



ST PETER'S ANGLICAN COLLEGE

STAFF CODE OF CONDUCT



Intended Use

This Code of Conduct is intended to be made available to the St Peter's Anglican College employees at the commencement of their employment (e.g. preferably around induction and training) and it is to be available and/or provided to employees during the course of their employment or involvement with the school. The Code forms comprehensive directions to these employees or other workers as to the expected standard of behaviour. This Code is intended to apply to all employees and contractors and volunteers in their work with the school.

Preface

Code of Conduct

The aim of this *Code* is to outline the standards of behaviour expected of all employees of St Peter's Anglican College. This *Code* does not attempt to provide a detailed and exhaustive list of what to do in every aspect of your work. Instead, it sets out general expectations of the standards of behaviour required.

The *Code* places an obligation on all employees to take responsibility for their own conduct and to work with colleagues cooperatively to achieve a consultative and collaborative workplace where people are happy and proud to work.

The *Code* also sets out responsibilities of employees which:

- govern interactions with students; management of students and physical contact with students.
- govern interactions between colleagues.
- outline expectations regarding the use of technology.
- affirm St Peter's Anglican College's position on drugs, alcohol, tobacco, sexual harassment, workplace harassment and discrimination.
- establish a process for reports and complaints to be made about breaches of the Code.

The principles of child protection (stated in the applicable Child Protection Legislation and Child Protection Policy) are a fundamental responsibility of all employees and volunteers.

There is an expectation that the *Code* will be applied in the context of natural justice, procedural fairness and due process.

The *Code* will be made available to all existing and new employees and will be an essential component of the induction of all new employees and volunteers. The *Code* is supplemented by policies of St Peter's Anglican College, including child protection policies and child protection legislation. Further, child protection policies and child protection legislation (or other statutes) will apply if there is any inconsistency with the *Code*.

The *Code* is a resource to assist persons within the St Peter's community to ensure that their behaviour and conduct is in accordance with St Peter's Anglican College's vision, values, standards and expectations, does not impact or otherwise harm students, and fulfils the obligation of duty of care.

It is of absolute importance that members of the St Peter's Anglican College community read, reflect upon, understand and respond accordingly to their responsibilities as set out in the *Code*.

This *Code* can be downloaded from the 'T Drive' Whole School folder, college policy and procedures and Policy and Procedures Manual 2017.

Enquiries on the *Code* should be directed at first instance to the Principal of St Peter's Anglican College.

Who has to comply with the Code of Conduct?

This *Code of Conduct* applies to all employees of the School whether employed on a permanent, temporary or casual basis.

By accepting employment with the School, you must be aware of and comply with this *Code*.

Therefore, you must:

- (a) conduct yourself, both personally and professionally in a manner that upholds the ethos and reputation of the School;
- (b) comply with the School's policies and procedures;
- (c) act ethically and responsibly; and
- (d) be accountable for your actions and decisions.

Contractors and Volunteers

Contractors, consultants and volunteers working with the School must be aware of this *Code* and conduct themselves in a manner consistent with the conduct described in it. Conduct that is not consistent with the conduct set out in this *Code* may result in the engagement of a contractor, consultant or volunteer being terminated.

If you are engaging or managing external consultants, contractors or volunteers, it is your responsibility to make them aware of the School's expectations of conduct during the period of their engagement.

General

This *Code* is not intended to be contractual in nature and does not impose any contractual obligations on the School. The School reserves the right at its sole discretion to vary or cancel this *Code* at any time.

Nothing in this *Code* should be taken to limit the circumstances in respect of which the School may take disciplinary action in respect of an employee.

1. WHAT IS EXPECTED OF YOU AS AN EMPLOYEE?

As an employee, you should be aware of the School's Policies and Procedures, particularly those that apply to your work. If you are uncertain about the scope or content of a policy with which you must comply, you should seek clarification from your Principal or Supervisor.

You should also be familiar with the legislation under which you are employed as this may specify requirements with which you need to comply.

As a School employee, you are expected to:

- (a) perform your duties to the best of your ability and be accountable for your performance;
- (b) follow reasonable instructions given by your supervisor or their delegate;
- (c) comply with lawful directions;
- (d) carry out your duties in a professional, competent and conscientious manner, while seeking suitable opportunities to improve your knowledge and skills, including through participation in relevant professional development;
- (e) act honestly and in good faith in fulfilling your duties;
- (f) be courteous and responsive in dealing with your colleagues, students, parents and members of the public;
- (g) work collaboratively with your colleagues;
- (h) ensure that your conduct, whether during or outside working hours, is consistent with the ethos of the School and does not damage the reputation of the School; and
- (i) access and read the *Code of Conduct*.

2. WHAT HAPPENS IF I BREACH THE CODE OF CONDUCT?

As a School employee, you hold a position of trust and are accountable for your actions.
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- 2.1 The consequences of inappropriate behaviour and breaches of this *Code* will depend on the nature of the breach.
- 2.2 Employees should report possible breaches by colleagues to their supervisor or the **Principal**. If the possible breach is by their supervisor then it should be reported to the **Principal**.
- 2.3 Factors the School may consider when deciding what action to take may include:
 - (a) the seriousness of the breach;
 - (b) the likelihood of the breach occurring again;
 - (c) whether the employee has committed the breach more than once;
 - (d) the risk the breach poses to employees, students or any others; and
 - (e) whether the breach would be serious enough to warrant formal disciplinary action.
- 2.4 Actions that may be taken by the School in respect of a breach of the *Code* include management or remedial action, training or disciplinary action ranging from a warning to termination of employment. The school will reserve the right to determine in its entirety the response to any breach of this *Code* (see Appendix 1).

3. REPORTING REQUIREMENTS

Employees are required to report certain information to the School.

- 3.1 All employees are required to inform the **Principal** if they are charged with or convicted of a serious offence (those punishable by 12 months or more in jail). You must also inform the Principal if you become the subject of an Apprehended Violence Order.
- 3.2 If, through your employment with the School, you become aware of a serious crime committed by another person, you are required to report it to the **Principal**, who may be required to inform the police.
- 3.3 As a School employee, you must report to the Principal:
- (a) any concerns or suspicious that you may have that a child or young person is being abused or neglected, or is at risk of abuse or neglect;
 - (b) any concerns you may have about the inappropriate actions of any other employee, contractor or volunteer that involves children or young people;
 - (c) any concerns you may have about any other employee, contractor or volunteer engaging in professional misconduct involving students or any allegation of professional misconduct involving students that has been made to you;
 - (d) if you become aware that an employee, contractor or volunteer has been charged with or convicted of an offence (including a finding of guilt without the court proceeding to a conviction) involving children;
 - (e) if you become the subject of an allegation of professional misconduct involving students whether or not they relate to your employment in the School; and
 - (f) if your Working With Children Check clearance is cancelled or if you are or become a disqualified person from working or volunteering with children.

You should refer to the School's **Child Protection Policy** for further information about these obligations.

- 3.4 Please note that teachers and some other employees have mandatory reporting obligations under the *Children and Young People Act 2008* (ACT) where they have reasonable grounds to suspect a child or young person has experienced or is experiencing sexual abuse or non-accidental physical injury. As an employee at this School you should also report any suspicions you have that a child or young person is being abused or neglected, or is at risk of abuse or neglect. You should refer to the School's **Child Protection Policy** for further information about these obligations.

4. RESPECT FOR PEOPLE

The School expects employees to treat each other with respect and courtesy. Our daily interaction with others reflects on the School's reputation. Therefore, all employees are expected to be approachable, courteous and prompt in dealing with other people, including students, parents, other employees and members of the community.

- 4.1 Employees who work with students have a special responsibility in presenting themselves as appropriate role models for those students. Modelling effective leadership and respect in your interactions with students can have a profoundly positive influence on a student's personal and social development.
- 4.2 Similarly, it is important for you to treat your colleagues, other employees, contractors, students and parents with respect. Rude or insulting behaviour, including verbal and non-verbal aggression, abusive, threatening, intimidating or derogatory language and physical abuse or intimidation towards other employees, contractors, students and parents is unacceptable. You must not use information and communication technologies, such as email, mobile phones, text or instant messaging, blogs, social media sites and other websites to engage in this type of behaviour.
- 4.3 You must not discriminate against, or harass for any unlawful reason, or bully for any reason any employee, contractor, student or parent. Your obligations in this regard, including the list of unlawful reasons, are set out in the School's ***Discrimination, Harassment and Anti-Bullying Policy***. Unlawful harassment or discrimination may constitute an offence under the Australian Capital Territory Discrimination Act 1991 (ACT) or federal discrimination legislation. Bullying may be a breach of your obligations under work health and safety legislation or your duty of care at common law.
- 4.4 You should ensure that you are aware of the School's ***Discrimination, Harassment and Anti-Bullying Policy***. If you believe you are being unlawfully harassed or discriminated against or bullied:
 - (a) where you feel comfortable ask the person to stop, or make it clear that you find the behaviour offensive or unwelcome. It may be useful to speak with your supervisor or Department Head in the first instance to seek guidance on how to do this; and/or
 - (b) raise the issue as a grievance in accordance with the School's ***Discrimination, Harassment and Anti-Bullying Policy*** as soon as possible after the incident(s) have occurred.
- 4.5 The School takes reports of unlawful discrimination and harassment or bullying seriously and will consider action it considers appropriate if such conduct is found to have occurred including disciplining or dismissing offenders. Many incidents can be addressed effectively if reported early.
- 4.6 If you lie about or exaggerate a complaint, the School will view this as a very serious matter, and you may be disciplined or dismissed.

5. DUTY OF CARE AND WORK HEALTH AND SAFETY

As a School employee, you have a duty of care to students in your charge to take all reasonable steps to protect students from risks of harm that can be reasonably predicted.

The duty encompasses a wide range of matters, including (but not limited to):

- the provision of adequate supervision
- ensuring grounds, premises and equipment are safe for students' use
- implementing strategies to prevent bullying from occurring in School, and
- providing medical assistance (if competent to do so), or seeking assistance from a medically trained person to aid a student who is injured or becomes sick at School.

Duty of Care

- 5.1 As a School employee, you have a duty of care to students in your charge. That duty is to take all reasonable steps to protect students from risks of harm that can be reasonably predicted. For example, risks from known hazards and from foreseeable risk situations against which preventative measures can be taken. The standard of care that is required, for example the degree of supervision, needs to be commensurate with the students' maturity and ability.
- 5.2 Duty of care to students applies during all activities and functions conducted or arranged by the School. The risks associated with any activity need to be assessed and managed before the activity is undertaken.
- 5.3 You should ensure that you are aware of the School's policies which relate to the supervision and care of students.

Work Health and Safety

- 5.4 You also have a responsibility under work health and safety legislation to take care of your own health and safety at work. It is also your responsibility to ensure that your activities do not place at risk the health and safety of your co-workers, students or other persons that you may come into contact with at work.
- 5.5 Considerations of safety relate to both physical and psychological wellbeing of individuals.
- 5.6 You should ensure that you are aware of and the school's **Work Health & Safety Policy**.

Supervision of Students

- 5.7 You should take all reasonable steps to ensure that no student is exposed to any unnecessary risk of injury.
- 5.8 You should be familiar with and comply with the School's evacuation procedures.
- 5.9 Students should not be left unsupervised either within or outside of class. You should be punctual to class and allocated supervision.
- 5.10 You should remain with students at after school activities until all students have been collected. In the event that a student is not collected you should remain with the student until collected, or seek advice from your supervisor.
- 5.11 Playground supervision is an integral part of the responsibility of staff. It must take precedence over other activities. It is unacceptable to be late. You should actively supervise your designated area, being vigilant and constantly moving around. This supervision also includes the maintaining of a clean school.

- 5.12 You should be alert to bullying or any other form of discriminatory behaviour, and report incidents to the appropriate staff member. Additional detail about student bullying is set out in the School's Anti-Bullying Policy.
- 5.13 Ill or injured students should be attended to by the supervising staff member. Should additional assistance be required you should contact the First Aid Officer located in the Front Office.
- 5.14 You should ensure that you understand and comply with the School's policy in regard to the storage and administration of prescribed medication to students as found in the **Student Accident Procedure and Medications Policy**.

6. PROFESSIONAL RELATIONSHIPS BETWEEN EMPLOYEES AND STUDENTS

As a School employee, you are expected to always behave in ways that promote the safety, welfare and well-being of children and young people. You must actively seek to prevent harm to children and young people, and to support those who have been harmed. While not all employees are required to manage and supervise students, it is important for all School employees to understand and observe the School's child protection policies.

Supervision of Students

- 6.1 You should avoid situations where you are alone in an enclosed space with a student. Where you are left with the responsibility of a single student you should ensure that this is in an open space in view of others. Where this is not possible or practical it should be discussed with your supervisor and/or the Principal.
- 6.2 You should never drive a student in your car unless you have specific permission from your supervisor and/or the Principal to do so. In the event of an emergency you should exercise discretion but then report the matter to your supervisor.
- 6.3 If you wish to conduct a private conversation with a student you should consider the time and venue carefully to avoid placing yourself in a vulnerable situation. It is preferable to leave the door open. You should not locate yourself between the student and the door.
- 6.4 When confiscating personal items, such as mobile phones or hats, ask students to hand them to you. Only take items directly from students in circumstances where concern exists for the safety of the student or others and your own safety is not jeopardised by this action.

Physical Contact with Students

- 6.5 You must not impose physical punishment on a student in the course of your professional duties.
- 6.6 When physical contact with a student is a necessary part of the teaching/learning experience you must exercise caution to ensure that the contact is appropriate and acceptable. You should seek reassurance from the student by asking for a volunteer if necessary to demonstrate a particular activity.
- 6.7 Attention to the toileting needs of young children should be done with caution. It may be appropriate to have the door open. For students with a disability the management of toileting needs should be included in the student's individual management plan.
- 6.8 When congratulating a student, a handshake, pat on the shoulder or brief hug are acceptable as long as the student is comfortable with this action. Kissing of students is not acceptable.

- 6.9 Assessing a student who is injured or ill may necessitate touching the student. Always advise the student of what you intend doing and seek their consent.
- 6.10 Sometimes in ensuring duty of care you may be required to restrain a student from harming him or herself or others using reasonable force. Any such strategy must be in keeping with the School's behaviour management practices or individual student management plans. You should report and document any such incidents.

Relationships with Students

- 6.11 You must not have a romantic or sexual relationship with a student. It is irrelevant whether the relationship is homosexual or heterosexual, consensual or non-consensual or condoned by parents or caregivers. You are reminded of the law prohibiting sexual relations with a person under the age of consent (16 years).
- 6.12 You must not develop a relationship with any student that is, or that can be interpreted as having a personal rather than a professional interest in a student. An overly familiar relationship with any student (including any adult student) that you are responsible for teaching, tutoring, advising, assessing, or for whom you provide pastoral or welfare support raises serious questions of conflict of interest, trust, confidence, dependency, and of equality of treatment. Such relationships may also have a negative impact on the teaching and learning environment for other students and colleagues, and may carry a serious reputational risk for the School.
- 6.13 If you consider that a student is being overly familiar, seeking to establish a personal relationship with you or has developed a 'crush' on you, you should report your concerns to your supervisor and/or the Principal as soon as possible so that a plan can be developed to manage the situation effectively and sensitively.
- 6.14 At all times when speaking with students care must be taken to use appropriate language. You must always treat students with respect and without favouritism. There is no place for sarcasm, derogatory remarks, inappropriate familiarity or offensive comments.
- 6.15 You may, as part of your pastoral care role, engage in discussion with students. This is entirely appropriate. However you must be cautious about making personal comments about a student or asking questions that probe your own or a student's sexuality or relationships. You must not hold conversations with a student of an intimately personal nature where you disclose information about yourself.
- 6.16 You must not:
- (a) invite students to your home;
 - (b) visit students at their home; or
 - (c) attend parties or socialise with students,
- unless you have the express permission of the Principal and their parents or care giver.
- 6.17 You must not engage in tutoring or coaching students from the School without the express permission of the Principal.
- 6.18 You must not invite students to join your personal electronic social networking site or accept students' invitations to join their social networking site (see **Section 7 - Appropriate use of electronic communication and social networking sites**).
- 6.19 You must not give gifts to students. You should also carefully consider your position before accepting any gift from a student (see **Section 10 - Declaring gifts, benefits and bribes**).
- 6.20 Wherever practical, you should avoid teaching or being involved in educational decisions involving family members or close friends. Where it is not practical to avoid such situations

completely, another member of staff should make any significant decisions relating to the student's assessments and have those endorsed by a supervisor.

- 6.21 You should be aware of, and sensitive to, children with culturally diverse or indigenous backgrounds and cultural practices that may influence the interpretation of your behaviour.

Child Protection

- 6.22 You must be aware of and comply with the school's **Child Protection Policy**.

6.23 As set out in **Section 3** you must report any concerns you may have about any other employee, contractor or volunteer engaging in professional misconduct involving students or any allegation of professional misconduct involving students that has been made to you, to the Principal. This includes self disclosure if the allegation involves you.

6.24 Broadly, professional misconduct involving students includes any behaviour that is contrary to behaviour outlined in this Code, specifically *Section 6 Professional Relationship Between Employees And Students and I* or behaviour that falls within the following definition:

- (a) physical abuse;
- (b) sexual abuse;
- (c) emotional abuse; or
- (d) neglect.

As defined by the *Children and Young People Act 2008 (ACT)*

6.25 For further information about allegations of professional misconduct involving students see the school's **Child Protection Policy**.

6.26 The requirements outlined in **Section 6** in relation to supervision, physical contact and relationships with students set professional boundaries in relation to your behaviour. They make clear what behaviour is unacceptable and could amount to reportable conduct.

The Working with Children Check

6.27 The Working with Children Check is a prerequisite for paid and unpaid child-related work. Under Part 2, section 6 of the *Child Protection (Working With Children) Act 2012*, child-related work is defined as work in a specific child-related role or face-to-face contact with children in a child-related sector.

6.28 You must have a Working with Children Check clearance which will be valid for a period of five years. You are responsible for renewing your Working with Children Check every five years.

7. APPROPRIATE USE OF ELECTRONIC COMMUNICATION AND SOCIAL NETWORKING SITES

The School provides electronic communication facilities for its students and employees for educational or administrative purposes. It monitors and views data stored or transmitted using the School's facilities. By its nature, electronic communication is a fast and informal way of communicating. However, once a document or image has been sent there is no way to recall it and it exists forever.

- 7.1 You must comply with the school's **Communication Systems Policy**. This includes:
- (a) exercising good judgment when using electronic mail, following the principles of ethical behaviour;
 - (b) using appropriate and professional language in electronic mail messages;
 - (c) being aware that if an issue addressed in an email becomes the subject of a legal dispute, then those emails would be discoverable: that is, the court and all parties to the dispute would be entitled to see them;

- (d) not sending messages that are harassing, discriminatory, defamatory, threatening, abusive or obscene;
- (e) not inviting students into your personal social networking site or accept an invitation to theirs;
- (f) not using social networking sites to email or contact students;
- (g) remembering transmission, storage, promotion or display of offensive, defamatory, or harassing material is strictly forbidden; and
- (h) reporting any situations where you become aware of the inappropriate use of electronic communication and social networking sites.

7.2 You must never use the School's networks to view, upload, download or circulate any of the following materials:

- (a) sexually related or pornographic messages or material;
- (b) violent or hate-related messages or material;
- (c) racist or other offensive messages aimed at a particular group or individual;
- (d) malicious, libellous or slanderous messages or material; or
- (e) subversive or other messages or material related to illegal activities.

7.3 School email should be checked as soon as possible each day and responded to, where required, as soon as is practicable. The expectation is that this would generally be within 1 working day.

7.4 Encourage students to use the school email system as appropriate to their Stage level.

8. USE OF ALCOHOL, DRUGS AND TOBACCO

Work Health and Safety is of fundamental importance to the School. Maintaining a safe work environment requires everyone's continuous cooperation.

8.1 You are responsible for ensuring your capacity to perform your duties is not impaired by the use of alcohol or drugs and that the use of such substances does not put at risk you or any other person's health and safety.

8.2 As a School employee, you must:

- (a) not attend work under the influence of alcohol, illegal drugs or non-prescribed and/or restricted substances;
- (b) not consume alcohol, illegal drugs or non-prescribed and/or restricted substances while at work;
- (c) notify your supervisor if you are aware that your work performance or conduct could be adversely affected as a result of the effect of a prescribed drug;
- (d) take action to resolve any alcohol or other drug-related problems that you have; and
- (e) consult with your supervisor or Principal if you are concerned about working with other employees who may be affected by drugs or alcohol.

Drugs

- 8.3 As a School employee, you must not:
- (a) have illegal drugs in your possession while at work. Any illegal drugs found on School property or in the possession of any person on School property may result in disciplinary action including the termination of your employment and referral to the Police;
 - (b) give students or other employees illegal drugs or restricted substances, or encourage or condone their use; and
 - (c) supply or administer prescription or non-prescription drugs to students unless authorised to do so.

Alcohol

- 8.4 You must not take alcohol to School or consume it during School hours or at any School function at any time School students are present, including those events conducted outside School premises unless expressly permitted to do so by the Principal. A School function is any occasion organised by the School and/or in the School's name, including dances, farewells, excursions, sporting fixtures and fund raising events.
- 8.5 You must not:
- (a) purchase alcohol for, or give alcohol to, any School student (or to any other person under the age of 18 years); and
 - (b) encourage or condone the use of alcohol by students of any age during educational activities.

Tobacco

- 8.6 You must not smoke or permit smoking in any School buildings, enclosed area or on School grounds. This includes all buildings, gardens, sports fields, cars and car parks.
- 8.7 You must not purchase tobacco or tobacco products for any School student, or give them tobacco or tobacco products.

9. IDENTIFYING AND MANAGING CONFLICTS OF INTEREST

Private interests can, or have the potential to, influence a person's capacity to perform their duties and in turn compromise their integrity and that of the School.

- 9.1 As a School employee, you must not act in conflict with the School's best interests. A conflict of interests can involve:
- (a) pecuniary interests i.e. financial gain or loss or other material benefits;
 - (b) non-pecuniary interests i.e. favours, personal relationships and associations.
- It may not only be about your own interests. It may include:
- (a) the interests of members of your immediate family or relatives (where these interests are known);
 - (b) the interests of your own business partners or associates, or those of your workplace; or

- (c) the interests of your friends.
- 9.2 When faced with a situation in which conflict of interests may be present, you should report any potential or real conflict to your supervisor or the Principal.
- 9.3 You should also report situations where a superior or colleague who has an identified conflict is, or may be perceived as, unduly influencing your decision.

10. DECLARING GIFTS, BENEFITS AND BRIBES

As an employee, you may be offered a gift or benefit as an act of gratitude. There are some circumstances when to refuse a gift would be perceived as rude, insulting or hurtful. You are expected to exercise sound judgment when deciding whether to accept a gift or benefit.

- 10.1 If you are offered a bribe (i.e. anything given in order to persuade you to act improperly), you must refuse it, explain why it is not appropriate, and immediately report the matter to the Principal.
- 10.2 Accepting gifts and other benefits has the potential to compromise your position by creating a sense of obligation and undermining your impartiality. It may also affect the reputation of the School and its staff. You must not create the impression that any person or organisation is influencing the School or the decisions or actions of any of its employees.
- 10.3 If you are offered a gift or benefit, you should always consider the value and purpose of a gift or benefit before making any decision about accepting it. A gift that is more than nominal value (\$50) must not become personal property. You should either politely refuse it or advise the contributor that you will accept it on behalf of the School.
- 10.4 When such a gift is accepted, you must advise your Principal. They will determine how it should be treated and make a record of its receipt. Depending on the nature and value of the gift, it may be appropriate to record the gift in the asset register as a donation or other such record established for that purpose.
- 10.5 Sometimes employees might, in the course of their work, win a prize of significant monetary value e.g. a computer, from another organisation. Prizes are usually considered the property of the School. If you win a prize you must advise your supervisor or the Principal who will determine how the prize should be treated and recorded.

11. COMMUNICATION AND PROTECTING CONFIDENTIAL INFORMATION

Effective communication between concerned parties is essential. A School employee should conduct this communication professionally, considering confidentiality and privacy factors.

Communication

- 11.1 You are required to comply with the School's **Communication Policy**.
- 11.2 You should be mindful of confidentiality when in discussions with parents. You cannot provide a guarantee of confidentiality if the matter under discussion requires mandatory reporting.
- 11.3 You should not disclose personal information about another staff member to students or parents or discuss their work performance, except if authorised by the Principal in the context of grievance resolution.
- 11.4 All matters discussed in staff meetings and staff memos are to be treated confidentially and not discussed with students, members of the school community, or the public.

- 11.5 The media should not be given access to students or allowed entry to the School without the express permission of the Principal. You should not make any comments to the media about the School, students or parents without the express permission of the Principal.

Confidential Information

- 11.6 As a School employee, you must only use confidential information for the work-related purpose it was intended.
- 11.7 Unless authorised to do so by legislation, you must not disclose or use any confidential information without the express permission of the Principal.
- 11.8 You must make sure that confidential information, in any form, cannot be accessed by unauthorised people.

Privacy

- 11.9 Sensitive and personal information should only be provided to people, either within or outside the School, who are authorised to have access to it.
- 11.10 You should always exercise caution and sound judgment in discussing the personal information of students, parents, staff and other people with other School employees. Normally information should be limited to those who need to know in order to conduct their duties, or to those who can assist in carrying out the School's work because of their expertise.

12. RECORD KEEPING

School employees are required to maintain information including students' results and financial information. This information needs to be secure, up to date, complete and accessible to supervisors at all times.

- 12.1 All employees have a responsibility:
- (a) to create and maintain full, accurate and honest records of their activities, decisions and other business transactions, and
 - (b) to capture or store records in the School's record systems.
- 12.2 You must not destroy or remove records without appropriate authority.
- 12.3 Supervisors have a responsibility to ensure that the employees reporting to them comply with their records management obligations.
- 12.4 Employees responsible for assessing and recording marks for students' work must do so accurately, fairly and in a manner that is consistent with relevant policy and the requirements of the School. These must also be accessible to their supervisor at all times.
- 12.5 Employees must maintain the confidentiality of all official information and documents which are not publicly available or which have not been published.

13. COPYRIGHT AND INTELLECTUAL PROPERTY

School employees are expected to adhere to laws governing copyright and intellectual property. Material produced as a result of your employment is the property of the School.

- 13.1 When creating material you need to ensure the intellectual property rights of others are not infringed and information is recorded about any third party copyright/other rights included in materials.

- 13.2 Advice relating to sharing or licensing the School's intellectual property should be sought from the Principal.
- 13.3 The School cannot give away or assign its intellectual property without the approval of the Principal.
- 13.4 If you develop material that relates to your employment with the School, the copyright in that material will belong to the School. This may apply even if the material was developed in your own time or at home.
- 13.5 You should not use the School's intellectual property (including copyright) for private purposes without obtaining written permission from the Principal.

14. DRESS AND PERSONAL GROOMING

The School requires students to adhere to certain dress codes and presentation. It is important that School employees act as good role models in this area.

- 14.1 You are required to comply with the School's **Staff Dress Code Policy**.
- 14.2 Professional dress each day is an expectation of the School other than designated days e.g sport days, fundraiser days where appropriate sports clothing or casual clothing may be worn.
- 14.3 All clothing should be in good repair.
- 14.4 Appropriate footwear should be worn in line with the **School's Work Health and Safety Policy**.
- 14.5 Staff are required to maintain a high level of personal hygiene and grooming at all times. Male staff must be clean shaven or have beards trimmed and maintained. All staff should ensure their hair is clean, neat and tidy.
- 14.6 Staff are strongly advised to wear protective hats when supervising outdoor activities during daylight hours. This is for their own wellbeing and in order to set a good example to students especially at times when students are required to wear hats.
- 14.7 Clothing with offensive or political messages should not be worn at any time.

15. PROFESSIONAL LEARNING AND DEVELOPMENT

School employees should strive for excellence while performing their duties and are required to develop their competence and that of the staff they supervise.

- 15.1 You are required to seek out appropriate professional development opportunities.
- 15.2 You have the responsibility to undertake appropriate professional development to promote competence in curriculum and teaching skills.
- 15.3 Professional Learning should be informed by the Australian Professional Standards for Teachers of which all teachers must be familiar.
- 15.4 You will be required to undertake Professional Learning and Development in focus areas as determined by the School to facilitate whole school approaches and programs.
- 15.5 School employees in supervisory roles, such as Heads of Department, should assist their staff in implementing this *Code* by helping to foster the professionalism of all staff, monitoring the performance of staff, and providing meaningful feedback so that excellence and innovation are promoted.
- 15.6 It is your responsibility to maintain any certifications required of your position. This may include First Aid qualifications or Certificate III/ IV for some teachers.
- 15.7 School employees will be required to undertake Professional Learning and Development in their own time as well as in time designated by the School. Some or all of the cost of Professional Learning and Development opportunities may be incurred by staff members.

16. CLASSROOM PRACTICE

Class Teachers are expected to be experts in their field and to create a challenging learning environment in their classrooms.

As a Class Teacher:

- 16.1 You should demonstrate a thorough knowledge and enthusiasm for the subject matter you are presenting.
- 16.2 For each of the courses you teach you must set a Scope and Sequence, Annual Program and Assessment outline. These must be based on the current BOSTES syllabus documents and follow any additional requirements as determined by the School. These must be electronically stored in the required School location and made available when requested. The class teacher has the ultimate responsibility for the programs taught in the classes to which they are allocated.
- 16.3 You must maintain a high level of understanding of the syllabus from which you are teaching, its expectations and requirements, and ensure that these are being met in their classrooms. It is your responsibility to ensure all mandatory syllabus requirements are met.
- 16.4 You will be diligent in the preparation of your lessons, including lessons left in the cases of absence.
- 16.5 If you are required to take a relief lesson there is an expectation that you actively teach the material left for the class. Teachers can be asked to teach five periods of non-paid relief per term. Year 12 teachers may be asked to provide relief under Meadowbanks provisions during Term 4.
- 16.6 You are expected to plan and use a variety of appropriate teaching strategies including the integration of ICT.
- 16.7 It is your responsibility to plan and implement differentiated learning strategies and expectations so that the curriculum is accessible to all students in your classes.
- 16.8 You are required to be familiar with and implement any Disability Provisions and Modifications outlined in a student's Individual Learning Plans.
- 16.9 You should maintain class discipline by the use of appropriate behaviour management strategies, according to the School's **Student Discipline Policy**.
- 16.10 You are expected to promote a safe, trusting and caring approach within the classroom.
- 16.11 You are responsible for selecting appropriate assessment tools (Assessment FOR Learning, Assessment AS Learning, Assessment OF Learning), providing detailed and meaningful feedback, assessing and returning student work in a timely manner.
- 16.12 You have the responsibility to accurately record all results of student assessment.
- 16.13 It is your responsibility to write and edit reports within the timeframes required.

17. BOARD OF STUDIES, TEACHING & EDUCATIONAL STANDARDS NSW (BOSTES) ACCREDITATION REQUIREMENTS

Accreditation supports quality teaching and recognises the invaluable role teachers play in the community. To start or return to working as a teacher in a NSW school, you must be accredited by BOSTES. From 1 January 2018, all teachers will need to be accredited to continue, return to or start teaching in a NSW School.

(<http://www.nswteachers.nsw.edu.au/>)

- 17.1 Teachers must provide proof of standing with BOSTES when first employed by the School.
- 17.2 It is the responsibility of all accredited teachers to be current in their payment of Teacher Accreditation fees. Non-payment of fees can result in the suspension of Accreditation and the withdrawal of the right to teach in NSW.
- 17.3 Teachers with Provisional or Conditional Accreditation are required to work towards the mandatory Proficient Teacher level. It is the responsibility of the Teacher to be proactive in this process and work towards its completion.
- 17.4 Teachers at the Proficient level are responsible for maintaining the continuing Professional Development requirements set out by BOSTES. This includes recording of Professional Development hours on the BOSTES site, ensuring hours are completed before the date indicated on the BOSTES site and monitoring the type of Professional Development undertaken so that all Teaching Standards are addressed.
- 17.5 The Teacher is responsible for informing the School if they are no longer accredited with BOSTES.
- 17.6 The Principal will appoint Supervising Teachers in the accreditation process.

18. CO-CURRICULAR

The Co-curricular program aims to broaden student's interests and abilities and develop positive relationships. School employees form an integral part of the facilitation of this program.

- 18.1 School employees are expected to undertake Co-curricular activities.
- 18.2 The expectation of the School is that Co-curricular activities should run for a minimum of three terms with a preference for the activity to run throughout the year from the second week of each term to the penultimate week of each term.
- 18.3 Co-curricular activities should run at either lunch times or after school depending on the activity and availability of staff.
- 18.4 Employees conducting Co-curricular activities should:
 - (a) provide and demonstrate a positive attitude of encouragement and participation for all students;
 - (b) as a coach, teach skills and knowledge in activities and games, organise teams and groups;
 - (c) promote an attitude of sportsmanship, commitment and self-discipline;
 - (d) report accidents and arrange for care of injured students;
 - (e) resource the activity and ensure students know its time and location;
 - (f) keep accurate attendance of student participation; and
 - (g) identify and acknowledge participants who significantly and positively contribute to the activity.

19. ATTENDANCE

All School employees are expected to be at school on each term day and required Professional Development days when they are fit enough to do so. School employees model good attendance for students.

Student Attendance

- 19.1 Pastoral Care Teachers must correctly record student attendance details as outlined in the Attendance Roll folders.

19.2 Teachers should accurately record attendances at classes and co-curricular activities as required.

Staff Attendance

19.3 Teachers should be at School by 8.30am for the start of the school day, and not leave before 3.30pm, except in cases where early departure has been approved by the Principal.

19.4 School employees should attend all Staff meetings (before or after school as scheduled), all emergency meetings as they are required, and Staff Development Days.

19.5 Teaching staff should attend all Assemblies, Chapel, Carnivals, Parent/Teacher Nights and other School functions as required.

19.6 School employees must sign out if going off site within the school day, notify their direct supervisor and the front Office.

19.7 Teachers are expected to be punctual to class and any allocated supervisions.

19.8 Part-time School employee attendance requirements will be determined by their teaching load, the specifics of which will be determined at the beginning of the year by the Principal or delegate.

Leave

Although each request for leave will be considered on its merits, the guidelines below form a framework for response.

19.9 School employees should be committed to fulfilling their duties throughout the year as part of their professional responsibilities. The School expects all employees to be present for all days during Term time and any additional Professional Development days as notified by the School.

19.10 Term dates are advertised in advance. If School employees are planning beyond the advertised dates they should clarify term dates with the Principal before committing.

19.11 The School will not normally approve applications for leave in term time unless the circumstances of the leave are exceptional. In particular, the following should not normally constitute reasons for leave to be granted:

- a) difficulties in setting airline bookings;
- b) family holidays;
- c) visits to other members of the family; and
- d) participation in events (sporting, cultural and others) by the school employee or members of their family.

19.12 Where leave is granted, it is expected that the length will be minimal and that adequate arrangements have been made by the School employee for replacement needs.

19.13 Concurrent Parental Leave, Sick Leave, Carers Leave, Long Service Leave are not affected by the above framework.

19.14 All leave applications should be directed to the Principal.

19.15 All long service leave applications should be directed to the Principal 12 months in advance for Board approval.

20. PASTORAL CARE

Pastoral Care is the responsibility of all School employees. This aims to create positive relationships with all members of the School community.

- 20.1 It is the expectation of the School that all staff are involved in the Pastoral Care program as directed by the Principal or delegate.
- 20.2 Staff should be familiar with the School's **Pastoral Care Policy**.
- 20.2 Pastoral Care staff / Primary teachers will arrive at their Pastoral Care Room by 8.50am and welcome students into the room.
- 20.3 You are required to mark the attendance role accurately, read the daily notices and distribute materials as required.
- 20.4 Student uniform is to be checked with uniform infringements to be given where necessary.
- 20.5 Pastoral Care staff / Primary teachers should use the remainder of the time to discuss relevant issues with their Pastoral Care group.
- 20.6 Pastoral Care staff / Primary Teachers should make contact with parents of their Pastoral Care students early in each term to discuss the progress of students and any issues of concern of the parents.
- 20.7 Concerns in regards to students' academic performance and/or well being should be passed on to the relevant Head of Department, Deputy Head, Head of Senior School or Principal for consultation and action.

