



GUIDELINE

1. Purpose

1.1 Brisbane Catholic Education (BCE) has zero tolerance to abuse and exploitation and is committed to ensuring BCE schools and offices are safe for students and adults. It is expected that any Third-Party approved to come into a BCE school or office will support BCE in this commitment.

1.2 Third Party's are only permitted onto school or office sites if they are approved for education purposes by a principal or manager. You have received this document because you are a Third-Party who has approval from a principal or manager to attend a BCE school or office.

1.3 This guideline applies to all BCE employees, clergy, religious, contractors and volunteers that engage with BCE offices or schools.

2. Guideline

2.1 Scope

2.1.1 Third Party's engage under varying arrangements on school and office sites. These may include:

- Paid by BCE - Directly engaged to undertake a particular service and or provide goods/services.
- Not paid by BCE but approved to undertake activities in line with educational needs.
 - Engaged and paid by parents/carers and approved by the Principal to attend the school site. E.g. NDIS provider, speech pathologist, music instructor.
 - Use of school facilities through a deed of agreement, related parties' agreement or other agreement.
 - Government agencies and their sub-contractors undertaking activities to deliver particular programs or in their capacity. Regardless of the nature of your engagement, it is essential that you, or any persons associated with your company who is coming onto a school or office site, understand and abide by the expectations outlined in this document. A failure to abide to these expectations will result in approval to operate in a school or office being withdrawn and termination of any relevant Agreement across all BCE schools and office sites.

This document does not replace the obligations in the relevant Agreement for engagement between the Third Party Contractor and BCE school or office.

2.2 Requirements



2.2.1 Screening: All screening required by the relevant Agreement must be in place prior to coming on site. This may include Blue Card screening, National Police Check or another professional screening process, and may include Due diligence checks such as reference checks, insurance, workers' compensation, industry licenses and any others BCE deems appropriate.

2.2.2 Student Protection: Any concerns relating to the safety or wellbeing of a student must be reported promptly to the Principal or Manager to ensure adherence to BCE's Student Protection Guidelines can be followed, including any behaviour of staff, volunteers or third parties towards students. Do not communicate with students other than as required by your agreement.

2.2.3 Cultural Safety: Show equal respect and care for everyone regardless of background, ability, culture, gender or sexuality. This includes avoiding discriminatory or exclusive language and adapting communications to align with cultural needs of individuals.

2.2.4 Ethical Behaviour: Act honestly and with integrity; do not enter financial relationship or transaction with a student; do declare any real or potential conflicts of interests to the Principal or Manager; use BCE resources with care; do not accept gifts that would be considered beyond a reasonable token of appreciation; do report any illegal activities or concerning conduct of others persons in the school or office.

2.2.5 Health, Safety and Wellbeing (HSW): Undertake BCE's HSW induction prior to commencing and comply with BCE HSW processes and related laws.

2.2.6 Alcohol, Tobacco and Drugs: Never smoke at a school or BCE site, or within 5 meters boundary of a school or site; never offer or condone the use of smoking products, alcohol or drugs to students; never use, possess or be under influence of alcohol or illegal drugs on BCE school or office property or activities.

2.2.7 Photos, Videos, Images: Do not use your camera, mobile phone or video recorder to photograph, record or post images of students, staff or others in the BCE community unless prior approval by the Principal or Manager.

2.2.8 Privacy and Confidentiality: You must not disclose or use any private, personal or confidential information of students, staff, parents/carers, volunteers or other Third Parties unless it is approved by the Principal or required by law; do not engage in communication with any BCE students by social media, email or phone for social or personal reasons; refrain from making public comments that could compromise the BCE community, its values, privacy or reputation.

2.2.9 Communications: Inform Principal or Management promptly of any issues or risks effecting the delivery of your services on the school or office premises; Comply with lawful and reasonable directions of authorized BCE staff; For any required communications with students, parents/carers or staff adhere to the school or office-based process for communications as part of an approved communication plan.

2.3 Support and Questions

If you have any questions or need to access support, you are encouraged to discuss the matter with your principal/manager or Brisbane Catholic Education Safeguarding Team on 07 3033 7409.



3. Associated Documents

- 3.1 Catholic Education Archdiocese of Brisbane Code of Conduct
- 3.2 Student Protection policy
- 3.3 Safeguarding policy
- 3.4 Compliance Management procedure
- 3.5 Privacy policy
- 3.6 Archdiocesan Risk Management policy
- 3.7 Risk Management procedure
- 3.8 Procurement Policy and Procedure
- 3.9 Working with Children check (Blue Card) procedure.

4. Compliance

Non-compliance with this guideline is a breach of the Catholic Education Archdiocese of Brisbane Code of Conduct.

Compliance with this guideline will be monitored by:

Role	Compliance responsibilities
Safeguarding Specialist (or delegate)	<ul style="list-style-type: none">• monitor compliance with this guideline and report frequent and/or serious non-compliance to senior management.

Document Control

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