour with person on placement to meet and greet other team members, identify location of facilities (i.e. kitchen, bathroom etc.) and emergency response requirements

Action items

Are there any items arising from this induction that need action? If so, please list below and make arrangements with relevant department for completion:

Completion

When induction is completed, please sign below and ensure a copy is sent to People and Culture with the Student Placement Handbook:

Name:

Signature:

Date:

Manager name:

Signature:

Date:

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