



Code of Conduct Policy

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Coverage	Staff, Volunteers and Contractors	
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Author	HR Coordinator	
Approved by	Board	
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1 PURPOSE

The aims of this Policy are as far as is reasonably practicable to:

- (a) ensure that Staff, Volunteers, and Contractors at the School understand their obligations and do not engage in behaviour in breach of this Policy;
- (b) provide a framework for Staff, Volunteers and Contractors to make decisions and engage in behaviours that are ethical and appropriate for the School;
- (c) reflect the School's commitment to the highest standards of honesty and integrity;
- (d) outline the standards of conduct or behaviour expected at all times relevant to work and responsibilities; and
- (e) recognise that Staff, Volunteers and Contractors are ultimately responsible for their own behaviour.

This Policy has been formally approved and endorsed by our Senior Management Team and School Board. The School considers a failure to observe and act in accordance with these guidelines as misconduct and will take appropriate disciplinary action. Such disciplinary action may, depending on the seriousness of the misconduct, include suspension while matters are investigated and/or dismissal. In addition to any internal disciplinary proceedings, we will report to the police all instances in which a breach of the law has or may have occurred.

2 COVERAGE

This Policy covers and applies to Staff, Volunteers and Contractors in relation to:

- (a) behaviour at the School;
- (b) the performance of work for or in connection with the School; and
- (c) conduct outside the School or working hours if the acts or omissions:
 - (i) are likely to cause serious damage to the relationship between the School and a member of Staff, Volunteer, Contractor, Other People at the School or Students; or
 - (ii) are incompatible with Staff, Volunteer or a Contractor's duty to the School; or
 - (iii) damage or are likely to damage the School's interests or reputation.

3 GENERAL PRINCIPLES

3.1 Acting with honesty and integrity

Acting with honesty and integrity will maintain the respect and confidence in the School. Staff, Volunteers and Contractors must:

- (a) treat Staff, Volunteers, Contractors, the Board, Students and Other People at the School (including visitors and parents) with honesty, respect and courtesy;
- (b) not take improper advantage of their positions in order to obtain a benefit for others or themselves;
- (c) report dishonest, unethical, fraudulent or corrupt behaviour or maladministration by Staff, Volunteers, Contractors, the Board or Other People at the School;
- (d) not seek or accept any type of unauthorised compensation, fee, commission or gratuity from a third party in connection with the operations of the School;
- (e) not offer or accept a gift that creates an obligation or may be reasonably construed as favouritism, discrimination, collusion or other unacceptable practices, or otherwise breaches the Gifts and Gratuities Policy;
- (f) not make any bribes, kickbacks, inducements or other illegal payments of any kind for the benefit of any person or party in connection with obtaining orders or favourable treatment or for any other purpose in connection with the operations of the School; and
- (g) encourage and support good faith reporting of breaches of this Policy without retribution.

3.2 Acting with professionalism

Professionalism is conduct that fosters and preserves reputations as individuals and that of the School. To demonstrate professionalism Staff, Volunteers and Contractors must:

- (a) not engage in or tolerate behaviour in breach of this Policy;
- (b) support, and not publicly criticise, decisions of the School;
- (c) not undermine or bring the School's integrity or reputation into disrepute;
- (d) work co-operatively as a team and treat Staff, Volunteers, Contractors, the Board, Students and Other People at the School with respect and dignity;
- (e) exercise diligence, best endeavours, integrity and sound judgment when carrying out their duties or providing services;
- (f) maintain a professional relationship with third parties when engaged as a Staff member or Volunteer;
- (g) provide levels of service that they are competent and authorised to provide; and
- (h) not make unauthorised statements or commitments on behalf of the School.

3.3 Acting in compliance with requirements and obligations

Staff, Volunteers and Contractors should act in the spirit and intent of the Applicable Laws governing the School's activities and strive to be familiar with and comply with all relevant laws and policies and procedures. To demonstrate this commitment Staff, Volunteers and Contractors must:

- (a) respect and abide by all Applicable Laws, policies and procedures;
- (b) act in accordance with the School's Mission Statement;
- (c) comply with all lawful and reasonable directions from authorised persons;
- (d) only act within their authority;
- (e) protect the School property, in particular, take care to avoid or minimise the possibility of theft or misuse of the School's property;
- (f) only use the School property for the School purposes and in accordance with appropriate authorisations;
- (g) not use the School's property for private purposes unless authorised in writing by the Principal for teaching staff or by the Chief Operating Officer for business services staff; and
- (h) comply with delegations, and other authorisations as directed.

3.4 Declaring and Avoiding Conflicts of Interest

Conflict of Interests are an actual, potential or perceived conflict between duties or work or services provided to the School and private interests of a Staff Member, Volunteer or Contractor, in which the Staff Member, Volunteer or Contractor has private interests which could improperly influence the performance of work, duties or services provided to the School by that Staff Member, Volunteer or Contractor.

Conflicts of Interests can be:

- (a) **actual**, where a real conflict exists between the Staff member's, Volunteer's or Contractor's private interests and their work or duties;
- (b) **perceived**, where a reasonable bystander would perceive that a Staff member's, Volunteer's or Contractor's private interests may have the potential to create a conflict of interest; or
- (c) **potential**, where events arise that may develop into an actual or perceived conflict of interest.

Conflict of Interests can jeopardise confidence in the School. To demonstrate declaration and avoidance Staff, Volunteers and Contractors must:

- (a) not take on personal business or financial or private interests that compete or conflict with the School's interests;
- (b) inform the Principal as soon as they become aware of possible Conflicts of Interest involving themselves or others and provide all reasonable information about the possible Conflict of Interest and comply with any directions;
- (c) reasonably seek approval from the Principal before taking up other employment or engagements outside of their position with the School;
- (d) declare any Conflict of Interest that could occur through share-holdings, ownership of real estate or being the trustee or beneficiary of a trust; and
- (e) not use or take advantage of any physical property, intellectual property or information belonging to the School for personal benefit, for the benefit of any other person, or to the detriment of the School, its employees, volunteers or students.

3.5 Respect privacy and do not misuse information

Maintenance of privacy and the proper use of information (public or personal) is critical to building and maintaining trust and confidence in the School.

Staff and Contractors will:

- (a) not disclose Confidential Information to any person or entity without the prior written consent of the Principal, except where required by the Applicable Laws;
- (b) disclose, if required by Applicable Laws (including mandatory reporting requirements for child welfare matters), confidential information (but not more than is necessary to discharge their legal obligations), to the relevant authority in a manner that is accurate and truthful. Before such disclosures are made, and if permitted by Applicable Laws, the Staff member, Volunteer or Contractor must advise, to the extent permitted by Applicable Law, the Principal about the pending disclosure;
- (c) not use Confidential Information for the purpose of directly or indirectly obtaining personal gain or another benefit;
- (d) only access Confidential Information for authorised work-related tasks;
- (e) not encourage others to disclose Confidential Information, personal information under the Privacy Policy or privileged information; and
- (f) ensure the secure collection, storage and disposal of Confidential Information and personal information regardless of its medium.

3.6 Strive to be good citizens and achieve community respect

The School is committed to achieving excellence and aims to maintain public confidence and respect. To demonstrate this commitment Staff, Volunteers and Contractors must:

- (a) act in a professional and respectful way that enhances their professional reputation and the reputation of the School;
- (b) be aware that the choices they make in business activities may impact on other Staff, Volunteers, Contractors, the Board, Students, Other Persons at the School, the community and the environment and must take this into account when making decisions;
- (c) promote the safety, welfare and well-being of Staff, Volunteers, Contractors, Other Persons at the School and Students in their behaviour;

- (d) commit to taking reasonable care to avoid acts and omissions that may adversely affect themselves, Staff, Volunteers, Contractors, the Board, Students and Other Persons at the School;
- (e) aim to be socially, financially, environmentally and ethically responsible in the use of School resources;
- (f) work together to achieve the School's goals and vision;
- (g) perform their duties to the best of their ability and ensure work is carried out efficiently and effectively;
- (h) commit to equality, inclusion and diversity;
- (i) strive to make a positive contribution to the School, Staff, Volunteers, Contractors, the Board, Students and Other Persons at the School;
- (j) consider the broader impact of their decisions on stakeholders;
- (k) report any corrupt or fraudulent conduct; and
- (l) ensure that their presentation is professional and appropriate for their role and a representative of the School.

3.7 Duty of Care

All staff have a duty of care, particularly Teachers, Teacher Aides and Early Learning Educators with regards to Students and Children, which involves:

- (a) a duty to do everything reasonably practicable to protect Students and Children from foreseeable harm in accordance with the Role of the Teacher Policy; and
- (b) reporting requirements in accordance with the Mandatory Reporting Policy.

3.8 Consideration of actions

If Staff, Volunteers and Contractors are unsure as to compliance then before acting they must reasonably consider:

- (a) discussions with other Staff, Volunteers, Contractors, or the relevant manager to get an alternative/objective viewpoint;
- (b) what they would do if it was their money, time or equipment;
- (c) being on the 'receiving end' of their decision or action or omission;
- (d) whether they could adequately defend your actions to the School;

- (e) the potential consequences of their behaviours or decisions for other Staff, Volunteers or Contractors plus their family, Students and the School's wider community including whether they would feel comfortable with it reported in the media; and
- (f) who will benefit? Will it be fair to the School, the parties involved and themselves. If Staff, Volunteers or Contractors still have doubts about the correct thing to do, refer the matter to the Principal for advice.

4 SAFEGUARDING PRACTICES AND BEHAVIOUR FOR DISTANCE EDUCATION

4.1 Safeguarding Practices and Behaviour for Staff to Deliver Distance Education

- (a) The following guidelines form part of a set of child safe practices that have been developed by the School under the Australian Childhood Foundation Safeguarding Children Framework. A key element in providing a child safe environment is transparency.
- (b) Personal social networking sites such as:
 - (i) Facebook;
 - (ii) Instagram;
 - (iii) LinkedIn;
 - (iv) Snapchat;
 - (v) Twitter; and
 - (vi) other similar sites,

are not to be used to communicate with students at any time or for distance education.
- (c) Professional online community network sites such as :
 - (i) Zoom;
 - (ii) Microsoft Teams; or
 - (iii) OneNote,

must be used when engaging with students online.
- (d) Important points to consider when engaging with students in an online forum include:
 - (i) ensuring that students are prepared to act in accordance with the School's Cyber Safety Policy;

- (ii) respecting students' rights to privacy in academic work, records and results when posting online. The learning activity must not be linked to students' own personal social network pages;
 - (iii) keeping a record of individual student's login names (students should not publish identifiable information on public sites);
 - (iv) clearly communicating to students their responsibility for appropriate interaction with others and suitable content posting online, in line with the School's Cyber Safety Policy;
 - (v) not accepting students as 'friends' on their own social network sites or interact with students on social networking sites; and
 - (vi) informing students they are being recorded when using Microsoft Teams.
- (a) One to one conversation with students must:
- (i) use professional online community network sites only;
 - (ii) keep a register of all calls made. The call and time will be automatically recorded and logged;
 - (iii) disable the video feed on their device and request that students do the same. If students do not comply the call must be ended immediately;
 - (iv) if it is necessary to video call with a student, create a 'team' and record the session; and
 - (v) ensure that the student/s are aware that the 'meeting' will be recorded.

4.2 Guidelines for online learning and video conferencing (When using Teams or online learning tools)

Staff, Volunteers and Contractors must:

- (a) wear appropriate clothing as if they were attending work, ie. no pyjamas;
- (b) be aware of what is in the background of the screen, ensure it is appropriate to be viewed in a public classroom setting;
- (c) participate from an open space and not in a closed area such as a bedroom;
- (d) ensure their profile picture is appropriate to be shown to a classroom in case it appears when the camera is turned off; and
- (e) remember to always be aware of what the camera is recording as it must consistently be appropriate to safe classroom practices. This includes when they are sharing their desktop screen with the class – check what windows are open before sharing the screen.

5 INTERPRETATION AND APPLICATION

This Policy must be read in conjunction with *the Application of Workplace Behaviours Policies and Procedures* which provides the meaning of defined (capitalised) terms and sets out how this Policy is to be applied. It should also be read in conjunction with *HR8 Workplace Behaviour Policy*, *HR13 Collegiate's Safeguarding Students and Children Policy* and *HR13a Safeguarding Practices and Behaviour Guidelines and Policy*.