



ST JOSEPH'S COLLEGE GEELONG

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Guidelines for Non-Teaching Staff Working Remotely

These guidelines are to support non-teaching staff when working from home.

As we have discovered very quickly we are having to learn to adapt and adjust daily to changes that are taking place in the community. The length of time that we may be working from home is unknown, therefore we need to remain agile and continue to read our SJC emails.

To ensure our child safety obligations are being met and to provide protection for staff one to one conferencing with students by audio or video means should be avoided. If this is unavoidable please seek approval from Mark Kennedy who will note this on our child safe risk register. Similarly, you should never provide your phone number (mobile or home) to students or call students on their mobile number.

Wellbeing

With the uncertainty and challenges that we have faced this term, it is important to look at some self-care practices. The following resources may be useful.

- [Self-care for employees during the Covid-19 Pandemic](#)
- [Working from home during the Covid-19 Pandemic - Employees](#)

Your line manager remains your key point of contact however other support numbers for you are:

- | | |
|----------------------------------|--------------|
| • Tony Paatsch | 0413 997 733 |
| • Mark Kennedy | 0409 191 477 |
| • Andrew Dowd (Business Manager) | 0400 448 550 |
| • Adele Watt (Principal's PA) | 0407 876 210 |
| • Rolf Audrins | 0435 037 453 |

If you need psychological support please take advantage of the services on offer. The College has an arrangement with the four psychologists, where you can receive up to 5 sessions, at no cost. The school is invoiced without the staff member's name, so this process is completely confidential.

- Terri Moyle 0421 457 175
- Susan Temple 52298083
- David Pereira 52214142/96903515
- Sarah Hall 52001044

Asking for help can be really hard, especially if you feel stressed or confused. Getting the support you need during tough times can help you get through the situation, give you strategies to deal with the situation and give you some perspective. Additional support can be through

- Your GP
- Friends and family
- Phone helplines like Lifeline Phone - 131114 (24hrs)



Employee Work Guidelines

It is important to note the following:

- All College policies, procedures and protocols are to be adhered to during this time. Policies and procedures can be found on Complispace.
- Ensure your workspace is conducive to working - to be productive, you need an office or environment that allows you to safely and comfortably work and stay focused.
- As always you need to adhere to the EREA Employee Code of Conduct. In particular the use of technology as follows:
 - Workers are expected to adhere to the following guidelines regarding electronic communications with Students (consistent with any School Acceptable Usage and Social Media Policies):
 - all use of Technology should be for educational purposes or for the organisation of co-curricular events;
 - all email communication between Staff and Students should be via the School email system and reflect the Professional Boundaries between Staff and Student;
 - all online contact between Staff and Students should be via School systems and reflect the Professional Boundaries between Staff and Student;
 - Staff should ordinarily not give out their personal telephone numbers to Students.
 - Staff should not exchange personal social media or instant messenger account details with Students or accept friend/follow requests or engage in any contact via social media or instant messaging;
 - Staff should not exchange personal pictures with Students;
 - Staff should not take or publish (including online) photos, movies or recordings of a Student without School authority; and any Student personal contact numbers or other personal contact details made available to the School should only be used for School communications
- Stay connected - check in with your colleagues and team regularly, using email and Microsoft Teams. Consider using video conferencing platforms instead of just making a phone call to assist with keeping connected to your colleague.
- Take regular breaks and remember to exercise. Respite from your desk is important, especially when you are confined to your home. Schedule regular breaks. Staying active can be a challenge when you're in a confined space, however, exercise is a known aid in helping with the symptoms of isolation.

Further:

- Staff, Volunteers and Contractors access and use the school's online environments in line with the school's Child Safe Code of Conduct and relevant communication protocols.
- Children and young people and their families are informed, in culturally appropriate ways, about the use of the school's technology and safety tools and about expected and unacceptable behaviour when online, including the use of mobile devices during school hours and during school excursions, camps, retreats, immersion experiences and sanctioned school activities out of school hours.
- The school routinely monitors the online environment and reports and responds to breaches of its Child Safe Code of Conduct or other relevant Child Safeguarding policies in accordance with the school's disciplinary, complaints handling, Student Duty of Care or other relevant policies and processes.

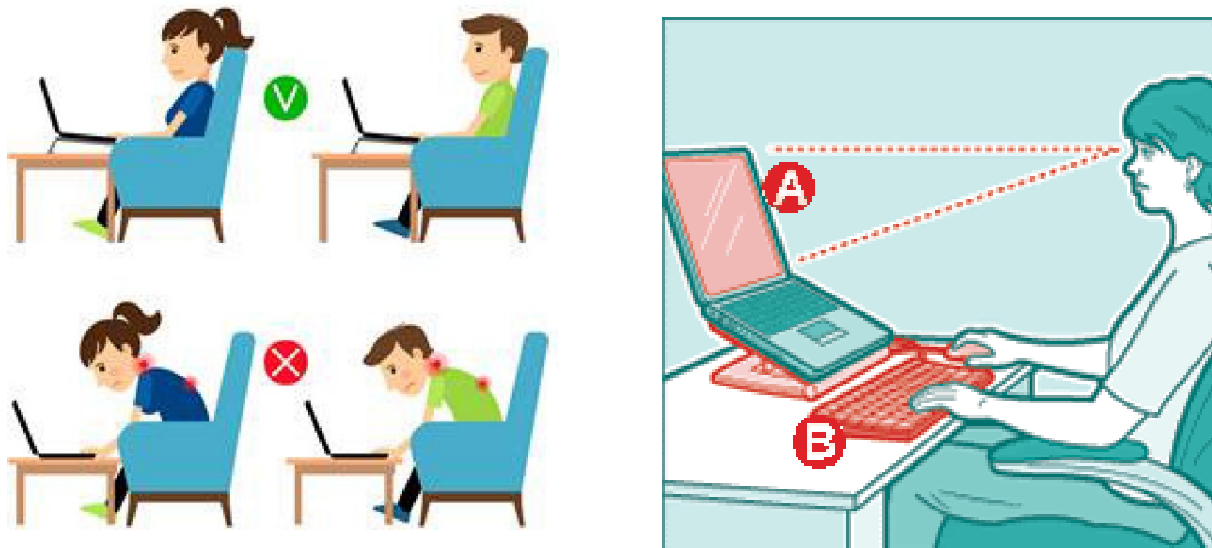
Ergonomic Work Space Set Up

Set Up an Ergonomic Workspace

These tips come courtesy of Steve Meagher, from ergonomics consulting firm Site Solutions.



Diagram 2- Ergonomic Laptop Use



When using a laptop for extended periods of time, elevate it so the screen is at eye level (A). Then plug in an external keyboard and pointing device (B) so you can type without strain.