

CODE OF CONDUCT - STAFF

Aim

The aim of this Code of Conduct (Code) is to outline the standards of behaviour expected of all employees of Byron Community Primary School (BCPS).

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.

This Code applies to all employees of BCPS whether employed on a permanent, temporary or casual basis.

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.

Who has to comply with the Code of Conduct?

By accepting employment with BCPS, 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) In an ethical and responsible way; and
- d) Be accountable for your actions and decisions.

Contractors and Volunteers

Contractors, consultants and volunteers working with BCPS 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 this Code may result in the engagement of a contractor, consultant or volunteer being terminated.

Any BCPS staff who are engaging or managing external consultants, contractors or volunteers, responsible for making them aware of the School's Code of Conduct and 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 all BCPS policies and procedures, particularly those that apply to your work. Policies are available on the BCPS server and provided through induction, training and development programs.

If you are uncertain about the scope or content of a policy with which you must comply, you should seek clarification from the principal.

You should also be familiar with the legislation under which you are employed as this may specific 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 the Principal;
- 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 conscious of your special duty of care for students;
- g) Treat students equitably including those with disabilities or other special needs;
- h) Meet the individual learning needs of students and assist each student to maximise his or her learning outcomes;
- i) Effectively adhere to BCPS child protection and student welfare policies and procedures;
- j) Be courteous and responsive in dealing with your colleagues, students, parent(s) or guardian(s) and members of the public;
- k) Work collaboratively with your colleagues;
- l) 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.
- m) Participate in collaborative workshops/events as directed by the Principal.

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

As a BCPS 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 the Principal. If the possible breach is by their Principal, then notification should be reported to the Chair of the Board of Directors.
- 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.

3. Respect for People

BCPS 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, parent(s) or guardian(s), other employees and members of the community.

- 3.1 Employees who work with students have a special responsibility in presenting themselves as appropriate role models. Modelling effective leadership and respect in your interactions with students can have a profoundly positive influence on a student's personal and social development.
- 3.2 Employees are to treat others with respect and understanding and to show care and consideration to others.
- 3.3 BCPS employees are to adhere to Harassment Discrimination and Workplace Bullying Policy, Child Protection Policy and Procedures, Communication Policy, Grievance Resolution Policy, and Child Supervision Policy.
- 3.4 Due to the intimacy of our school community it is important that staff always maintain a transparent professional working relationship with parent(s) or guardian(s).
- 3.5 Staff members 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.

4. Duty of Care and Work Health and Safety

As a BCPS 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 of care 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.

- 4.1 As a BCPS 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.
- 4.2 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.
- 4.3 You should ensure that you are aware of the Schools' policy and procedures relating to duty of care in excursions, incursions and school sports.
- 4.4 You should appropriately manage students without lunch by contacting parent(s) or guardian(s) or providing basic lunch from the staff kitchen.
- 4.5 All staff must ensure their premises are secure and that suitable arrangements are in place to maintain the security of confidential and sensitive documents.
- 4.6 Any loan of school resources must be approved by the Business Manager and be returned promptly after use and in good working order. Anything broken or lost must be replaced.

Work Health and Safety

- 4.7 You have a responsibility under Work Health and Safety Act 2011 legislation and 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.
- 4.8 Considerations of safety relate to both physical and psychological wellbeing.
- 4.9 You should ensure that you are aware of the BCPS Workplace Health & Safety Policy.

Supervision of Students

- 4.10 You should take all reasonable steps to ensure that no student is exposed to any unnecessary risk.
- 4.11 You should be familiar with and comply with the BCPS evacuation procedures, lockdown and lockout procedures.
- 4.12 Students should not be left unsupervised either within or outside of class. You should be punctual to class and allocated supervision.
- 4.13 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 the Principal.
- 4.14 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 all areas of the playground, being vigilant and constantly moving around.
- 4.15 You should be alert to bullying or any form of discriminatory behaviour, and report incidents to the Principal. Additional details about student bullying is set out in the BCPS Anti-bullying Policy.
- 4.16 Ill or injured students should be attended to by the supervising staff member. Should additional assistance be required you should contact Administration staff. In medical emergencies, supervising staff members must act according to the First Aid Policy.
- 4.17 You should ensure that you understand and comply with the BCPS policy in regard to the storage and administration of prescribed medication to students (see BCPS Medication Policy).
- 4.18 Teaching staff need to ensure that parent(s)/ guardian(s) /family volunteers have completed the volunteer induction workshop. You can do this by checking: General>Volunteers>Volunteer WWCD Spreadsheet.

5.0 Professional Relationships between Employees and Students

As a BCPS employee, you are expected to always behave in ways that promote the safety, welfare and wellbeing 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 BCPS employees to understand and observe the schools' child protection policies.

Supervision of Students

- 5.1 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 the Principal.
- 5.2 You should never drive a student in your car unless you have specific permission from the Principal and parent(s) or guardian(s) to do so. Staff using their own vehicle for excursions need to have an up to date drivers licence, insurance and registered vehicle. In the event of an emergency you should exercise discretion but then report the matter to the Principal.
- 5.3 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 open. You should not locate yourself between the student and the door.
- 5.4 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 where your own safety would not be jeopardised by this action.

Physical Contact with Students

- 5.5 You must not impose physical punishment on a student in the course of your professional duties.
- 5.6 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.
- 5.7 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 and agreed to by parent(s) or guardian(s).
- 5.8 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 students is not acceptable.
- 5.9 Assessing a student who is injured or ill may necessitate touching the student. Always advise the student of what you intend doing and where possible seek their consent.
- 5.10 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 BCPS behaviour management

practices or individual student management plans. You should report such incidents to the Principal immediately and ensure documentation is thorough.

Relationships with Students

- 5.11 You are expected to always behave in ways that promote the safety, welfare and wellbeing of children and young people. Actively seek to prevent harm to children and to support those who have been harmed and to observe the school's Child Protection Policy and Procedures.
- 5.12 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 parent(s) or guardian(s). You are reminded of:
 - (a) it is an offence for a person in a supervisory role to sexually engage with a person under their special care who is aged 16 or 17 years.
- 5.13 You must not develop a relationship with any student that is, or that could be interpreted as having a personal rather than a professional interest in the student. An overly familiar relationship with any student that you are responsible for teaching, tutoring, advising, assessing, or for whom you provide pastoral or welfare support is a breach of this Code and raises serious questions around 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 carry a serious reputational risk for the School.
- 5.14 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 the Principal as soon as possible so that a plan can be developed to manage the situation effectively and sensitively.
- 5.15 At all times when speaking with student's 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.
- 5.16 You may, as part of your pastoral care role, engage in 1:1 discussion with students. This is entirely appropriate. However, you must be cautious about making personal comments about a student or asking questions that probe issues surrounding 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.
- 5.17 You must not engage in tutoring or coaching students from BCPS without the express permission of the Principal.
- 5.18 You must not invite students to join your personal electronic social networking site or accept student's invitations to join their social networking site.
- 5.19 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.

Relationships with Parents and Caregivers

- 5.20 Staff should be mindful of confidentiality when in discussion with parent(s) or guardian(s). Parent(s) or Guardian(s) meetings are to be minuted with copies distributed to stakeholders.

Child Protection

- 5.21 You must be aware of and comply with the BCPS Child Protection Policy and Procedures.

The Working with Children Check

- 5.22 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 sector³.
- 5.23 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.

6.0 Appropriate use of Electronic Communication and Social Networking Sites

BCPS 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.

- 6.1 You must comply with the School's Communication Policy. This includes:
- a) Exercising good judgement 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;
 - I. Remembering transmission, storage, promotion or display of offensive, defamatory, or harassing material is strictly forbidden; and
 - II. Reporting any situations where you become aware of the inappropriate use of electronic communication and social networking sites.
 - III. Employees should not make comments about BCPS on their personal social networking sites.
- 6.2 You must never use the BCPS 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 particular groups or an individual;
 - d) Malicious, libellous or slanderous messages or material; or
 - e) Subversive or other messages or material related to illegal activities.

7. Use of Alcohol, Drugs and Tobacco

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

- 7.1 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.
- 7.2 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 during workday hours;
 - 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 medication(s);
 - 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 you may be working with other employees who may be affected by illegal drugs, alcohol or prescribed medication(s).

Drugs

- 7.3 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 by the Principal and parent(s) or guardian(s).

Alcohol

7.4 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

7.5 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.

7.6 You must not purchase tobacco or tobacco products for any school student or give them tobacco or tobacco products.

8. 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 BCPS.

8.1 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. favour 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.

8.2 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.

8.3 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.

9. 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 may be perceived as rude, insulting or hurtful. You are expected to exercise sound judgement when deciding whether to accept a gift or benefit.

9.1 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.

9.2 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.

9.3 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.

10. Communication and Protecting Confidential Information

Communication

10.1 You are required to comply with the BCPS Communication Policy.

10.2 You should be mindful of confidentiality when in discussions with parent(s) or guardian(s). You cannot provide a guarantee of confidentiality if the matter under discussion requires mandatory reporting.

10.3 You should not disclose personal information about another staff member to students or parent(s) or guardian(s) or discuss their work performance, except if authorised by the Principal in the context of grievance resolution.

- 10.4 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.
- 10.5 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 parent(s) or guardian(s) without the express permission of the Principal.

Confidential Information

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

Privacy

- 10.9 Sensitive and personal information should only be provided to people, either within or outside the school, who are authorised to have access to it.
- 10.10 You should always exercise caution and sound judgement in discussing the personal information of student, parents/caregivers, 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.

11. Record Keeping

- 11.1 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) capture or store records in the school's record systems.
- 11.2 You must not destroy or remove records without appropriate authority.
- 11.3 Supervisors have a responsibility to ensure that the employees reporting to them comply with their records management obligations.
- 11.4 Employees responsible for assessing and recording marks for student's work must do so accurately, fairly and in a manner that is consistent with relevant policy and the requirements of the school.
- 11.5 Employees must maintain the confidentiality of all official information and documents which are not publicly available, or which have not been published.

12. Copyright and Intellectual Property

- 12.1 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.
- 12.2 Advice relating to sharing or licensing the school's intellectual property should be sought from the Principal.
- 12.3 BCPS cannot give away or assign its intellectual property without the approval of the Principal.
- 12.4 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.
- 12.5 You should not use the school's intellectual property (including copyright) for private purposes without obtaining written permission from the Principal.

13. Acknowledgement

I _____ have read, understood and agree to comply with the terms of this Code of Conduct.

Signed

Dated