



St Francis College

Right to Disconnect Protocols

1. Purpose

The purpose of this protocol is to describe St Francis College's commitment to staff for the right to disconnect from work.

This protocol must be read in conjunction with the relevant Enterprise Agreement, BCE's People Policy; Health, Safety and Wellbeing Policy; Flexible Working Arrangements Policy and Catholic Education Archdiocese of Brisbane Code of Conduct.

2. Commitment

St Francis College prioritises our staff wellbeing and allows the ability to disconnect from work in their personal lives. The right to disconnect ensures our people have sufficient recovery time between work and can balance electronic communications and their personal lives.

3. Protocol Statement

St Francis College recognises, respects and supports the right of employees to disconnect from work and not respond to work-related electronic communications outside designated hours.

The employee Right to Disconnect Protocols encourage employees to disconnect from work to:

- promote engagement, productivity and wellbeing;
- balance work demands and personal commitments; and
- support working flexibly.

These protocols are modelled by our leaders and promoted in an open and transparent way.

These protocols apply to all forms of electronic communication originating from the employer, other staff, parents/caregivers, students or other members of the school community, including emails, texts, telephone calls, messages, video calls or sending or reviewing other messages.

4. Response Times

- 4.1 St Francis College has an expectation that staff are available via electronic communication (from the employer, students, parents, colleagues or others) between the hours of 8.00am – 5.00pm with an expectation that electronic communications are actioned and responded to, within a 48-hour timeframe, with consideration to individual leave and flexible work arrangements.



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- 4.2 Employees may be required to connect and/or respond outside the designated span of hours in circumstances such as:
- public emergencies;
 - critical incidents;
 - receiving information about expectations for the start of school terms or return from leave;
 - where potential harm to others may otherwise result; and
 - where it may be necessary to comply with legal obligations.
- 4.3 These protocols will commence on Monday 29 April 2024.

5. Principal Responsibilities

- 5.1 The Principal will be responsible for:
- communicating with parents/caregivers, students, staff and other members of the school community regarding the content and commencement date of these protocols; and
 - reviewing annually and consulting with employees on any changes made.

6. Implementation

- 6.1 These protocols are subject to:
- other clauses in the relevant Enterprise Agreement; and
 - reasonable requirements that require an employee to provide any notification or otherwise communicate with an employer.
- 6.2 Concerns in relation to the implementation of these protocols can be raised with the Principal.

7. Reference

Catholic Employers Single Enterprise Agreement – Religious Institute/Diocesan Schools Queensland 2023-2026