

# STAFF CODE OF CONDUCT

This document is drawn directly from the Independent Schools Queensland and is considered appropriate and best practice across all school sectors in Australia.

	Fairholme College (Toowoomba ) Pty Ltd ABN 78 096 814 130 CRICOS Provider Code 00651J
<b>Purpose</b>	The purpose of this policy is to provide processes which guide the appropriate conduct of College staff contractors and volunteers.
<b>Scope</b>	This policy applies to all staff, contractors and volunteers at Fairholme College.
<b>References</b>	Academic Policy Anti-Discrimination Policy Child Protection Policy and Child Protection Management Strategy Drugs And Alcohol Policy Induction Process IT Facilities - Acceptable Use Students Privacy Policy Recruitment Policy Queensland College of Teachers Professional Standards Staff Use of Information and Communication Technologies Policy and Agreement
<b>Policy Type</b>	Public
<b>Policy Location</b>	College Website
<b>Version</b>	3.1
<b>Supersedes</b>	All previous versions of the policy
<b>Authorised By</b>	Principal
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<b>Policy Owner</b>	Deputy Principal/Head of Senior School

### Code of Conduct - **Intended Use**

This Code of Conduct is intended to be made available to the College's staff at the commencement of their employment (e.g. preferably around induction and training) and it is to be available and/or provided to staff during the course of their employment or involvement with the College. The Code forms direction to these employees or other workers as to the expected standard of behaviour.

This Code is intended to apply to all employees, contractors and volunteers in their work with the College. This Code of Conduct applies to all employees of the College whether employed on a permanent, temporary or casual basis.

### Preface - **Code of Conduct**

The aim of this Code of Conduct is to outline the standards of behaviour expected of all employees of the 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 of Conduct places an obligation on all employees to take responsibility for their own conduct and to work with colleagues co-operatively to achieve a consultative and collaborative workplace where people are happy and proud to work.

### **Who has to comply with the Code of Conduct?**

By accepting employment with the College, an employee, contractor or volunteer must be aware of and comply with this Code.

Therefore:

- (a) Conduct yourself, both personally and professionally in a manner that upholds the ethos and reputation of the College;
- (b) Comply with the College's policies and procedures;
- (c) Act ethically and responsibly; and
- (d) Be accountable for your, behaviour, actions and decisions.

### **Contractors and Volunteers**

Contractors, consultants and volunteers working with the College must be aware of this Code and conduct themselves in a manner consistent with the conduct described herein. 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 engaging or managing external consultants, contractors or volunteers, it is a manager's responsibility to make them aware of the College'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 College. The College 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 College 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 College's policies and procedures, particularly those that apply to your work. These are available on the College website.

If you are uncertain about the scope or content of a policy with which you must comply, you should seek clarification from your Principal, Principal's delegate 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 College 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 learning;
- (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; and
- (h) ensure that your conduct, whether during or outside working hours, is consistent with the ethos of the College and does not damage the reputation of the College.

### 2. What happens if I breach the Code of Conduct?

As a College employee, you hold a position of trust and are accountable for your actions.

- 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 or Principal's delegate. If the possible breach is by their supervisor then it should be reported to the Principal or Principal's delegate.
- 2.3 Factors the College 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 College 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 College will reserve the right to determine in its entirety the response to any breach of this Code.

### 3. Required Reporting

Employees are required to report certain information to the College.

- 3.1 All employees are required to inform the Principal or Principal's delegate 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 or Principal's delegate if you become the subject of a Domestic Violence Order.
- 3.2 If, through your employment with the College, you become aware of a serious crime committed by another person from the Fairholme community, you are required to report it to the Principal or Principal's delegate, who may be required to inform the police.
- 3.3 As a College employee, you must report to the Principal or Principal's Delegate:
  - (a) any concerns that you may have about the safety, welfare and wellbeing of a child or young person;
  - (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 'reportable conduct' or any allegation of 'reportable conduct' that has been made to you; and
  - (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 'reportable conduct'; and
  - (e) If you become the subject of allegations of 'reportable conduct' whether or not they relate to your employment in the College.

You should refer to the College's Child Protection Policy and Child Protection Management Strategy for further information about these obligations.

- 3.4 Please note that employees, contractors and volunteers have mandatory reporting obligations where they have reasonable grounds to suspect a child under the age of 18 years is at risk of significant harm and have current concerns about the safety, welfare and wellbeing of the child. You should refer to the College's Child Protection Policy and Child Protection Management Strategy for further information about these obligations.

### 4. Respect for People

The College expects employees to treat each other with respect and courtesy. Our daily interaction with others reflects on the College'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 to present 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 College's Anti-Discrimination Policy and Anti-Bullying and Harassment Policy. Unlawful harassment or discrimination may constitute an offence under state 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 College's Anti-Discrimination Policy and Anti-Bullying and Harassment 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 College's Discrimination Policy and Anti-Bullying and Harassment Policy as soon as possible after the incident(s) have occurred.
- 4.5 The College 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 College 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 College 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 College, 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 during the course of your professional work.

### Duty of Care

- 5.1 As a College 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 reasonably foreseeable risks 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 College. 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 College's risk management processes as well as the Extraordinary Supervision of Students Form, available on the staff portal.

#### **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 comply with the College's work place health and safety expectations

#### **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 College's evacuation and lockdown 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 Boarding Staff are required to maintain active supervision when on duty in the Boarding House. This includes maintaining presence in the Boarding House, engaging with students and not spending time within staff apartments/rooms.
- 5.11 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.
- 5.12 Playground supervision is an integral part of staff responsibility. It must take precedence over other activities. It is unacceptable to be late. You should actively supervise your designated area, being vigilant and moving around constantly.
- 5.13 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 Anti-Bullying and Harassment Policy.
- 5.14 Ill or injured students should be attended to by the supervising staff member. Additional assistance should be sought from the College Health Centre nursing staff.
- 5.15 You should ensure that you understand and comply with the College's policy in regard to the storage and administration of prescribed medication to students. (Drugs and Alcohol Policy).

## 6. Professional Relationships between Employees and Students

As a College 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 College employees to understand and observe the College's child protection policies and strategies.

### 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 or Principal's delegate.
- 6.2 You should never drive a student in your car unless you have specific permission from your supervisor and/or the Principal or Principal's delegate 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 yourselves in a vulnerable situation. It is preferable to leave the door to the classroom/office area 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.
- 6.5 Staff who are parents of current students should be mindful of their professional capacity, when engaging with students and families, in their role as parent. As such, in situations of extensive or extraordinary supervision [eg. taking a Boarder on leave, hosting a gathering of Fairholme students], staff are to complete an Extraordinary Supervision of Students form, thus notifying the Principal or Principal's delegate.

### Physical Contact with Students

- 6.6 You must not impose physical punishment on a student in the course of your professional duties.
- 6.7 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 and appropriate, to demonstrate a particular activity.
- 6.8 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.
- 6.9 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 students is not acceptable.
- 6.10 Assessing a student who is injured or ill may necessitate touching the student. Wherever possible advise the student of what you intend doing and seek their consent.
- 6.11 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 College's behaviour management practices or individual student management plans. You should report and document any such incidents.

### Relationships with Students

- 6.12 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); and
  - the law prohibiting sexual relations between a teacher and their student under the age of 18 years.
  - College policy which indicate that the duty to provide a safe environment for all students, coupled with our reporting obligations, means relationships of this nature are unacceptable
- 6.13 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, caring for within the Day or Boarding community 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, learning and living environments for all other students and colleagues, and may carry a serious reputational risk for the College.
- 6.14 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 or Principal's delegate as soon as possible so that a plan can be developed to manage the situation effectively and sensitively.
- 6.15 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.
- 6.16 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.
- 6.17 You must not:
- invite students to your home, staff apartments/rooms;
  - visit students at their home; or
  - attend parties or socialise with students, unless you have the express permission of the Principal, Principal's delegate and their parents or care giver.

Staff members who have children at the College should also refer to point 6.5.

- 6.18 You must not engage in tutoring or coaching students from the College without the express permission of the Principal or Principal's delegate. (Refer to Academic Policy)
- 6.19 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 Communication, Including Acceptable Use of Electronic Communication and Social Networking Sites)
- 6.20 You must not give gifts to individual students and favour some over others. You should also carefully consider your position before accepting any gift from a student (see Section 10 - *Declaring Gifts, Benefits and Bribes*). Where the gift of an individual student or family exceeds \$100 you are required to advise the Principal or Principal's delegate.



- 6.21 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.
- 6.22 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.
- 6.23 Beyond a student's enrolment at the College, and/or your employment at Fairholme, it is important to remember the nature of the initial relationship between you and the student – that being a professional relationship. It is important to note that a change in that relationship has the potential to impact on your professional reputation and that of your colleagues and the College.

### **Child Protection**

- 6.23 You must be aware of and comply with the College's Child Protection Policy and Child Protection Management Strategy.
- 6.24 As set out in Section 3 you must report any concerns you may have about any other employee, contractor or volunteer engaging in 'reportable conduct' or any allegation of 'reportable conduct' that has been made to you to the Principal. This includes self-disclosure if the allegation involves you.
- 6.25 Broadly, 'reportable conduct' includes:
  - (a) any sexual offence, or sexual misconduct, committed against, with, or in the presence of, a child or young person (including a child pornography offence); or
  - (b) any assault, ill-treatment or neglect of a child or young person; or
  - (c) any behaviour that causes psychological harm to a child or young person, whether or not they consent.
- 6.26 Reportable conduct does not extend to:
  - (a) conduct that is reasonable for the purposes of the discipline, management or care of children, having regard to the age, maturity, health or other characteristics of the children and to any relevant codes of conduct or professional standards, or
  - (b) the use of physical force that, in all the circumstances, is trivial or negligible, but only if the matter is to be investigated and the result of the investigation recorded under workplace employment procedures.
- 6.27 For further information about 'reportable conduct' see the College's Child Protection Policy and Child Protection Management Strategy
- 6.28 The requirements outlined in Section 6 in relation 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.

### **7. Appropriate Communication, Including Acceptable Use of Electronic Communication and Social Networking Sites**

Within the workplace, effective, professional and respectful communication is expected, regardless of its nature or the chosen means of communication. The College provides electronic communication facilities for its students and employees for educational or administrative purposes. It monitors and views data stored or transmitted using the College'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 Staff Use of Information and Communication Technologies Policy and Agreement. This includes:

- (a) exercising good judgment when using electronic mail, following the principles of ethical behaviour;
- (b) only using College-issue email addresses to communicate with students and families, sending only to student's College email addresses and not personal addresses;
- (c) in the case of Sport Coaches and Visiting Music and Speech and Drama Staff, emails sent to students with regard to schedule changes - rehearsal, training, competitions etc., must be sent to a student's College email and copied to the parents' email address also. Establishing suitable distribution lists will support this practice;
- (d) timely communication between Sport Coaches and Visiting Music and Speech and Drama Staff can be supported by College Administration Staff and Junior School class teachers, only when timelines for communication are urgent or render email or written message unsuitable;
- (e) using appropriate and professional language in electronic mail messages;
- (f) 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;
- (g) not sending messages that are harassing, discriminatory, defamatory, threatening, abusive or obscene;
- (h) not inviting students into your personal social networking site or accept an invitation to theirs;
- (i) not using social networking sites to email or contact students;
- (j) not using SMS [short message service] to communicate with students, whether using mobile phone or other means supported via websites and social media platforms; any exception to this must meet the approval of the Principal prior to such communication;
- (k) remembering transmission, storage, promotion or display of offensive, defamatory, or harassing material is strictly forbidden; and
- (l) reporting any situations where you become aware of the inappropriate use of electronic communication and social networking sites
- (m) not providing students with your personal mobile phone number or personal email address.

7.2 **You must never use the College'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.

## **8. Use of Alcohol, Drugs and Tobacco (Refer to College Drugs and Alcohol Policy)**

Work Health and Safety is of fundamental importance to the College. Maintaining a safe work environment requires everyone's continuous co-operation.

- 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 College 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 experienced;
- (e) consult with your supervisor, Principal or Principal's delegate if you are concerned about working with other employees who may be affected by drugs or alcohol.

### Drugs

8.3 As a College employee, you must not:

- (a) have illegal drugs in your possession while at work. Any illegal drugs found on College property, or in the possession of any person on College 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 College or consume it during School hours or at any College function at any time students are present, including those events conducted outside College premises, unless expressly permitted to do so by the Principal or Principal's delegate. A College function is any occasion organised by the College and/or in the College's name, including dances, farewells, excursions, sporting fixtures and fundraising events.

8.5 Staff members who are parents of students at the College are to be mindful of their professional relationships and responsibilities when in social situations, particularly where students and families are present, in which alcohol is available and/or being consumed.

8.5 You must not:

- (a) purchase alcohol for, or give alcohol to, any College 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 College buildings, enclosed area or on College grounds. This includes all buildings, gardens, sports fields, cars and car parks.

8.7 You must not purchase tobacco or tobacco products for any College 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 College.

- 9.1 As a College employee, you must not act in conflict with the College'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:

- (c) the interests of members of your immediate family or relatives (where these interests are known);
  - (d) the interests of your own business partners or associates, or those of your workplace;  
or
  - (e) 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 or Principal's delegate.
- 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 or Principal's delegate.
- 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 College and its staff. You must not create the impression that any person or organisation is influencing the College 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 of \$100 from an individual, student or family must not become personal property. You should either politely refuse it or advise the contributor that you will accept it on behalf of the College. Where a class or group gift valued at more than \$100 is given, it would be judicious and appropriate to discuss this with the Principal.
- 10.4 When such a gift is accepted, you must advise your Principal or Principal's delegate. 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. Dependant on the nature and situation, prizes are usually considered the property of the College. If you win a prize you must advise your supervisor or the Principal or Principal's delegate who will determine how the prize should be treated and recorded.

## 11. Communication and Protecting Confidential Information

### Communication

- 11.1 You are required to comply with the established lines of communication with parents in the College.
- 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 or Principal's delegate in the context of grievance resolution.
- 11.4 You should not disclose personal information about a student to another student and act with discretion when sharing student information with staff members.
- 11.5 All matters discussed in staff meetings and staff memos are to be treated confidentially and not discussed with students, members of the College community, or the public.
- 11.6 The media should not be given access to students or allowed entry to the College without the express permission of the Principal.
- 11.7 You should not make any comments to the media about the College, students or parents without the express permission of the Principal.

### Confidential Information

- 11.6 As a College 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 or Principal's delegate.
- 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 College, 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 College 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 College's work because of their expertise.

## 12. Record Keeping

- 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 College'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 College.
- 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**

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

# Acknowledgement

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## STAFF CODE OF CONDUCT

### Version 3.0

**Please sign and return this acknowledgement to the Compliance Officer.**

I \_\_\_\_\_ have participated in a professional learning experience designed to aid my understanding of this policy.

I acknowledge that I have read and understand this policy.

#### Staff Code of Conduct

**I agree with the terms and conditions within this policy.**

I wish to take the opportunity to discuss aspects of this policy with the Principal or Deputy Principal. A mutually convenient time will be arranged for the purpose of this discussion.

Signature \_\_\_\_\_

Date \_\_\_\_\_

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Compliance Officer Records

Personnel Records