



Christ Church Grammar School is a people centred organisation and is strongly committed to ensuring the School remains agile and constantly searches for ways to be creative and innovative. Notwithstanding this approach, the School recognises that staff have many facets to their lives, with work being one of these. The School therefore respects and strongly supports its staff to disconnect from work matters when out of working hours.

1 Purpose

This policy outlines the principles and practices governing the right to disconnect while not working. It aims to ensure that all staff are treated, and treat others, in a way that balances productivity with everyone's health and wellbeing and complies with a right to disconnect under the Fair Work Legislation Amendment Bill 2024 (Cth).

The purpose of this policy is to establish best practices for the right to disconnect from the School whilst ensuring the safety and well-being of our staff and students.

2 Definitions

"Contact" is any form of communication to a staff member by telephone, email, text/SMS, Teams message, social media or in person.

"Out of working hours contact" means contact outside of the staff member's working hours from another staff, student or community member relating to the staff member's role at the School.

"working hours" vary for teaching staff and support staff. For teaching staff, expectations of hours are set out in *The Agreed Work of a Teacher* document and include pastoral, academic and co-curricular components on either a full time or part time basis. For support staff, ordinary hours are set out in the staff member's employment contract (or for rostered employees, their rostered hours). The School recognises that working hours differ across different staff roles and responsibilities, including members of the School Executive, staff who live on campus, conduct school activities in the evenings and/or the weekends, and who are involved in school sport and/or co-curricular programs, camps, excursions and tours.

3 Roles and Responsibilities

It is the responsibility of the Principal, members of the School Executive and all staff holding leadership roles to ensure:

- the School fosters a culture which allows staff to disconnect as much as reasonably possible;
- all staff members understand and are committed to the principles of the right to disconnect;
- these principles of the right to disconnect are shared with the wider school community including parents, staff and students;
- all disclosures regarding breaches of this policy are treated confidentially and seriously, and are dealt with in a timely manner;
- appropriate support, training and guidance is provided to all staff in relation to out of working hours contact; and
- staff members are not disciplined for refusing to monitor, read or respond to out of working hours contact unless the refusal was unreasonable or there was an agreement between the School and the staff member regarding the staff member's availability to respond to out of hours contact in that instance only. Ie.

It is vital all staff members respect the right to disconnect. To this end, all staff members must:

- respect their colleague's right to disconnect as per this policy;
- not unreasonably refuse to monitor, read or respond to contact, or attempted contact, outside of the staff member's working hours;

- stay informed about this policy and seek guidance when necessary; and
- report any concerns that this policy has been breached.

4 Principles

Staff members are not required to initiate, read or respond to any contact from school staff, parents, students or community members outside of working hours or when not on campus. This includes when staff are on personal leave, approved leave, public holidays, professional development and student holiday periods.

All staff must consider the urgency and reason for contacting a staff member outside of their working hours before contact is made. Equally, the right to disconnect does not mean a blanket prohibition on after hours contact, as at times, emergencies and the relaying of time-sensitive information (related to risk, staff matters, student matters, and health-related issues, for example) do require staff members being contacted outside of their working hours.

Staff members must attempt to schedule emails/messages and tasks during work hours to help minimise after-hours contact. If contact is made outside of working hours, then staff members are not required to respond to this contact if it is deemed unreasonable.

When using email to communicate outside of working hours, all staff members must consider utilising hold rules which allow 'delayed delivery' emails and Teams messages to be sent during the workplace's ordinary hours of work. If after hours contact is made to a staff member by an entity external to the School, such as parents or students, then the staff member is only expected to respond during their working hours, within 24 hours of receipt of this contact (unless the contact is made over a weekend, during school holidays or during public holidays).

5 Breach of Policy

If a staff member feels they have been unreasonably contacted outside of their normal working hours, the staff member is strongly encouraged to inform their manager, who may in turn inform a member of the School Executive. The following factors will be considered when determining whether either the contact or the refusal to monitor, read or respond to out of working hours contact, was reasonable or not:

- the reason for the contact;
- how the contact was made and the level of disruption the contact caused the staff member;
- the nature of the staff member's role and the staff member's level of responsibility;
- if the staff member is compensated to perform work outside of normal hours; and
- the staff member's personal circumstances, including family and/or caring responsibilities.

6 Related Policies and Resources

Staff Code of Conduct
 Parent Code of Conduct
 Student Code of Conduct

<i>Date originally approved</i> 28 August 2024	<i>Approving Authority</i> Council
<i>Date this version approved</i> 28 August 2024	<i>Date to be reviewed</i> 28 August 2027
<i>Policy Custodian</i> Director of Human Resources and Strategic Projects	<i>Policy Category</i> Human Resources