

Candlebark and Alice Miller - Staff Code of Conduct

Contents

Introduction.....	2
Background.....	2
Application of the Code.....	2
Breaches of the Code.....	2
Updating the Code.....	2
Principle 1: Respect for Persons.....	3
1.1 Interactions with students.....	3
1.2 Interactions with parents/guardians.....	5
1.3 Interactions with colleagues.....	5
1.4 Interactions with the wider School community and general public.....	6
1.5 Protecting students from harm.....	6
1.6 Sexual misconduct.....	6
1.7 Workplace harassment and sexual harassment.....	7
1.8 Unlawful discrimination.....	7
1.9 Equal employment opportunity.....	7
1.10 Health and safety.....	8
1.11 Appropriate behaviour in a private capacity.....	8
Principle 2: Professional Behaviour.....	8
2.1 Honesty and integrity.....	9
2.2 Avoiding conflicts of interest.....	9
2.2.1 Personal relationships.....	9
2.2.2 Sexual relationships.....	9
2.2.3 Receipt of gifts.....	9
2.2.4 Appropriate use of School information.....	9
2.3 Privacy and confidentiality.....	9
2.4 Use of School resources.....	10
2.5 Mobile phones and electronic devices.....	10
2.6 Social media.....	11
Principle 3: Diligence.....	12
3.1 Standards of performance.....	12
3.2 Extracurricular and co-curricular activities.....	12
3.3 Duty of care.....	12
3.4 Fitness for duty – use of tobacco, alcohol, illegal drugs and medication.....	13

Introduction

Background

This Staff Code of Conduct (**Code**) sets out the expectations the two campuses hold regarding staff members' personal and professional conduct, consistent with the School's core values. It applies to all employees, as well as other personnel such as consultants, contractors or volunteers working for the School (**Staff**).

Candlebark and Alice Miller (**School**), through commitment to their core values, strive to achieve outstanding outcomes for students. Each Staff member must read and understand the Code and abide by it, as amended from time to time.

Application of the Code

This Code applies to all Staff, including:

- At all of the Schools' premises, during and after normal working hours
- During School activities and School-related events (whether or not on School premises)
- At other functions where Staff members are representing the School (for example, at social events organised by the School); and
- In any other situation where a Staff member's behaviour may reflect on the School (for example, at a professional development conference or seminar).

The Code applies irrespective of whether a Staff member is engaged on a full or part-time, temporary or casual basis.

Breaches of the Code

As persons who hold special positions of trust, all Staff members are accountable for their actions. A determination on a possible breach of this Code will be made by the Principal, as appropriate, after considering all of the circumstances, including any explanation provided by the Staff member involved. Where there has been a breach of the Code, disciplinary or other action may be taken, up to and including termination of the Staff member's employment or other relationship with the School. If a Staff member has a reasonable concern that another Staff member has or intends to breach the Code, he or she must immediately discuss the matter with the Principal or Head of Campus, or other appropriate senior Staff member.

Updating the Code

The Code aims to be current and relevant in supporting Staff in the proper performance of their duties to the School, and may be reviewed and revised from time to time.

In this Code, a reference to a School policy or procedure is to that document as amended or replaced from time to time.

Principle 1: Respect for Persons

The School seeks to create an environment where all persons are treated equitably and with respect, and where the efforts of Staff and students are encouraged and their achievements recognised.

Respect for others extends to the manner in which Staff members deal with students, parents/guardians, colleagues, other members of the wider School community and the general public. The School regards a Staff member's personal behaviour towards, and interaction with, others as a vital part of the duties of any position. A collegial working environment is expected.

Each Staff member must:

- Not do anything that may damage the School's reputation or cause embarrassment to the School;
- Treat all people with dignity, courtesy and respect;
- Respect and be sensitive to an individual's cultural, ethnic and religious background;
- Actively discourage any form of harassment or unlawful discrimination;
- Avoid language and behaviour which might be reasonably perceived as offensive, abusive or intimidating; and
- Demonstrate the highest standards of professional behaviour and exercise professional judgment.

1.1 Interactions with students

Staff members whose work involves communicating with students have a special responsibility as role models for those students. Individual and collective reputations reflect on the School and interactions with students must be, and be seen to be, professional at all times.

Each Staff member must:

- Be familiar with and comply with all School policies and procedures;
- Promote students' confidence and self-awareness;
- Prioritise the wellbeing, development and progress of students;
- Take all reasonable steps to ensure the safety and wellbeing of students;
- Establish and maintain appropriate professional boundaries in their relationships with students;
- Treat students in a consistent manner without inappropriate familiarity;
- Follow relevant policies and procedures to raise any concerns about the behaviour of others, if the behaviour may have a negative impact on learning or progress, or risks harm to a student; and
- Communicate with students in a respectful fashion. Behaviour such as swearing at students, using disrespectful language or denigrating students or other Staff members is unacceptable.

Some specific examples in relation to treating students consistently and without inappropriate familiarity include:

- Giving gifts to a student (for example, giving a birthday gift to a particular student when this is not the practice with other students, or asking the student to keep the gift a secret from others);
- Showing special favours;
- Allowing a student to over-step rules;
- Sharing secrets/confidential information with a student; and
- inconsistent consequences or allowances.

Some examples in relation to exercising caution about being alone with students include:

- Counselling or interviewing students. Ensure the setting is appropriate for the activity. For example, in all rooms where students are located and/or likely to be interviewed, there will be glass windows and/or glass panes in doors. At no time will doors be locked;
- Supervision in sleeping, dressing or bathing areas
- for overnight and extended activities, a minimum of two adult supervisors will normally be required to supervise students, unless other arrangements are approved by the Principal or Alice Miller Head of Campus (Sarita Ryan). The gender and number of supervisors should be appropriate for the composition of the student groups.

Some examples in relation to appropriate physical contact with students include:

- Assessing a student who is injured or ill may necessitate touching. An employee should advise the student of what they intend to do and, where possible, seek the student's consent;
 - Teaching sport, music and other activities may require the physical handling of a student to demonstrate a particular action or skill; and
- Other physical contact with students which may be appropriate includes:
- comforting a distressed student;
 - guiding a student in a non-threatening manner;
 - gently tapping a student on the shoulder to gain his or her attention after verbal requests were unsuccessful; and
 - protecting a student from imminent danger to himself/herself or to others.

Teachers' responsibilities to students

In addition to 1.1 above, each teacher must:

- Foster the intellectual and academic learning and development of students;
- Act, and be seen to act, with integrity in their interactions with students;
- Assist students to develop their talents to the fullest extent possible;
- Work with parents/guardians to promote the welfare of students, particularly by consulting with and involving parents/guardians where appropriate;
- Listen to students, consider their views, and involve them in decisions that affect them, including those related to their own learning; and
- Have high expectations of all students and identify activities that will challenge and support their intellectual learning and development.

An example of a teacher fulfilling their responsibility:

- A teacher notices that a student has learning difficulties. That teacher confers with relevant staff members to access additional support for that student.

1.2 Interactions with parents/guardians

Staff must recognise and respect the right of a parent/guardian to be consulted about any matter which concerns their child's education. Staff must communicate in an open, honest and professional manner with parents/guardians, including reporting on a student's achievements and learning options in a way that promotes successful educational outcomes. Staff must respond to parent enquiries about their children's circumstances within a reasonable time frame.

1.2.1 Teachers' responsibilities to parents/guardians

Each teacher must:

- Consult with parents/guardians as required, through proper channels (including in person, or by email or phone at appropriate times), about the welfare or progress of their child;
- Encourage parents/guardians to engage actively in the education and wellbeing of their child;
- Make contact with parents/guardians (in addition to Parent/Teacher interviews and reports) regarding matters of individual and particular concern;
- Recognise the importance of pro-active rather than re-active advice to parents/guardians concerning their child's academic, physical and emotional development at the School, and put this into practice;
- Recognise the importance of an informed and positive relationship between teachers and parents/guardians in order to communicate and clarify a range of issues (for example, school ethos, assessment, curriculum and extracurricular activities), and put this into practice.

An example of a teacher fulfilling their responsibility:

- A teacher notices a decline in the quality of a student's work. The student has also appeared less interested in engaging with other students than he/she used to be. The teacher decides, in consultation with the teacher responsible for the student's year-group, to contact the student's parents/guardians to discuss these changes.

1.3 Interactions with colleagues

Each Staff member must:

- Communicate in an open, honest and non-judgmental manner with one another;
- Develop productive and supportive relationships with each other and work together to maintain a safe and positive learning and working environment; and
- Respect the reputation of colleagues and refrain from making false, malicious or otherwise inappropriate statements about them.

An example of appropriate interactions with colleagues:

- Several Staff members have conflicting views about the method of teaching a particular unit of work. Rather than undermine the approach of a colleague, those teachers confer and discuss the alternatives.

1.4 Interactions with the wider School community and general public

Staff members must conduct themselves in a respectful and responsible manner that enhances the reputation of the School.

At School organised functions and sanctioned School events, Staff members are permitted to consume alcohol that is provided or available for purchase at the event, but only if the Staff member is not responsible for students. All Staff members must responsibly manage the consumption of alcohol.

Some examples of situations where an employee should seek guidance to ensure professional boundaries are maintained include:

- When a personal relationship exists with a student's family;
- Social activities outside of school with student/s in attendance;
- Visiting students at their home; and
- Inviting students to visit the employee's home.

1.5 Protecting students from harm

All students have a fundamental right to a safe and trusted physical and emotional environment that is free from harm.

Each Staff member must:

- Be familiar with and comply with the School's *Child Protection Policy*;
- Comply with his or her common law duty of care;
- Actively seek to prevent harm to students and support students who have been harmed; and
- Not impose corporal punishment on a student.
-

An example of protecting students from harm:

- A Staff member notices that a student has become withdrawn and disengaged. The Staff member takes appropriate steps to support the student and then enlists the support of colleagues to assist the student.

1.6 Sexual misconduct

A Staff member must not, under any circumstances, have an intimate and/or sexual relationship with a student or engage in any other conduct of a sexual nature with or in relation to a student.

The age of the student or the Staff member involved is irrelevant. It is also irrelevant whether the relationship is heterosexual or homosexual, consensual or non-consensual or condoned by parents/guardians.

Sexual misconduct includes:

- Conduct towards any person that would constitute a criminal offence of a sexual nature;
- Sexual harassment
- Any other conduct of a sexual nature by a Staff member directed towards or involving any student of the School.

This section also applies to sexual misconduct with or in relation to a person under the age of 18 who is not a student of the School.

An example of behaviour that would warrant disciplinary action:

- During a lesson, a teacher makes a joke with sexual references to students.

Some examples in relation to exercising caution in discussions with students include:

- Making personal comments about any student;
- Asking questions that probe a student's sexuality or personal relationships;
- Discussing with students personal details of the employee's or student's lifestyle

1.7 Workplace harassment and sexual harassment

All Staff members have the right to work in an environment that is free from workplace harassment and sexual harassment.

Incidents of workplace harassment or sexual harassment will be regarded as a serious disciplinary matter which may include termination of employment. Workplace harassment and sexual harassment are unacceptable and will never be tolerated by the School.

Each Staff member must be familiar with and comply with the School's Anti-Harassment Policy.

An example of workplace harassment:

- A Staff member is repeatedly excluded from workplace activities by the Staff member's supervisor and denied access to information and other resources that are required by the Staff member to perform his or her role.

1.8 Unlawful discrimination

Staff members must not unlawfully discriminate against any person. Except where exempted by law, it is unlawful to directly or indirectly discriminate against a person on the basis of any of the following attributes: sex; relationship status; pregnancy; parental status; breastfeeding; age; race; impairment; religious belief or activity; political belief or activity; trade union activity; lawful sexual activity; gender identity; sexuality; family responsibilities; or association with, or relation to, a person identified on the basis of any of these attributes.

An example of behaviour that would be viewed as unlawful discrimination:

- A Staff member treats a student less favourably than other students because of the student's religious beliefs.

1.9 Equal employment opportunity

The School is an equal opportunity employer and aims to maintain a workplace free from employment discrimination, where decisions are based on individual performance and ability.

1.10 Health and safety

Staff must take reasonable care to ensure their own health and safety in the workplace, as well as that of others.

Each Staff member must be familiar with and comply with the School's OHS Policy

An example of complying with health and safety obligations:

- A teacher notices an area of the School campus that has become worn and may cause harm. That teacher asks the Principal or Head of Campus or Property Manager to inspect the problem, with a view to rectifying the problem.

1.11 Appropriate behaviour in a private capacity

Staff must not engage in conduct outside normal working hours which could adversely affect the reputation and standing of, or cause embarrassment to, the School.

Examples of behaviour in a private capacity that would warrant disciplinary action:

- A Staff member attends a non-School social event on the weekend where a student is also present and the Staff member offers the student an alcoholic beverage.
- Criminal offences of any kind, including those that involve violence, or possession or misuse of drugs, or sexual misconduct.
- Making demeaning comments about students, or parents/guardians, or other Staff members, to members of the general public.
- Making unauthorised public comments on behalf of the School or in their capacity as a Staff member of the School.
- Making public comments that adversely affect the School's reputation.
- Disclosing information about confidential matters concerning a student, Staff member or the School.

Principle 2: Professional Behaviour

The School is committed to ensuring that the professional behaviour of all Staff members meets the highest standards and expectations, to maintain public trust and confidence in the School and its Staff.

Each Staff member must:

- Be familiar with and comply with relevant laws, regulations and School policies and procedures;
- Comply with lawful and reasonable directions given by someone who has authority to give that direction;
- Be familiar with and comply with relevant professional standards and rules of conduct;
- Act within his or her organisational responsibilities;
- Be honest and act with integrity;
- Act in a professional manner that shows respect for others; and
- Model appropriate standards of conduct and behaviour for students.

2.1 Honesty and integrity

Staff must maintain high standards of honesty and integrity in their work and ensure that their position at the School is not used for personal or other improper advantage.

2.2 Avoiding conflicts of interest

Staff members are required to conduct themselves with honesty and propriety. This means that Staff must avoid conflicts between their private lives and School responsibilities, and must avoid situations where there is a reasonable basis for the perception of such a conflict. The obligations outlined below are examples of specific circumstances where conflicts of interest might arise.

2.2.1 Personal relationships

A Staff member must not, without the Principal's consent, make or participate in any decision relating to the School which may affect another person with whom the Staff member has a personal relationship (such as near relative, spouse, close friend or personal associate).

2.2.2 Sexual relationships

A Staff member must not, under any circumstances, have a sexual relationship with a student (see 1.6 above).

2.2.3 Receipt of gifts

Staff members must not ask for or encourage the giving of any form of gift or benefit, either for themselves or for another person, in connection with the performance of their duties.

2.2.4 Appropriate use of School information

Staff members will gain access to information while engaged in their duties. Staff members must respect the privacy of others and the confidentiality of commercial information about the School, and ensure that information of a personal nature and other confidential information is accessed and used only for School purposes, and not disclosed to any person without appropriate authority.

2.3 Privacy and confidentiality

The School has a legal responsibility and is committed to protecting the privacy of certain personal information about current and former students, families, parents/guardians and Staff members.

Staff members may have access to personal information concerning students, families, or Staff members, and/or information about the School which is not public knowledge. Such information must be treated confidentially and must not be disclosed except where:

- The parents/guardians, Staff member or the School (as applicable) consent to the disclosure; or
- The disclosure of information about a student is to another Staff member who has a professional role in relation to the student and the disclosure is relevant to that role.

Examples of actions that would breach privacy and confidentiality:

- A parent provides a teacher with confidential medical information pertaining to the health of their child. The teacher subsequently discloses the information to other Staff members who do not have a professional role in relation to the student.

2.4 Use of School resources

Staff members must ensure that all School equipment, resources and consumable items are used appropriately for the work and business of the School. Work time is also a valuable resource that must be managed productively for the benefit of the School and its students.

School vehicles are never to be used for private purposes unless with the specific permission of the Principal or Head of Campus. No food, drink, stationery or furniture belonging to the school is to be taken off campus without the specific permission of the Principal or Head of Campus.

The following principles apply to all Staff members:

- Staff members will take care to ensure that School equipment is maintained and used in accordance with the manufacturer's requirements, and that all use is both safe and legal.
- Staff members will obtain approval before using School equipment and resources outside the School's premises for work purposes, and will ensure such equipment is safely transported, stored and secured.
- Each Staff member will be familiar with and comply with the School's OHS Policy
- Staff members will not breach copyright law or licensing arrangements when dealing with any property owned by the School or otherwise, including software, library materials and reference materials.
- Staff members will use the School's stationery, letterhead and official logos and signatures for School business only.
- Each Staff member will be familiar with and comply with the School's internet policy

An example of inappropriate use of School resources:

- A teacher uses the School's internet for personal purposes during class time.

2.5 Mobile phones and electronic devices

During work time, Staff members must only use mobile phones or other electronic devices in classrooms or other areas, for the purpose of student learning. Personal use of such devices may only be in the Staff member's personal time.

Each Staff member should avoid the following situations, unless the matter is related to a School activity:

- Communication with students using a personal mobile phone;
- Communication with students from a private or personal email address;
- Use of personal cameras or mobile phones to photograph students, unless:
 - o prior approval has been given by the School; and
 - o the photograph will be used for School purposes only; and

An example of inappropriate use of a mobile phone:

- A teacher answers a personal phone call during a class.

2.6 Social media

Staff members must ensure that any use of social media, whether using the School's computer systems or otherwise, does not adversely impact upon the School or involve unacceptable use in breach of this Code or any other School policy or procedure.

Each Staff member must take care to ensure that their conduct in accessing or using social media does not bring the School into disrepute or have the potential to damage the School's reputation or business, and is compatible with their duties at the School.

In particular, when using social media, each Staff member must:

- Not use online social networks to contact or interact with students, unless the contact or interaction is sanctioned by the School as part of a School activity;
- Ensure all content is private and cannot be seen by any students;
- Not make any reference to the School, its operations, other Staff members, students or parents/guardians, whether directly or indirectly;
- Be aware of and comply with all laws and the School's policies for the appropriate protection of the School's intellectual property and confidential information and pertaining to matters such as copyright, privacy, libel, defamation, discrimination, harassment and health and safety;
- Not make any comments or disclose, distribute or publish any material which is disparaging of the School, its current and former Staff members, students or parents/guardians, or may constitute discrimination, harassment (including sexual harassment), bullying or victimisation of any of these persons;
- Protect the personal information of current and former Staff members, students and parents/guardians, in accordance with privacy laws; and
- Not post any images of the School, its events, current and former Staff members, students or parents/guardians, on social media (for example, private Facebook pages) without approval from the Principal or Head of Campus.

Staff members must be aware that this policy applies even when a Staff member is accessing social media using their personal equipment and/or outside of work hours.

If a Staff member wants to use social media for educational purposes, the Staff member must first obtain the approval of the Principal or Head of Campus.

An example of inappropriate use of social networking media:

A Staff member has a Facebook account with minimal privacy settings, so that students are able to see private comments and photos of the Staff member.

Principle 3: Diligence

Staff are naturally expected to support, in every possible way, the aim of the School to provide an outstanding education for its students in a caring, creative environment.

3.1 Standards of performance

Each Staff member must:

- Be familiar and comply with relevant professional standards and rules of conduct.
- Maintain and enhance his or her skills and expertise;
- Keep up-to-date knowledge of developments within his or her field of work;
- Maintain currency of his or her professional competence through appropriate professional development or learning experiences;
- Maintain high standards of performance; and
- Focus on client service, whether clients are students, parents/guardians, other Staff members, members of the wider School community or general public.

3.2 Extracurricular and co-curricular activities

The extracurricular and cocurricular activities offered by the School aim to contribute to the broader learning and education of students. When engaged in extracurricular or cocurricular activities Staff members must:

- Provide guidance to students commensurate with their expertise;
- Offer stewardship of students in an activity; and
- Monitor the personal growth of students, that is, assist learning and development of interpersonal skills, character, moral and social progress.

Staff engaged in extracurricular or co-curricular activities are expected to provide:

- Excellent role modelling;
- Good representation of the School;
- Efficient organisation;
- Care for the students;
- Preparedness to engage with parents/guardians; and
- Expert management of the activity.

3.3 Duty of care

All Staff members must exercise due care in undertaking their duties and responsibilities, particularly where others may rely on advice or information they provide.

Staff members have a duty to take reasonable care to protect others from harm, and avoid causing harm (including physical harm) to anyone, particularly students. Each Staff member must actively promote safe working practices and environments for any person using School facilities.

3.4 Fitness for duty – use of tobacco, alcohol, illegal drugs and medication

Staff members must not consume, be under the influence of, or in possession of, alcohol or illegal drugs during working hours, or at any other time while they have responsibility for students including outside School hours, for example on field trips, excursions or camps.

Under no circumstances, when a staff member is present at a school camp, sleepover, excursion, field trip, incursion or similar is the staff member to consume alcohol. This applies whether the staff member is responsible for students at the activity or not. If a staff member coincidentally encounters students whilst those students are at a school camp, sleepover, excursion, field trip, or similar, and the staff member is there in a private capacity and is drinking alcohol, the staff member should do no more than exchange greetings with the students but not otherwise engage with them.

Alcohol is not permitted to be consumed on the School campus, unless at a School organised function or School sanctioned event. Staff members are permitted to responsibly consume alcohol that is provided or available for purchase at School organised functions and sanctioned School events, but only if the Staff member is not responsible for students. Failure to behave appropriately in this respect may jeopardise a Staff member's employment.

Staff members must not provide students with alcohol or drugs (whether legal or illegal) or encourage or condone the illegal use of alcohol or drugs (including underage drinking) or the excessive consumption of alcohol.

Staff members must not misuse over-the-counter or prescribed medication and must ensure that their use of such medication does not adversely affect their work performance or endanger the health and safety of others.

Staff members must not smoke on School premises, or the grounds of the School, or nearby areas at any other time when they have responsibility for, or contact with, students.