Catechists should **always**:

- be caring, compassionate and interested in students;
- treat students with equal respect, with no particular student singled out for particular attention whether positive or negative;
- strive to be equally available to all students;
- maintain a professional standard of dress when on school property;
- ensure your personal feelings do not affect interactions with students;
- use appropriate and acceptable language and behaviour at all times;
- set and maintain appropriate student/teacher boundaries;
- comply with school policy and procedures with regard to occupational health and safety, i.e.
  - ensure that your classroom is set up in a safe way;
  - think about any risks that might arise, if you have to take a class in an unfamiliar room for example, if there are heavy equipment or objects in the room or sinks or taps in the room;
  - ensure that students have hats and sunscreen if you are taking a lesson outside.
- ensure when teaching or otherwise responsible for a single student that you:
  - have previously discussed arrangements with the school authorities;
  - where possible, interact with the student in an area open to observation.
- develop and exercise prudent judgement and sensitivity regarding appropriate physical interaction with students. Physical contact with students which may be appropriate and acceptable includes:
  - **comforting an upset student** (the level of acceptable contact will vary depending on the age of the child and the source of the distress for the child);
  - guiding a student in a non-threatening manner;

Catechists should **not**:

- use sarcastic, derogatory remarks, offensive comments or other inappropriate behaviour;
- target students for ongoing criticism, belittling or teasing;
- use excessive or unreasonable demands, i.e. hostility, verbal abuse, rejection or scapegoating;
- make critical personal comments about a student, their family or their lifestyle choices;
- ask questions that probe a student’s sexuality or personal relationships;
- discuss personal details of your own lifestyle or that of others;
- disclose your personal contact details to students;
- discuss matters of a sexual nature other than as required by the school as part of the teaching curriculum;
- use inappropriate locations or social isolation outside of the school’s discipline policy as punishment;
- drive students in own vehicles unless specific written permission is given in accordance with school policy;
- give, encourage or condone the use of alcohol, tobacco or other prohibited substances;
- give gifts to a child (for example giving a birthday gift to a particular student when this is not the practice with other students, or asking the student to keep the gift a secret from others);
- show special favours;
- allow a student to over-step rules that apply to other students, except where this is approved by the school because of that student’s special needs;
- visit students at their home;
- invite students to visit your home;
- make telephone calls of a personal nature to students;
- record personal contact details for the student and their family;
- send emails of a personal nature to students.
• tapping a student on the shoulder to gain his/her attention after verbal requests were unsuccessful;
• protecting a student from imminent danger to themselves or to others;
• assessing a student who is injured or ill; and
• using drama or other activities as part of a lesson which may require the physical handling of a student to demonstrate a particular action or skill.

• have a student attend lessons one on one or otherwise spend time one on one outside class hours;
• send sms (text) messages to students;
• under any circumstance, engage in improper conduct of a sexual nature with a student including sexual intercourse or other forms of sexual misconduct including:
  • obscene language of a sexual nature;
  • suggestive remarks or actions;
  • jokes of a sexual nature;
  • obscene gestures;
  • unwarranted and inappropriate touching;
  • sexual exhibitionism;
  • undressing in front of students;
  • requesting or watching students undress;
  • personal correspondence with students in respect of your sexual feelings for the student;
  • deliberate exposure of students to sexual behaviour of others, other than in the case of prescribed curriculum material in which sexual themes are contextual;
  • possession, distribution or display of pornography;
  • electronic transmission of messages or files which are sexually explicit, offensive or contain inappropriate jokes; and
  • sending sms (text) messages, which are sexually explicit, offensive or contain inappropriate jokes.
• use an object, such as a ruler, book, duster, chalk or whiteboard marker to gain a child’s attention in a hostile or an inappropriate physical manner;
• hold back or restrain a student for any purpose other than where that student is causing harm to themselves or others;
• hit or kick a student;
• hug or hold a student (unless you are comforting the student or keeping them safe from harm);
• push, pull, shove, grab, pinch or poke a student;
• shake or throw a student;
• intimidate a student with words or
acts;
• swear at a student;
• use sarcasm to humiliate a student;
• lock a student in a confined space;
• refuse to allow a child to use a bathroom or to have a drink or food as a means of punishment;
• make a student experience extremely unpleasant or uncomfortable conditions such as extreme temperatures or standing for an overly long period or time;
• act in a way that you would reasonably expect would frighten a student;
• act in a way that you would reasonably expect might make a student feel isolated or alienated; or
• expose a student to material that contains violent or inappropriate sexual messages or themes, or contains adult concepts or themes that are inappropriate for the student.