



Staff Code of Conduct

[This information is based on AISWA's *Staff Code of Conduct Guidelines*].

This *Staff Code of Conduct* applies to all staff at Bold Park Community School [BPCS].

Bold Park Community School may, from time to time, review and update this *Code of Conduct* to take into account new laws, changes to school's operations and practices and to make sure it remains appropriate to the changing school environment.

How does this apply to BPCS?

BPCS needs to ensure that all staff are aware of their responsibilities in relation to standards of behaviour and the current requirements of law in Western Australia.

This Code of Conduct applies to all BPCS staff (both teaching and non-teaching).

1. Preface

Bold Park Community School is committed to providing a child-safe environment which safe guards all students and is committed to promoting practices which provide for the safety, wellbeing and welfare of our children and young people. Bold Park Community School expects all school community members including staff, volunteers, students, visitors and contractors to share this commitment.

School staff are in a unique position of responsibility and authority and must make every effort to make sure that our school provides a child safe environment. Teachers in-particular are of primary importance when it comes to detecting abuse and preventing abuse from occurring.

2. Introduction

This Code of Conduct details the standards of behaviour expected of all employees of the school.

This Code does not attempt to provide a rigid, 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 and gives some examples of the types of behaviour that are or are not acceptable.

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 children are safe and people are happy and proud to work.

This Code of Conduct will not only continue to create a safe environment for children, it will also reduce the risk that staff will be unjustly accused of unprofessional or abusive conduct.

Nothing in this Code should be taken to limit the circumstances in which the school may take disciplinary action in respect of an employee. This *Code* should be read in conjunction with the Child Protection Policy which can be found on EDUCA.

3. Who has to comply with the Code of Conduct?

All employees of the school must comply with this *Code*. Volunteers, visitors and contractors are also expected to comply with this *Code*.

Staff, visitors, volunteers and contractors will be held accountable for breaches of the *Code*.

How to Comply

1. 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; and
 - (c) act ethically and responsibly.
2. If you are responsible for engaging or managing external consultants, contractors or volunteers, it is your responsibility to make them aware of the School's expectations of conduct consistent with the school's Code of Conduct during the period of their engagement. They should be told that any conduct that is not consistent with the *Code* may result in the engagement of a contractor, consultant or volunteer being terminated.

4. Principles of the Code of Behaviour

As the school has a duty of care to its students, the expectation and understanding is that all staff and students will act in the best interests of the students and that the welfare and safety of students will be of paramount concern. All interactions therefore should be transparent and meet the principles of the Code of Conduct.

This Code of Conduct is intended to provide staff and community members with guidance as to the expected behaviours of all staff, visitors, volunteers and contractors engaged by Bold Park Community School.

Staff are expected to behave in a manner which promotes the safeguarding role of the school, in a manner which is in accord with professional expectations and best practice of the teaching profession, as well as the expected norms of our community. They must be fully aware that their actions will be subject to appropriate scrutiny by other staff and by the community and they must be prepared to give an account of their behaviours to leadership when requested.

Any staff member who is unsure about appropriate boundaries in a particular circumstance or must act contrary to either specific or implied boundaries, must consult as early as possible with their line manager to discuss the possible breaches. If a breach inadvertently occurs the staff member must bring it to the attention of senior management immediately.

Staff are responsible for their own actions and should avoid any conduct which might be construed by a reasonable person as inappropriate. When considering their actions, staff could consider the following:

- (a) How might this interaction be perceived by others?
- (b) Am I treating this student differently to others?
- (c) Can I achieve the same outcome through a different interaction?
- (d) Would I do this or say this if a colleague were present?
- (e) Would I condone my conduct if I observed it in another adult?

- (f) What guidance would my employer give me in this situation?

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

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

All alleged breaches of the Staff Code of Conduct will be subject to scrutiny and if substantiated staff may be warned, suspended or have employment terminated. If the breach is considered to be grooming, the school is obliged to report this to the Teachers' Registration Board (where a teacher is involved) and the Department of Education Services as a critical incident. Any potentially illegal activity will be reported to the Police and appropriate actions will be taken by the senior management.

- 5.1 The consequences of inappropriate behaviour and breaches of this *Code* will depend on the nature of the breach.
- 5.2 Employees should report possible breaches by colleagues to their supervisor or the Principal. If the possible breach is by their supervisor then it should be reported to the Principal. If the possible breach is by the Principal then it should be reported to the chair of the governing body.
- 5.3 Factors the school may consider when deciding what action to take may include:
- the seriousness of the breach;
 - the likelihood of the breach occurring again;
 - whether the employee has committed the breach more than once;
 - the risk the breach poses to employees, students or any others; and whether the breach would be serious enough to warrant formal disciplinary action.
- 5.4 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 and reporting of the matter (in the case of a teacher) to the Teacher Registration Board WA. The school reserves the right to determine in its entirety the response to any breach of this Code.

6. Principles

Principle 1 Employee expectations

As an employee, you should be aware of the school's policies and procedures, particularly those that apply to your work. Many of these are available online; others may be made available to you through induction and training and development programs.

If you are uncertain about the scope or content of a policy with which you must comply, or any legal obligations to which you are subject, you should seek clarification from your direct supervisor or line manager or the Principal.

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

As a school employee, you are expected to:

- (a) perform your duties to the best of your ability and be accountable for your performance;

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

How to Comply

- 1 Inform the Principal if you are charged with or convicted of a serious offence. You must also inform the Principal if you become the subject of a Violence Restraining Order.
- 2 If you become aware of a serious crime committed by another staff member, you are required to report it to the Principal, who may be required to inform the Police and/or the Department of Child Protection and/or the Teacher Registration Board WA.
- 3 Report any concerns that you may have about the safety, welfare and well-being of a child or young person.
4. Report any concerns you may have about the inappropriate actions of any other employee, contractor or volunteer that involves children or young people;
5. Report any concerns you may have about any other employee, contractor or volunteer engaging in 'reportable conduct' (See 6.23) or any allegation of 'reportable conduct' that has been made to you (see 3.4 below); and
 - a) 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
 - b) if you become the subject of allegations of 'reportable conduct' whether or not they relate to your employment in the school.

You should refer to the school's (Child Protection Policy) for further information about these obligations.
6. Staff should make themselves familiar with the procedure for handling allegations against staff and students. It is expected that staff who form a belief that the boundaries or code of conduct has been breached will inform the Principal (or Chair of the Board) and/or report their formed belief (in the instance of sexual abuse) in consideration of their Mandatory Reporting obligations. Specific guidelines and policy directions are clearly outlined in the school's Child Protection Policy (Pages 3-5).
7. Teachers, and some other employees, have mandatory reporting obligations under the Children and Community Services Act 2004 (WA) where they have reasonable grounds to suspect a child is at risk of sexual harm and have current concerns about the wellbeing of the

child. You should refer to the school's (Child Protection Policy) for further information about these obligations.

Principle 2 Good teaching practice

As a professional teacher it is expected you will provide quality teaching appropriate for your students, recognising the diversity of learners in your care and making every effort to help all students equally so they have every chance of succeeding.

Good teaching also means you will work closely with your colleagues and the carers of your students and respond appropriately and promptly (as per the school's Communication Policy) to any concerns they have.

How to Comply

1. You differentiate your lessons to cater for all learners and show no favoritism, bias or prejudice in your dealing with your students.
2. You maintain a safe classroom environment.
3. As a professional you will look for and take advantage of every learning opportunity that is appropriate to your role.
4. As part of your treating all students with respect you will have high expectations of all of your students.
5. It is expected you will regularly review school policies and make every effort to comply with them.
6. You maintain regular communication with your students' parents (as per the school's Communication Policy).
7. As a professional teacher who understands that things change and improvement is always possible you will work cooperatively with your colleagues and share ideas and experiences in a collegiate manner.

Principle 3 Respect for people

Staff should understand their responsibilities to safeguard and promote the welfare of students and other staff.

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

Employees who work with students have a special responsibility in presenting themselves as appropriate role models for those students. Modelling effective leadership and respect in your interactions with students can have a profoundly positive influence on a student's personal and social development.

It is respectfully acknowledged that staff who are also parents need to manage some of these considerations with more flexibility. In these instances, staff members are required to communicate with the Principal.

How to Comply

1. Model effective leadership and respect in your interactions with students.
2. Continually monitor and reflect on their own practice, so as to model appropriate behaviour and to follow the guidance in this code of conduct.
3. Do not use 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 (refer to Staff Handbook in relation to Social Media).
4. You must not discriminate against, or harass for any unlawful reason, or bully for any reason any employee, contractor, student or parent. Your obligations in this regard, including the list of unlawful reasons, are set out in the school's (Mutual Respect Policy). Unlawful harassment or discrimination may constitute an offence under the Equal Opportunity Act 1984 or federal industrial or discrimination legislation. Bullying may be a breach of your obligations under work health and safety legislation or your duty of care at common law.
5. You should ensure that you are aware of the school's Anti-Discrimination 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 Team Leader or Line Manager in the first instance to seek guidance on how to do this; and/or
 - (b) raise the issue as a grievance in accordance with the school's Mutual Respect and/or Discrimination, Harassment and Complaints Policies as soon as possible after the incident(s) have occurred.
6. Do not lie about or exaggerate a complaint.

Principle 4 Duty of care and OSH

As a school employee, you have a duty of care to students in your charge to take all reasonable steps to protect them from risks of harm that can be reasonably predicted and not within the range of "beneficial risk".

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 the school, and
- providing first aid (if competent to do so), or seeking assistance from a medically trained person to aid a student who is injured or becomes sick at school.

Duty of care

As an employee of the school, 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, preventative measures should be taken against risks from known hazards and from foreseeable risk situations. The standard of care that is required, such as the degree of supervision, needs to be commensurate with the students' maturity and ability.

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.

Occupational health and safety

You also have a responsibility under occupational safety and health 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 your own safety at risk and that of your co-workers, students or other persons that you may come into contact with at work.

Considerations of safety relates to both physical and psychological well-being of individuals.

You should ensure that you are aware of and comply with the School's Safety and Health policies.

How to Comply

1. Do not expose students or anyone else at your workplace to any risk or hazard (i.e. risks of harm that can be reasonably predicted and not within the range of "beneficial risk")..
2. Read the school's evacuation and lock down procedures.
3. Do not leave students unsupervised either within or outside of class. You should be punctual to class and allocated supervision.
4. 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. Do not be late to playground duty. Actively supervise your designated area, being vigilant and constantly moving around.
6. Look out for 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 [*Mutual Respect Policy*]
7. Attend to ill or injured students. Should additional assistance be required you should contact Administration or one of the current Emergency First-Aid staff members listed in multiple locations around the school.
8. Do not store or administer medication to students unless their use complies with the school's Student Health Policy.

Principle 5 Maintain professional relationships between employees and students

Teachers need to treat their students with courtesy and respect and provide an environment that encourages their students to do the same.

As a school employee, you are expected to always behave in ways that promote the safety, welfare and well-being of children and young people. You must actively seek to prevent harm to children and young people, and to support those who have been harmed.

While not all employees are required to manage and supervise students, it is important for all school employees to understand and observe the school's child protection policies.

The detection and prevention of grooming behaviour is a vital consequence of complying with this principle.

How to Comply

It is respectfully acknowledged that staff who are also parents need to manage some of these considerations with more flexibility. In these instances, staff members are required to communicate with the Principal.

Supervision of students

- 1 Do not be 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.
- 2 Do not drive a student in your car unless you have specific permission from your Team Leader / Line Manager and/or the Principal and written permission (email/text) from the parent to do so. In the event of an emergency you should exercise discretion but then report the matter immediately.
- 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.
- 4 When confiscating personal items, such as mobile phones or hats, ask students to hand them to you this should ONLY be done if there is a school policy that allows for the confiscation of student property (e.g. iPad Agreement). Only take items directly from students in circumstances where concern exists for the safety (including social/emotional) of the student or others and your own safety is not jeopardised by this action.

Physical contact with students

1. You must not impose any form of corporal or demeaning punishment on a student in the course of your professional duties.
2. 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 before making contact or asking for a volunteer if necessary to demonstrate a particular activity.

3. 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.
4. 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.
5. Assessing a student who is injured or ill may necessitate touching the student. Always advise the student of what you intend doing and, if they are conscious, seek their consent.
6. Sometimes in ensuring duty of care you may be required to restrain a student from harming him or herself or others using reasonable force. Any such strategy must be in keeping with the school's policies and practices (refer to Mutual Respect Policy in relation to restraint) or individual student management plans. You should report and document any such incidents.

Relationships with students

1. 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:
 - a) the law prohibiting sexual relations with a person under the age of consent (16 years); and
 - b) the law prohibiting sexual relations between a teacher and his or her student under the age of 18 years.
2. You must not develop a relationship with any student that is, or that can be interpreted as having a personal rather than a professional interest in a student. An overly familiar relationship with any student (including any adult student) that you are responsible for teaching, tutoring, advising, assessing, or for whom you provide pastoral or welfare support raises serious questions of conflict of interest, trust, confidence, dependency, and of equality of treatment. Such relationships may also have a negative impact on the teaching and learning environment for other students and colleagues, and may carry a serious reputational risk for the school.
3. If you consider that a student is being overly familiar, seeking to establish a personal relationship with you or has developed a 'crush' on you, you should report your concerns to your supervisor and/or the Principal as soon as possible so that a plan can be developed to manage the situation effectively and sensitively.
4. 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 malicious sarcasm, derogatory remarks, inappropriate familiarity or offensive comments.
5. 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. You must not:
 - a) invite students to your home;
 - b) visit students at their home; or
 - c) attend parties or socialise with students, unless you have the express permission of the Principal and the child's parents or care giver.

7. You must not engage in tutoring, baby-sitting or coaching (i.e. 1:1) students from the school without the express permission of the Principal
8. You must not invite students to join your personal electronic social networking site or accept students' invitations to join their social networking site
9. You must not give gifts to students (this does not include acknowledgements for achievement in more public settings, awards, books, gift vouchers, gift-for-service, etc.) without approval of the Principal as to why this may be appropriate. You should also carefully consider your position before accepting any gift from a student or a parent that could be misconstrued.
10. 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 Team Leader or Line Manager.
11. You should be aware of, and sensitive to, children with culturally diverse backgrounds and cultural practices that may influence the interpretation of your behaviour.

Child protection

You must be aware of and comply with the school's Child Protection Policy. The policy can be found in electronic form on EDUCA.

Principle 6 Appropriate use of electronic communication and social networking sites

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

How to Comply

1. You must comply with the school's (Information Technology, Computer, Mobile/Telephone and Equipment Codes of Use and Social Networking Policies). This includes:
 - a) exercising good judgment when using electronic mail, following the principles of ethical behaviour;
 - b) using appropriate and professional language in electronic mail messages;
 - c) being aware that if an issue addressed in an email becomes the subject of a legal dispute, then those emails would be discoverable: that is, the court and all parties to the dispute would be entitled to see them;
 - d) not sending messages that are harassing, discriminatory, defamatory, threatening, abusive or obscene;
 - e) not inviting students into your personal social networking site or accepting an invitation to theirs;

- f) not using social networking sites to email or contact students (unless authorised by the school – e.g. EDUCA, Schoology, etc.;
 - g) remembering transmission, storage, promotion or display of offensive, defamatory, or harassing material is strictly forbidden; and
 - h) reporting any situations where you become aware of the inappropriate use of electronic communication and social networking sites.
2. You must never use the school's networks to view, upload, download or circulate any of the following materials:
- a) sexually related or pornographic messages or material;
 - b) violent or hate-related messages or material;
 - c) racist or other offensive messages aimed at a particular group or individual;
 - d) malicious, libellous or slanderous messages or material; or
 - e) subversive or other messages or material related to illegal activities.

Principle 7 Use of alcohol drugs or tobacco

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

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.

How to Comply

General

1. You must not attend work under the influence of alcohol, illegal drugs or non-prescribed and/or restricted substances.
2. Do not consume alcohol, illegal drugs or non-prescribed and/or restricted substances while at work;
3. You must 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;
4. Take action to resolve any alcohol or other drug-related problems that you have; and
5. Consult with your supervisor or Principal if you are concerned about working with other employees who may be affected by drugs or alcohol.

Drugs

1. You must not 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 and/or the Teacher Registration Board WA;
2. You must not give students or other employees illegal drugs or restricted substances, or encourage or condone their use; and

3. You must not supply or administer prescription or non-prescription drugs to students unless authorised to do so.

Alcohol

1. You must not take alcohol to school or consume it during school hours or at any school function at any time school students are present, including those events conducted outside school premises unless expressly permitted to do so by the Principal (In the instance of Staff Functions, the Principal will determine whether an event is “alcohol free” or not; staff who have children enrolled at the school will be required to make alternative arrangements for the supervision of their children during events where alcohol is permitted). A school function is any occasion organised by the school and/or in the school’s name, including dances, farewells, excursions, sporting fixtures and fund raising events. Refer to the school’s Alcohol on School Premises Policy.
2. You must not purchase alcohol for, or give alcohol to, any school student (or to any other person under the age of 18 years); and
3. encourage or condone the use of alcohol by students of any age during educational activities.

Tobacco

1. 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.
2. You must not smoke whilst at any school function even if it is not on school campus. This includes, amongst all other activities, camps, tours and excursions.
3. You must not purchase tobacco or tobacco products for any school student, or give them tobacco or tobacco products.

Principle 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 the school.

A conflict of interest 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.

Conflict of interest also 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.

How to Comply

- 1 As a school employee, you must not act in conflict with the school's best interests.
- 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.
- 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.

Principle 9. Declaring gifts, benefits or 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 judgement when deciding whether to accept a gift or benefit.

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.

How to Comply

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.
2. 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 of a nominal value (\$50) must not become personal property. You should either politely refuse it or advise the contributor that you will accept it on behalf of the school. There are circumstances where a “class gift” is both considerate and appropriate.
3. When a gift is accepted, you must advise the Principal. She/he will determine how it should be treated. 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.
4. 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 Team Leader, Line Manager or the Principal who will determine how the prize should be treated and recorded. There are instances where significant prizes are awarded with a specific portion to be awarded to the nominee – where this is stated, it is clearly appropriate for the recipient to accept the prize personally.

Principle 10 Communication and protecting confidential information

You should be mindful of confidentiality when in discussions with parents. You cannot always give a guarantee of confidentiality especially if the matter under discussion requires mandatory reporting.

School employees should be aware that there are strong legal requirements around the collection, release and privacy of information.

Before asking for information or disclosing information staff need to assure themselves that they are acting in a legal manner. If unsure you should discuss the matter with your Team Leader, line manager or the Principal.

How to Comply

Communication

1. You should not disclose personal information about another staff member to students or parents or discuss their work performance, except if authorised by the Principal in the context of grievance resolution.
2. 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.
3. The media should not be given access to students or allowed entry to the school without the express permission of the Principal. You should not make any comments to the media about the school, students or parents without the express permission of the Principal.

Confidential information

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

Privacy

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

Principle 11. Record keeping

All employees have a responsibility:

- a) to create and securely maintain full, accurate and honest records of their activities, decisions and other business transactions, and
- b) to capture or store records in the school's record systems.

How to Comply

1. You must not destroy or remove records without appropriate authority.
2. Team Leaders / Line Managers have a responsibility to ensure that the employees reporting to them comply with their records management obligations.
3. Employees responsible for assessing and recording marks for students' work must do so accurately, fairly and in a manner that is consistent with relevant policy and the requirements of the school.

4. Employees must maintain the confidentiality of all official information and documents which are not publicly available or which have not been published.

Principle 12. Copyright and intellectual property

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.

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. (Refer to the school's Intellectual Property Policy on EDUCA)

How to Comply

1. Advice relating to sharing or licensing the school's intellectual property should be sought from the Principal.
2. Do not give away or assign the school's intellectual property without the approval of the Principal.
3. You should not use the school's intellectual property (including copyright) for private purposes without obtaining written permission from the Principal.

Acknowledgement

By signing this Acknowledgement you are agreeing to abide by this Code of Conduct to the best of your ability and acknowledge that you understand that breaches of this Code of Conduct will be taken seriously and could result in termination of your employment.

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

Employee Signature

Dated

Principal Signature

Dated

The original will be kept on file and a signed copy passed on to the employee