

# JABIRU

## COMMUNITY COLLEGE

# Staff Code of Conduct

|                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                   |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| Purpose:       | <p>The aim of the Code of Conduct is to outline the standards of behaviour expected of all staff of Jabiru Community College.</p> <p>This Code sets out general expectations of the standards of behaviour required and does not attempt to provide a detailed and exhaustive list of what to do in every aspect of the work.</p> <p>The Code places an obligation on all staff members 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.</p>                                                                                                                                              |                                   |
| Scope:         | <p>Directors and staff, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements at JCC. All of the above are collectively referred to as “staff, or staff members” throughout this document.</p>                                                                                                                                                                                                                                                                                                                                                                                                         |                                   |
| Status:        | Approved                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Supersedes: Previous version      |
| Authorised by: | CLL Board                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Date of Authorisation: 4 Dec 2024 |
| References:    | <ul style="list-style-type: none"> <li>• <a href="#">Workplace health and safety Legislation</a></li> <li>• <a href="#">Child Protection Policy</a></li> <li>• <a href="#">Child Risk Management Strategy</a></li> <li>• <a href="#">Whistleblowers Policy</a></li> <li>• <a href="#">Disability Discrimination Policy</a></li> <li>• <a href="#">Fair Work Act (2009)</a></li> <li>• <a href="#">QLD College of Teachers Code of Ethics</a></li> <li>• <a href="#">QLD College of Teachers Professional Boundaries Guidelines</a></li> <li>• <a href="#">Qld College of Teachers Professional Standards</a></li> <li>• <a href="#">Human Rights Act 2019</a></li> <li>• Privacy Policy (Located in Employment Hero)</li> </ul> |                                   |
| Review Date:   | 2 years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Next Review: Dec 2026             |
| Policy Owner:  | CLL Board                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                   |

## Policy

Jabiru Community College is committed to:

- promoting and protecting the human rights of staff and clients
- high standards of ethical and legal conduct
- proper management of resources
- high standards of professional behaviour
- a safe and healthy workplace
- prioritising the safety of students of Jabiru Community College.

All of those covered by the scope of this policy (hereafter, “staff”, or “staff members”) must:

- read, understand and sign this Code of Conduct upon commencement with JCC.
- comply with this Code of Conduct throughout their engagement with JCC.
- always act in the best interests of children and young people.

The Code of Conduct is to be proactively discussed in team and leadership meetings on a regular basis.

Breaches of the Code of Conduct will be taken seriously, and appropriate action taken. Depending on the nature of the Breach, appropriate action can include disciplinary action including termination, performance management, and referral to the Police, regulators, other authorities or professional associations.

## Implementation

This Code of Conduct is to be made available to the College’s staff prior to the start of their work with the college and is to be revisited during the course of their employment or involvement with the College.

All staff members have responsibilities to implement the Code of Conduct, as outlined below.

### Responsibilities

#### Board of Directors

The Community Learning Ltd Board (JCC’s Governing Body) is responsible for ensuring the Code of Conduct meets all legal, regulatory and contractual requirements, and the expectations of JCC.

#### Co-Principals

The college Co-Principals are required to:

- ensure that all new staff members sign the Code of Conduct and are given opportunities to read it, discuss it with the staff member conducting their induction and to ask questions about it.
- work with the Head of Organisational Development and Head of Curriculum to ensure that all training and professional development activities are consistent with and help to build a culture of commitment to the code of conduct.
- provide a mechanism for all staff members to renew their commitment to the Code of Conduct annually (via signature or other process, e.g. digital form).

- ensure that all staff are provided with an opportunity, at least once per semester to deepen their understanding of the Code of Conduct and how it applies to their work.

**Supervisors**

All staff who are responsible for supervising another staff member are required to:

- Meet at least once per term with their supervisees and use the line management procedure to ensure there are opportunities to discuss the Code of Conduct and how it informs practice at the college.

**All Staff**

All staff members are required to:

- to read, understand and comply with the Code of Conduct and sign the Code of Conduct as soon as possible during the onboarding process.
- participate and engage in opportunities made available to them to review the Code of Conduct and how it applies to their practice.
- renew their indication of their understanding of, and commitment to the Code of Conduct, annually (via signature or other process established).

Additionally, staff members who engage or manage external consultants, contractors or volunteers must:

- ensure the consultant, contractor or volunteer is made aware of, and agrees to abide by the College's Code of Conduct during the period of their engagement.
- provides a record of the agreement to the Administration Team for filing.

**Contractors, Consultants and Volunteers**

As specified in the scope, this code also applies to contractors, consultants and volunteers and as such people in these roles hold the same responsibilities as "All Staff", specified above.

**Breaches of the Code of Conduct - Record Keeping and Analysis**

Breaches of the Code of Conduct will be dealt with as outlined in section 2 below.

Additionally,

- Reports will be documented and held in a secure, confidential file so that repeated breaches by an individual can be identified.
- Reports of breaches will be analysed by management so that patterns of behaviour can be identified and acted upon. The CLL Board must be advised of higher level breaches of the Code of Conduct.

## The Code of Conduct

### General

This Code is not intended to be contractual in nature and does not impose any contractual obligations on the College. The College reserves the right at its sole discretion to vary or cancel this Code at any time.

Nothing in this Code should be taken to limit the circumstances in respect of which the College may take disciplinary action in respect of a staff member.

### 1. Expectations of Staff

As a staff member, you should be aware of the College's policies and procedures, particularly those that apply to your work. All of these are available online.

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

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

As a College staff member, you are expected to:

- a) perform your duties to the best of your ability and be accountable for your performance
- b) comply with the College's policies and procedures
- c) follow reasonable instructions given by your supervisor or their delegate
- d) comply with lawful directions
- e) carry out your duties in an ethical, professional, competent and conscientious manner
- f) seek suitable opportunities to improve your knowledge and skills, including through participation in relevant professional development
- g) act honestly and in good faith in fulfilling your duties
- h) be courteous and responsive in dealing with your colleagues, students, parents and members of the public
- i) work collaboratively with your colleagues
- j) ensure that your conduct, whether during or outside working hours, is consistent with the ethos of the College and does not damage the reputation of the College.
- k) be accountable for your actions and decisions.

### 2. Breaches of Code of Conduct

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

2.01 The consequences of inappropriate behaviour and breaches of this Code will depend on the nature of the breach.

2.02 All staff must report possible breaches of the Staff Code of Conduct to the Co-Principals. If the possible breach is by a Co-Principal, you must report it to the other Co-Principal or the Chair of the College Board.

2.03 Factors the College may consider when deciding what action to take may include:

- a. the seriousness of the breach;
- b. the likelihood of the breach occurring again;
- c. whether the staff member has committed the breach more than once;

- d. the risk the breach poses to other staff members, students or any others; and
  - e. whether the breach would be serious enough to warrant formal disciplinary action.
- 2.04 Actions that may be taken by the College in respect of a breach of the Code include management or remedial action, training or disciplinary action ranging from a warning to termination. The College will reserve the right to determine in its entirety the response to any breach of this Code.
- 2.05 Repeated breaches will be dealt with seriously as they may indicate a pattern of behaviour that is suggestive of grooming, abuse, neglect, exploitation, bullying, discrimination or other unacceptable behaviour.
- 2.06 If a staff member is under investigation, either internally or by the police, there will be an automatic suspension from JCC work duties until such a time as the investigation is complete and the person is cleared to return to work.
- 2.07 If there is 'reasonable suspicion' meaning there is fair and practical reasons to believe an incident involving sexual abuse has occurred based on either verbal communication, hearsay, rumour or observance of behaviour by a staff member, there will be an automatic suspension from JCC work duties until such a time as the investigation, either internally or by police is complete and the person is cleared to return to work.
- 2.08 If a staff member is found guilty of committing sexual abuse either by internal investigation or by a court, there will be an automatic termination of their employment or involvement within JCC
- 2.09 If a staff member is dismissed for a breach of the Code of Conduct, they must not be given a written reference from JCC which recommends them for employment with children or young people.

### 3. Required reporting

Employees are required to report certain information to the College.

- 3.01 All staff members are required to inform the Co-Principals if they are charged with or convicted of a serious offence (those punishable by 12 months or more in jail). You must also inform the Co-Principals if you become the subject of an Apprehended Violence Order.
- 3.02 If, through your work with the College, you become aware of a serious crime committed by another member of the college community (staff, students, parents/carers), you are required to report it to the Co-Principals, who may be required to inform the police.
- 3.03 As a College staff member, you must report to the Co-Principals:
  - a. any concerns that you may have about the safety, welfare and wellbeing of a child or young person;
  - b. any concerns you may have about the inappropriate actions of any other staff member, that involves children or young people;
  - c. any concerns you may have about any other staff member engaging in 'reportable conduct' or any allegation of 'reportable conduct' that has been made to you; and
    - i. if you become aware that a staff member 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
    - ii. If you become the subject of allegations of 'reportable conduct' whether or not they relate to your work with the College.

*Refer to the College's Child Protection Policy and Child Risk management Strategy for further information about these obligations. They are located in Employment Hero.*

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

#### 4. Respect for people

The College expects staff members to treat each other with respect and courtesy.

Our daily interaction with others reflects on the College's reputation. Therefore, all staff members are expected to be approachable, courteous and prompt in dealing with other people, including students, parents, other staff members, external agencies and members of the community.

- 4.01 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.
- 4.02 Similarly, it is important for you to treat your colleagues, external agency workers, students and parents with respect. Rude or insulting behaviour, including verbal and non-verbal aggression, abusive, threatening, intimidating or derogatory language and physical abuse or intimidation towards others (including but not limited to staff members, community members, external agency workers, students and parents) is unacceptable. You must not use information and communication technologies, such as email, mobile phones, text or instant messaging, blogs, social media sites and other websites to engage in this type of behaviour.
- 4.03 You must not discriminate against, or harass for any unlawful reason, or bully for any reason any staff member, student or parent. Your obligations in this regard, including the list of unlawful reasons, are set out in the College's Anti-Discrimination Policy. Unlawful harassment or discrimination may constitute an offence under state or federal discrimination legislation. Bullying may be a breach of your obligations under work health and safety legislation or your duty of care at common law.
- 4.04 You should ensure that you are aware of the College'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 Co-Principal in the first instance to seek guidance on how to do this; and/or
  - b. raise the issue as a complaint in accordance with the College's Complaints Policy as soon as possible after the incident(s) have occurred.
- 4.05 The College takes reports of unlawful discrimination and harassment or bullying seriously and will consider action it considers appropriate if such conduct is found to have occurred including disciplining, or dismissing offenders. Many incidents can be addressed effectively if reported early.
- 4.06 If you lie about or exaggerate a complaint, the College will view this as a very serious matter, and you may be disciplined or dismissed.

## 5. Duty of care and work health and safety

As a College staff member, you have a duty of care to students in your charge to take all reasonable steps to protect students from risks of harm that can be reasonably predicted.

The duty encompasses a wide range of matters, including (but not limited to):

- the provision of adequate supervision;
- ensuring grounds, premises and equipment are safe for students' use;
- implementing strategies to prevent bullying from occurring in College, and;
- providing medical assistance (if competent to do so), or seeking assistance from a medically trained person to aid a student who is injured or becomes sick at College.

### Duty of care

5.01 As a College staff member, 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.

5.02 Duty of care to students applies during all activities and functions conducted or arranged by the College. The risks associated with any activity need to be assessed and managed before the activity is undertaken.

### Work health and safety

5.03 You also have a responsibility under work health and safety legislation to take care of your own health and safety at work.

5.04 It is also your responsibility to ensure that your activities do not place at risk the health and safety of your co-workers, students or other persons that you may come into contact with at work.

5.05 Considerations of safety relate to both physical and psychological wellbeing of individuals.

5.06 You should ensure that you are aware of the College's Work Health & Safety Policy.

### Supervision of students

5.07 You should take all reasonable steps to ensure that no student is exposed to any unnecessary risk of injury.

5.08 You should be familiar with and comply with the College's Emergency Management Plan.

5.09 Students should not be left unsupervised. You should be punctual to learning sessions, individual support, meetings and allocated supervision spaces.

5.10 You should remain with students during after College hours 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 a Co-Principal.

5.11 General 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 your designated area, being vigilant and constantly moving around.

5.12 You should be alert to bullying or any other form of discriminatory behaviour, and report incidents to the appropriate staff member.

5.13 Ill or injured students should be attended to by the supervising staff member. Should additional assistance be required you should contact the Community Business Coordinator.

- 5.14 You should ensure that you understand and comply with the College's policy in regard to the storage and administration of prescribed medication to students ).

## 6. Professional relationships between staff members and students

As a College staff member, 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 staff members are required to manage and supervise students, it is important for all College staff members to understand and observe the College's Child Protection Policies.

### Supervision of students

- 6.01 You should avoid situations where you are alone in an enclosed space with a student. Where you are left with the responsibility of a single student you should ensure that this is in an open space in view of others. Where this is not possible or practical it should be discussed with your Co-Principals. Work should be public in nature rather than private.
- 6.02 You should never drive a student in your car unless you have specific permission from your supervisor and/or a Co-Principal to do so. In the event of an emergency you should exercise discretion but then report the matter to your supervisor.
- 6.03 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 in rooms. You should not locate yourself between the student and the door.
- 6.04 When confiscating personal items, only take items directly from students in circumstances where concern exists for the safety of the student or others and your own safety is not jeopardised by this action. Always ask the student to give you the item, rather than taking it from them.

### Physical contact with students

- 6.05 You must not impose physical punishment on a student in the course of your professional duties.
- 6.06 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.
- 6.07 For students with a disability the management of toileting needs should be included in the student's individual management plan.
- 6.08 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. **You must always ask for consent from the person before initiating any physical contact of this sort.** Kissing of students is not acceptable.
- 6.09 Assessing a student who is injured or ill may necessitate touching the student. Always advise the student of what you intend to do and seek their consent. If the first aid requires a staff member to touch a student above the knees or on their torso, *and it is not urgently necessary*

*to prevent serious injury or death*, the first aider must ask for a second staff member to be present.

- 6.10 Sometimes in ensuring duty of care you may be required to restrain a student from harming themselves or others using reasonable force. Any such strategy must be in keeping with the College's behaviour management practices or individual student management plans. You should report and document any such incidents. Such an action would be in an emergency and as a last resort.

### **Relationships with students**

All staff at JCC are responsible for establishing and maintaining appropriate professional boundaries with students. To support you to do this, please access the Queensland College of Teachers' resources regarding professional boundaries on the [QCT Website](#)<sup>1</sup>. While these guidelines refer to 'teachers', they are applicable to ALL staff within JCC.

Maintaining and modelling professional boundaries helps to strengthen our students. It models for them how adults who carry formal or informal power should carry the power they hold - i.e. with great care. It makes it easier for them to recognise coercive or manipulative behaviour from other adults who might try to abuse the power they hold and build personal or 'friendship' type relationships with young people in order to exploit them in some way.

When we forget to maintain these professional boundaries it can make it harder for students to recognise manipulative behaviours in other adults and might put them at risk.

- 6.11 You must not have a romantic or sexual relationship with a student. It is irrelevant whether the relationship is 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 their student under the age of 18 years.
- 6.12 You must not have a romantic or sexual relationship with any former student who is under the age of 18 AND for at least two years following the student finishing at the school.
- 6.13 Staff must disclose any personal or familial relationships with students:
- a. currently enrolled at the college; and
  - b. that develop within two years of the student leaving the college;
- 6.14 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 equality of

---

<sup>1</sup> <https://www.qct.edu.au/standards-and-conduct/professional-boundaries>

- 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 College.
- 6.15 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 Co-Principal as soon as possible so that a plan can be developed to manage the situation effectively and sensitively.
- 6.16 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 derogatory remarks, inappropriate familiarity or offensive comments. Staff are expected to be cautious and sensitive when using sarcasm to ensure they do not use it in ways that belittle or humiliate.
- 6.17 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.
- 6.18 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 Co-Principals and the young person's parents or caregiver.
- 6.19 You must not engage in after hours or off-site work (including support, tutoring or coaching) with students from the College without the express permission of the Co-Principals.
- 6.20 You must not invite students to join your personal electronic social networking site or accept students' invitations to join their social networking site (see Section 7 - Appropriate use of electronic communication and social networking sites).
- 6.21 You must not give gifts to students. You should also carefully consider your position before accepting any gift from a student (see Section 10 - Declaring gifts, benefits and bribes)
- 6.22 Wherever practical, you should avoid teaching or being involved in educational decisions involving family members or close friends. Where it is not practical to avoid such situations completely, another member of staff should make any significant decisions relating to the student's assessments and have those endorsed by a supervisor.
- 6.23 You should be aware of, and sensitive to, how people may interpret your behaviours.

### Child protection

- 6.24 You must be aware of and comply with the College's [Child Protection Policies](#).

- 6.25 As set out in Section 3 you must report any concerns you may have about any other staff member engaging in 'reportable conduct' or any allegation of 'reportable conduct' that has been made to you to the Co-Principals. This includes self-disclosure if the allegation involves you.
- 6.26 Broadly, 'reportable conduct' includes:
- a. any sexual offence, or sexual misconduct, committed against, with, or in the presence of, a child (including a child pornography offence); or
  - b. any assault, ill-treatment or neglect of a child; or
  - c. any behaviour that causes psychological harm to a child, whether or not the child consents.
- 6.27 Reportable conduct does not extend to:
- a. conduct that is reasonable for the purposes of the management or care of children, having regard to the age, maturity, health or other characteristics of the children and to any relevant codes of conduct or professional standards, or
  - b. the use of physical force that, in all the circumstances, is trivial or negligible, but only if the matter is to be investigated and the result of the investigation recorded under workplace employment procedures.

For further information about 'reportable conduct' see the College's Child Protection Policy and Child Risk Management Strategy.

- 6.28 The requirements outlined in Section 6 in relation Supervision, Physical Contact and Relationships with Students set professional boundaries in relation to your behaviour. They make clear what behaviour is unacceptable and could amount to reportable conduct.

## **7. Appropriate use of electronic devices, communication and social networking sites**

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

- 7.01 You must:
- a. exercise good judgment when using electronic communication, following the principles of ethical behaviour;
  - b. use appropriate and professional language in electronic communication;
  - c. being aware that if an issue addressed through electronic communication becomes the subject of a legal dispute, then those communications would be discoverable: that is, the court and all parties to the dispute would be entitled to see them;
  - d. not send messages that are harassing, discriminatory, defamatory, threatening, abusive or obscene;
  - e. not invite students into your personal social networking site or accept an invitation to theirs;
  - f. not use personal social networking sites or personal email addresses to email or contact students;
  - g. remember transmission, storage, promotion or display of offensive, defamatory, or harassing material is strictly forbidden; and

- h. report any situations where you become aware of the inappropriate use of electronic communication and social networking sites.

7.02 You must never use the College's networks to view, upload, download or circulate any of the following materials:

- a. sexually related or pornographic messages or material;
- b. violent or hate-related messages or material;
- c. racist or other offensive messages aimed at a particular group or individual;
- d. malicious, libellous or slanderous messages or material; or
- e. subversive or other messages or material related to illegal activities.

7.03. You must not use your personal devices (ie. phone, camera, computer) to take or store images of students.

## **8. Use of alcohol, drugs and tobacco**

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

8.01 You are responsible for ensuring your capacity to perform your duties is not impaired by the use of alcohol or drugs and that the use of such substances does not put at risk you or any other person's health and safety.

8.02 As a College staff member, you must:

- a. **not** attend work under the influence of alcohol, illegal drugs or non-prescribed and/or restricted substances;
- b. **not** consume alcohol, illegal drugs or non-prescribed and/or restricted substances while at work;
- c. notify your supervisor if you are aware that your work performance or conduct could be adversely affected as a result of the effect of a prescribed drug;
- d. take action to resolve any alcohol or other drug-related problems that you have; and
- e. consult with your supervisor or Co-Principals if you are concerned about working with other staff members who may be affected by drugs or alcohol.

### **Drugs**

8.03 As a College staff member, you must not:

- a. have illegal drugs in your possession while at work. Any illegal drugs found on College property or in the possession of any person on College property may result in disciplinary action including the termination of your employment and referral to the Police;
- b. give students or other staff members illegal drugs or restricted substances, or encourage or condone their use; and
- c. supply or administer prescription or non-prescription drugs to students unless authorised to do so.

### **Alcohol**

8.04 You must not take alcohol to College or consume it during College hours or at any College function where College students are present, including those events conducted outside College premises unless expressly permitted to do so by the Co-Principals. A College function is any occasion organised by the College and/or in the College's name, including dances, farewells, excursions, sporting fixtures and fundraising events.

**8.05 You must not:**

- a. purchase alcohol for, or give alcohol to, any College student (or to any other person under the age of 18 years); and
- b. encourage or condone the use of alcohol by students of any age during educational activities.

**Tobacco**

8.06 You must not smoke or permit smoking in any College buildings, enclosed area or on College grounds. This includes all buildings, gardens, sports fields, cars and car parks.

8.07 You must not purchase tobacco or tobacco products for any College student, or give them tobacco or tobacco products.

**9. Identifying and managing conflicts of interest**

Private interests can, or have the potential to, influence a person's capacity to perform their duties and in turn compromise their integrity and that of the College.

9.01 As a College staff member, you must not act in conflict with the College's best interests. A conflict of interests can involve:

- a. pecuniary interests i.e. financial gain or loss or other material benefits;
- b. non-pecuniary interests i.e. favours, personal relationships and associations.
- c. It may not only be about your own interests. It may include:
  - i. the interests of members of your immediate family or relatives (where these interests are known);
  - ii. the interests of your own business partners or associates, or those of your workplace; or
  - iii. the interests of your friends.

9.02 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 Co-Principals.

9.03 You should also report situations where a superior or colleague who has an identified conflict is, or may be perceived as, unduly influencing your decision.

**10. Declaring gifts, benefits and bribes**

As a staff member, you may be offered a gift or benefit as an act of gratitude. There are some circumstances when refusing a gift would be perceived as rude, insulting or hurtful.

You are expected to exercise sound judgment when deciding whether to accept a gift or benefit.

10.01 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 a Co-Principal.

10.02 Accepting gifts and other benefits has the potential to compromise your position by creating a sense of obligation and undermining your impartiality. It may also affect the reputation of the College and its staff. You must not create the impression that any person or organisation is influencing the College or the decisions or actions of any of its staff members.

10.03 If you are offered a gift or benefit, you should always consider the value and purpose of a gift or benefit before making any decision about accepting it. A gift that is more than nominal

value (e.g. \$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 College.

10.04 When such a gift is accepted, you must advise your Co-Principal. They will determine how it should be treated and make a record of its receipt. Depending on the nature and value of the gift, it may be appropriate to record the gift in the asset register as a donation or other such record established for that purpose.

10.05 Sometimes staff members 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 College. If you win a prize you must advise your supervisor or the Co-Principal who will determine how the prize should be treated and recorded.

## **11. Communication and protecting confidential information**

### **Communication**

11.01 You must communicate in a professional and non-violent manner with everyone you come in contact with through your work with the College.

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

11.03 You should not disclose personal information about another staff member to students or parents or discuss their work performance, except if authorised by the Co-Principals in the context of a conflict resolution process.

11.04 All matters discussed in staff meetings and staff memos are to be treated confidentially and not discussed with students, members of the College community, or the public.

11.05 The media should not be given access to students or allowed entry to the College without the express permission of the Co-Principals. You should not make any comments to the media about the College, students or parents without the express permission of the Co-Principals.

### **Confidential information**

11.06 As a College staff member, you must only use confidential information for the work-related purpose it was intended.

11.07 Unless authorised to do so by legislation, you must not disclose or use any confidential information without the express permission of the Co-Principals.

11.08 You must make sure that confidential information, in any form, cannot be accessed by unauthorised people.

### **Privacy**

11.09 Sensitive and personal information should only be provided to people, either within or outside the College, who are authorised to have access to it.

11.10 You should always exercise caution and sound judgment in discussing the personal information of students, parents, staff and other people with other College staff members. Normally information should be limited to those who need to know in order to conduct their duties, or to those who can assist in carrying out the College's work because of their expertise.

## **12. Record keeping**

12.01 All staff members have a responsibility:

- a. to create and maintain full, accurate and honest records of their activities, decisions and other business transactions, and

- b. to capture or store records in the College's record systems.
- c. You must not destroy or remove records without appropriate authority.

12.02 Supervisors have a responsibility to ensure that the staff members reporting to them comply with their record management obligations.

12.03 Employees responsible for assessing and recording marks for students' work must do so accurately, fairly and in a manner that is consistent with relevant policy and the requirements of the College.

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

### **13. Copyright and intellectual property**

13.01 When creating material, you need to ensure the intellectual property rights of others are not infringed and information is recorded about any third party copyright/other rights included in materials.

13.02 Advice relating to sharing or licensing the College's intellectual property should be sought from the Co-Principals.

13.03 The College cannot give away or assign its intellectual property without the approval of the Co-Principals.

13.04 If you develop material that relates to your work with the College, the copyright in that material will belong to the College, unless agreed to in writing by the College. This may apply even if the material was developed in your own time or at home.

13.05 You should not use the College's intellectual property (including copyright) for private purposes without obtaining written permission from the Co-Principals.

### **14. Acknowledgement**

14.01 All staff must indicate their understanding of, and commitment to this Code of Conduct via signature or other process established as soon as practicable after commencing their engagement with the College. All staff must renew this indication of their understanding of, and commitment to The Code, annually (via signature or other process established)..