

STAFF CODE OF CONDUCT

1. INTRODUCTION

Our College will only succeed in achieving our objectives where we have the respect of our stakeholders, (including our students, parents and colleagues) and the communities in which we operate. Our reputation is dependent on a culture where every one of us acts with the highest level of integrity and honesty, and takes responsibility for their actions. Our College Board is committed to ensuring our College operates with the highest level of integrity and expects all staff to do likewise.

The Staff Code of Conduct outlines our key values and our expectations of staff at the College. We expect every person within the College to uphold the key values and expectations of this Code when acting on behalf of, or representing the College. The Code also sets out the ethical behaviour expected at the College. It will assist every staff member in solving ethical dilemmas they may face at the College.

Commitment to an ethical culture within our College involves us capturing opportunities to increase the awareness of our Code of Conduct and making it part of our daily decision making and actions. It is up to all of us to ensure the Code of Conduct becomes part of the operational fabric of our College.

Yours Sincerely,

Tracy Holmes and Rob Gratton
Principals
Mandurah Baptist College

2. APPLICABILITY OF THE CODE

The Code of Conduct applies to all employees of the College, whether employed on a permanent, temporary or casual basis.

By accepting employment with the College, you must be aware of and comply with this Code.

Employees need to be aware that inappropriate or improper conduct outside of the work environment or outside of normal working hours may still be regarded as misconduct and may bring their professionalism into question. Employees have a responsibility to conduct themselves in a manner that will not negatively impact upon their ability to perform their work, or undermine community confidence in the College.

3. IMPLEMENTATION

All College management are responsible for promoting compliance with this Code of Conduct and monitoring its applicability and effectiveness. The Principal and the Board review the effectiveness of the Code of Conduct on an annual basis.

4. AWARENESS AND TRAINING

This Code of Conduct is available on the College's intranet site. It is also available to the College community through the College's public website. All employees are required to read, understand and agree to this Code of Conduct.

Ethical awareness will be maintained by regular training sessions, and where necessary, workshops in which relevant issues will be discussed.

5. REQUIRED REPORTING

The College is committed to supporting employees who report concerns about the conduct of their colleagues.

All employees are required to inform the Principal if they are charged with or convicted of an offence. You must also inform the Principal if you become the subject of an Apprehended Violence Order.

As an employee, you must report child protection concerns to your Line Manager or the Principal. The Principal will determine whether a report to the Department of Child Protection and Family Support is required. For guidance on reporting, refer to the College's Child Protection Policy.

You must also report your concerns about the inappropriate actions of any other employee that involves students to your Line Manager or the Principal.

6. BREACH OF CODE OF CONDUCT

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

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

Employees should report possible breaches by colleagues to their Line Manager or the Principal. If the possible breach is by their Line Manager, then it should be reported to the Principal.

If you are aware that such a report has been made, it is essential that you do not take action against the complainant in reprisal for reporting it. This will be treated as serious misconduct and would be dealt with as a disciplinary matter, which could lead to dismissal.

Each case will be determined on the facts and circumstances when deciding on the appropriate action to take. Factors to consider when deciding what action to take include:

- i.** the seriousness of the breach
- ii.** the likelihood of the breach occurring again
- iii.** whether the employee has committed the breach more than once
- iv.** the risk the breach poses to employees, students or any others, and
- v.** whether the breach would be serious enough to warrant formal disciplinary action.

Actions that will apply to breaches of the Code can include management or remedial action, training or disciplinary action ranging from a warning to termination of employment.

The outcome of criminal proceedings against employees may be considered as possible breaches of the Code of Conduct, and action, including disciplinary action, may be taken.

Procedural fairness requires a decision-maker to:

- *inform you of the allegations made against you*
- *give you an opportunity to respond, and*
- *not have a personal interest in the outcome.*

7. OUR VALUES

The College is committed to the following core values, underpinning our mission, vision and ethos:

- **Honesty**
- **Respect**
- **Responsibility**
- **Perseverance**
- **Compassion**
- **Justice**
- **Self-Discipline**
- **Integrity**
- **Tolerance**

It is important that your conduct and behaviour upholds and demonstrates our values and the ethical principles in this Code.

You do this by:

- Sharing your Faith
- Being interested in students as people and willing to give individual help in your subject or in any way that you can
- Professional and positive attitude creating an atmosphere of friendliness, co-operation and respect for other people
- Continuing personal and professional development
- Effective and excellent teaching
- Consistency in standards and behaviour with a balance between informality and formality
- Attendance at school functions; sporting, academic and social
- Conducting yourself, both personally and professionally in a manner that upholds the ethos and reputation of the College
- Complying with the College's policies and procedures
- Acting ethically and responsibly, and
- Being accountable for your actions and decisions.

There is no right way to do the wrong thing. Conducting ourselves in an ethical manner and in accordance with our key values is vital to our success. Applying this Code of Conduct ensures our College maintains a high ethical and academic standard in our operations and teaching which reinforces one of our key assets, our reputation.

8. STATEMENT OF ETHICAL STANDARDS

8.1 Our Working Environment

The College is committed to providing a safe and satisfying working environment in which everyone is treated fairly, and with respect, and where employment decisions are based on merit. The College has established various workplace standards so that it can meet these commitments.

The College's key commitments to our staff are to:

- Provide clear and fair terms of employment
- Provide clean, healthy and safe working conditions
- Remunerate fairly
- Abide by our Equal Opportunity Policy which aims to ensure equality and diversity for all present and potential staff and not to discriminate on the grounds of disability, colour, ethnic origin, gender, sexual orientation, age, religion, political or other opinions.
- Encourage staff to develop skills and progress in their careers
- Abide by our zero tolerance of any sexual, physical or mental harassment or any other bullying of our employees.

The College expects all staff to:

- Act with care and diligence in fulfilling the requirements of their job
- Act in a professional and respectful manner
- Act in accordance with our values
- Not engage in any behaviour which involves harassing, bullying or discriminating against another person
- Provide a role model for students
- Promote the safety, welfare and well-being of students, their families and other employees
- Deliver high quality teaching to students
- Take responsibility for and support decisions
- Maintain strict observance of College policies and procedures including the reporting of improper or unethical behaviours (including any breach of this Code)
- Declare conflicts of interest and not let business dealings on behalf of the College be influenced, or appear to be influenced, by personal or family interests
- Respect school ownership of all College equipment, supplies, books, records and proprietary information, including manuals and any other material
- Not accept outside employment unless approved by the College
- Not use information or authority derived from employment with the College for personal gain
- Comply with any law or regulation and report to management any possible violation of any law or regulations
- Work with staff cooperatively to achieve a consultative and collaborative workplace to achieve our shared goals.

Promotion of the College

Staff are expected to:

- Actively and openly support the school's mission, purpose and values at all times when representing the School; to support the traditions and culture of the College; and to attend the formal and informal events of the College
- Promote the School in a positive manner when dealing with students, parents, and members of the wider community. Our dealings with the public and members of our community are probably the most significant way in which we market the College. There are times when decisions are made that may not suit every person. It is appropriate to discuss these with colleagues, and appropriate members of the leadership team, but not in public earshot of parents, students or even other staff who may or may not be involved
- Model honesty, integrity, care and courtesy in all relationships within the College
- Ensure that your actions outside the College, including the content of your own websites and other digital spaces, do not reflect on you in a way which brings the College into disrepute
- Maintain modest, suitable standards with regards to their dress, use of make-up, jewellery, hair and so forth. Modelling of staff is critical, so the standard of dress of staff should be as high as that expected of students. We represent the profession and model standards for students through our attire.

Use of digital technology

Staff are expected to:

- Model appropriate use of telephones. Like dress standards, you set the standard that you would expect from your students. It is completely inappropriate to receive, make or take part in telephone conversations (mobile or landline) whilst in class or on yard supervision or at any time when in a position of duty of care; or during staff meetings or when meeting with students, parents or in any formal meeting where you represent the School
- Use school computers appropriately. This includes not using the School's facilities to access inappropriate websites, or communicate inappropriately through emails or any other format
- Accept responsibility for your own personal property. Any personal items such as mobile telephones, iPods etc. are the responsibility of each staff member. Although staff may wish to keep these items on their possession, it is not permissible to use these items whilst in class or whilst in a position of duty of care unless calling for assistance (for example, an ambulance).

Confidentiality

Staff are expected to:

- Preserve confidential College information including personal information of students, parents and other key stakeholders, plans and decisions, information about employees and any other information that is not public knowledge. Confidential information must not be used for personal benefit and must only be used in the ordinary course of business
- Ensure that matters regarding staff issues, student behaviour and similar are treated with respect and confidentiality

- Not disclose to any person, company or school any information coming into your knowledge or possession, relating to the School's affairs or its business, which could reasonably be considered confidential
- Not make known to any unauthorised person the names, addresses or other personal information of any staff, student, family member or affiliate of the College
- Respect the privacy and confidentiality of others.

Contact with the Board

Staff are expected to:

- Avoid contacting members of the Board directly on a matter associated with the College. Such matters should be addressed through the Principal, unless the matter involves a formal complaint against the Principal. In this instance, a formal letter should be addressed to the Chairman.

8.2 Our Duty of Care to Students

The College, the Board, the Principal and staff owe a duty of care to take reasonable steps to protect students from any injury or harm that may be reasonably foreseen. This requires everyone not just to react to situations as they arise but to engage in appropriate risk management to reduce the risk of injury or harm.

The College is committed to:

- Establishing and effectively implementing a comprehensive range of student care and child protection policies and procedures
- Making these policies and procedures readily available to all staff
- Providing training to staff with respect to student safety and child protection issues
- Regularly reviewing student safety policies and procedures to ensure that they remain fit for purpose
- Capturing data with respect to student injuries as well as child protection and safety incidents
- Implementing student safety and child protection control measures as appropriate

The College expects all staff to:

- Maintain a professional distance from students and parents on digital social networks, including 12 months after students leave the College.
- Promote the safety, welfare and well-being of students
- Abide by our student safety and child protection policies and procedures
- Be vigilant as to student safety and child protection issues
- Report to management any concerns arising with respect to student safety issues
- Not engage in inappropriate relationships with students
- Not engage in any form of sexual misconduct directed to or involving a student
- Not engage in any form of bullying or harassment or physical conduct that may cause harm or injury to a student
- Not engage in any form of discriminatory conduct with respect to a student.

Maintaining Professional Boundaries with Students

Staff are responsible for:

- maintaining a professional role with the students with whom they come into contact. This means establishing clear professional boundaries with students that help to protect everyone from misunderstandings or a violation of the professional relationship.

8.3 Our Performance

We are all responsible for the College maintaining the highest standards of ethical conduct.

The College's key commitments to our students are to:

- Act honestly and fairly in our relationships with students and their parents/caregivers
- Provide teaching and learning programs that meet the curriculum standards and requirements
- Take all reasonable steps to ensure the safety and welfare of our students, with a strong focus on care and protection.

The College's key commitments to our suppliers and contractors are to:

- Act honestly and fairly in our relationships
- Encourage suppliers and contractors to abide by the principles of our Code of Conduct
- Endeavour to procure goods and services from those organisations demonstrating good ethical practice.

Roles and Responsibilities

Staff are expected to:

- Be well prepared and manage the learning and care of the students in their care, and perform other responsibilities efficiently and effectively
- Manage conflict through honest mediation, always seeking resolution of the issue and reconciliation with others
- Arrive at work in good time
- Be prepared to commence work on time, and observe relevant practices for signing in and out during the day. Please note that teachers are expected to be in the College during DOTT times
- Attend required meetings and events, including those taking place outside school hours
- Accept responsibility at all times during their work time for the care and safety of students, colleagues and others (such as visitors or volunteer helpers). This requires an awareness of relevant College policies and procedures
- Deal with student misbehaviour in ways which are consistent with the College's procedures, but which also demonstrate a care for the student's immediate and long-term welfare
- Avoid smoking in the College grounds, and bringing alcohol or other drugs onto the College grounds
- Take action if a risk to staff, students or others is noticed.

Contact with parents

Staff are expected to:

- Keep parents informed of issues related to their children, and to seek parent advice about their children. The Principal and other leaders should be informed of issues which may potentially require their intervention
- Respond promptly and appropriately to queries from parents, students and colleagues
- Initiate contact promptly and appropriately in response to a student's academic or behavioural progress
- Ensure that all formal letters that require letterhead are approved by a member of the College Executive. Staff may not print onto letterhead
- Maintain appropriate records including recording details on Seqta. Emails from parents should be saved and hard copies printed for student files if it involves absences or curriculum or pastoral care matters. Records of phone calls and interviews should also be kept. Casual conversations should only be noted if there are expected outcomes and/or follow up required.

8.4 The Community and Environment

The College aspires to support our community and the environment. Our goal is to provide lasting academic, social, environmental and economic benefits to society.

The College's key commitments to our community and the environment include:

- Contributing to making the communities, in which the College operates, better places to live
- Being sensitive to local communities' cultural, social and economic needs
- Endeavouring to support ethical trade in our purchasing practices
- Protecting the environment in terms of the College's use of resources and minimisation of waste and pollution.